



1. Introduction

Purpose

To provide information and outline the interim administrative processes associated with Training Stage 4 (TS4) accreditation for the 2022 FACEM training program, curriculum and accreditation structure.

This process guide refers to the interim accreditation process for the following types of ACEM Accreditation: Emergency Departments and Paediatric Emergency Departments (including Private EDs) for Training Stage 4 accreditation Special Skills Placement – Category A (ACEM) for Training Stage 4 accreditation Placements accredited by other Colleges.

Out of scope

This guide does not apply to the **ongoing** TS4 Accreditation for Emergency Departments, Special Skills placements or placements accredited by other Colleges.

TS4 accreditation will eventually form part of the normal accreditation process of both Public/Private Adult/Mixed/Paediatric Emergency Departments, Special Skills Placements and placement accredited by other Colleges for the FACEM Training Program.

Refer to *AC550 FACEM Training Program Site Accreditation – Process Guide* and *AC95 SSP Accreditation Process Guide* for guidance on the routine accreditation processes of these placement types.

2. Requesting interim TS4 accreditation

All applications are submitted electronically. No physical site inspection is required.

2.1 Applications

A fully completed *AC819 ED TS4 Application* form or *AC820 Non-ED TS4 Application* form must be submitted within one of the time periods which will be published on the College website.

Confirmation of receipt of the application will be emailed to the site within seven working days. If an application is incomplete, the site will be requested to revise and resubmit the application within one week.

3. Conduct of interim TS4 accreditation assessment

4.1 Approval Process

A member of the Accreditation Subcommittee and two accreditation inspectors will convene as the Assessing Team to assess the application and determine the outcome.

If those assessing the application cannot agree on an outcome the application will be forwarded to the Accreditation Subcommittee for a decision.

If the Accreditation Subcommittee is unable to reach a decision, the application will be forwarded to the Specialist Training and Assessment Committee (STAC) for a decision in line with the terms of reference for the Accreditation Subcommittee.

Outcome

Applicants will normally be advised of the outcome within 4 - 6 weeks following the receipt of a fully AC821 TS4 Interim Process Guide

completed application.

If the application is approved, the site will be provisionally accredited for TS4. Ongoing accreditation will be confirmed or rescinded at the site's next routine re-inspection.

If the application is declined, a site may reapply only after 12 months from the date of application or as part of their next routine inspection, whichever is earlier.

4.2 College Regulations and Policies Governing Conduct

The Assessing Team will consider the application in accordance with all relevant College Regulations, Policies and Procedures, and in accordance with the ACEM Guideline AC98 Accreditation Inspector's Manual. Key policies and procedures include but are not limited to:

- [ACEM Conflict of Interest Policy \(COR139\)](#)
- [ACEM Code of Conduct Policy \(COR235\)](#)
- [ACEM Discrimination, Bullying and Sexual Harassment Policy \(COR133\)](#)
- [ACEM Privacy Policy \(COR200\)](#)
- [ACEM Policy on Procedural Fairness \(COR140\)](#)

5 Reconsideration, review and appeal

A site may request a reassessment of an Accreditation Outcome via the process defined in the [ACEM Reconsideration, Review and Appeals Policy \(COR355\)](#).