



Australasian College  
for Emergency Medicine

# Policy on Cultural Competence Activity Approval for Specialist CPD

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CPD649 V1

September 2018

[acem.org.au](http://acem.org.au)

## Document Review

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Timeframe for review:	Every two years, or earlier if required
Document authorisation:	Council of Education
Document implementation:	CPD Committee/relevant unit manager
Document maintenance:	CPD Manager

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
V1	Sep 2018	Approved by COE

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## 1. Purpose and scope

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The Australasian College for Emergency Medicine (ACEM/the College) conducts Continuing Professional Development (CPD) programs to ensure medical practitioners practising in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. The programs are designed to meet the requirements of the Medical Board of Australia, the Australian Medical Council and the Medical Council of New Zealand for the purposes of individual practice.

The purpose of this policy is to outline the method by which CPD activities supporting cultural competence may be approved for the purposes of the ACEM Specialist CPD Program. As part of this process, the College maintains an online library of Approved Cultural Competence CPD Activities in order to:

- Recognise and promote cultural competence CPD activities appropriate to Emergency Medicine
- Promote exemplary standards in the practice of cultural competence in Emergency Medicine.

## 2. Required elements of an approved cultural competence activity

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The following elements are required in order for an activity to be determined as an Approved Cultural Competence Activity by ACEM for the purposes of the Specialist CPD Program mandatory cultural competence requirement, as outlined in the *Specialist CPD Participation Policy*:

- Activities have been recommended for approval by the Indigenous Health Subcommittee (IHSC)
- Activities align to the Health Advocacy domain of the ACEM Curriculum Framework
- Educational activities and learning outcomes are clearly stated
- Participants' needs are taken into consideration
- Activities are evidence-based
- Clinical and ethical standards are maintained throughout
- Face-to-face activities include adequate time for interaction and discussion
- Participants may evaluate and provide feedback on the accredited activity
- Participants are issued with a certificate of completion/attendance, which clearly states the name of the participant along with the name and date/duration of the activity.

## 3. Process for determination of an approved cultural competence activity

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### 3.1 Activity Recommendation

The IHSC is responsible for recommending activities to be considered as an Approved Cultural Competence Activity.

### 3.2 Activity Assessment

The CPD Committee will determine whether the recommended activity is approved or not approved. The CPD Committee shall approve any cultural competence CPD activity which has been recommended to it by the IHSC and that meets the requirements of this policy. The CPD Committee reserves the right not to approve a recommendation where the activity does not meet the requirements of this policy. The CPD Committee may, at its discretion, refer to subject matter experts such as ACEM committees and other

entities, in order to inform its decision.

### 33 Activity Classification

For each Approved Cultural Competence Activity the College will determine:

- The Category and Activity Type of the ACEM Specialist CPD Program in which the Approved Cultural Competence Activity falls; and
- The hours and minutes for which the Approved Cultural Competence Activity is approved, excluding registration and any recreational components.

### 34 Duration of the Approval of Activity

The CPD Committee will determine the duration for which the activity is accredited:

- One-off activities remain valid until the date of completion of the activity
- Ongoing activities remain valid until the end of the applicable Specialist CPD cycle

At the end of the relevant Specialist CPD cycle, the IHSC will be invited to recommend cultural competence CPD activities for approval for the new cycle.

## 4. Loss of approval of a cultural competence activity for CPD

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The CPD Committee reserves the right to revoke approval of an Approved Cultural Competence Activity should feedback from participants indicates that the required elements of the activity were not met.



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