



## POLICY ON EXEMPTION FROM AN ACEM CPD PROGRAM

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### 1. PURPOSE & SCOPE

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. These programs are designed to meet the requirements of the Medical Board of Australia and the Medical Council of New Zealand for the purposes of individual practice.

The purpose of this policy is to outline the circumstances under which an exemption from participation in the ACEM Specialist CPD program or ACEM Non-Specialist CPD program may be obtained.

### 2. DEFINITIONS

**'ACEM'** or **'the College'** means the Australasian College for Emergency Medicine

**'AMP'** means Audit of Medical Practice

**'ACRRM'** means the Australian College of Rural and Remote Medicine

**'bpac<sup>NZ</sup>'** means Best Practice Advocacy Centre New Zealand

**'CICM'** means the College of Intensive Care Medicine

**'CPD'** means Continuing Professional Development

**'MBA'** means the Medical Board of Australia

**'MCNZ'** means the Medical Council of New Zealand

**'Non-Specialist CPD Program'** means the CPD program for ACEM Certificants, Diplomates, Educational Affiliates and other approved participants

**'Overseas Authority'** means the body in a country other than Australia or New Zealand which is responsible for the conduct of recertification of specialist emergency medicine doctors

**'RACGP'** means the Royal Australian College of General Practitioners

**'RACP'** means the Royal Australasian College of Physicians

**'Specialist CPD Program'** means the CPD program for ACEM Fellows and other approved specialists.

### 3. EXEMPTION FROM PARTICIPATION IN THE SPECIALIST CPD PROGRAM

Satisfactory participation in an ACEM-approved Specialist CPD program (as specified in Regulation E1.1.1) is a mandatory requirement for ongoing Fellowship of the College. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of specialist or vocational registration in emergency medicine in Australia or New Zealand (as appropriate).

An exemption from participation in the Specialist CPD program may be granted, upon written application by the CPD participant, on the grounds cited in this policy. Any participant considering applying for an exemption from participating in the Specialist CPD Program should ensure they are familiar with the re-entry requirements associated with the exemption category for which they are considering applying.

#### 3.1 Grounds for Exemption

##### Temporary Exemption

- (a) Participants in the ACEM Specialist CPD Program may apply for a temporary exemption from the requirements of that program on the following grounds:
  - full-time study
  - extended travel
  - parental leave
  - prolonged carers leave
  - prolonged illness
- (b) A temporary exemption from the requirements of the Specialist CPD program will only be granted if the participant has not practised medicine in any capacity during the period for which the exemption is sought.
- (c) A temporary exemption from the requirements of the Specialist CPD program may be granted for either six (6) or 12 calendar months in a CPD year.
- (d) Where the exemption sought does not encompass the whole of a CPD year:
  - If the exemption sought is between nine (9) and 12 months duration – an exemption from the full annual CPD requirements may be granted.

- If the exemption sought is between six (6) and nine (9) months duration – an exemption from half the hours component of the CPD year may be granted (i.e. the CPD requirements for six months of the CPD year must be completed).
- If the exemption sought would be less than six (6) months duration – no exemption will be granted.

### **Procedural Skills Exemption**

- (a) Participants who are no longer in clinical practice may apply for an exemption from the Procedural Skills component of the Specialist CPD program.
- (b) An exemption on these grounds shall be ongoing until the individual resumes clinical practice.
- (c) A participant granted an exemption on this basis is required to meet all other requirements of the ACEM Specialist CPD program.
- (d) A participant granted a procedural skills exemption must provide documented evidence of their current non-clinical position on an annual basis and not later than the close of each ACEM CPD year.
- (e) A participant to whom a clinical skills exemption has been granted under this clause shall notify the College in writing at the earliest opportunity of the date on which they intend to resume clinical practice.

### **Ongoing Exemption**

#### **Participants registered to practice in Australia or New Zealand**

- (a) Participants registered to practice in Australia or New Zealand may apply for an ongoing exemption from the ACEM Specialist CPD Program if:
  - they hold dual Fellowship with CICM or RACP (Paediatrics) whose CPD program has been deemed by the College to be substantially equivalent to that of ACEM, and
  - they are meeting the CPD requirements of that other medical college.
- (b) Participants to whom an ongoing exemption is granted pursuant to clause 3.1(a) must:
  - meet the minimum requirements of the Procedural Skills component of the ACEM Specialist CPD Program;
  - provide evidence of full participation with that other college's CPD program by the close of each ACEM CPD year;
  - provide evidence of full compliance with that other college's CPD program at the end of that college's CPD cycle; and
  - notify the College in writing immediately if they discontinue participation in that other college's CPD program.

#### **Participants not registered to practice in Australia or New Zealand**

- (c) Participants not registered to practice in Australia and New Zealand residing in a jurisdiction other than Australia or New Zealand (i.e. an **'Overseas Fellow'**) may apply for an ongoing exemption from the ACEM Specialist CPD Program if they:
  - are practising medicine in the overseas jurisdiction; and
  - are participating in the CPD program of a relevant Authority in that jurisdiction, which CPD program has been deemed by the College CPD Committee to be substantially equivalent to that of the ACEM Specialist CPD program.

- (d) Participants to whom an ongoing exemption is granted pursuant to clause 3.1(c) must:
- continue to meet any requirements of the ACEM Specialist CPD Program as determined by the CPD Committee;
  - provide evidence of participation with the relevant Authority's CPD program by the close of each ACEM CPD year;
  - provide evidence of full compliance with the relevant Authority's CPD program at the end of that College's CPD cycle;
  - notify the College in writing immediately if they discontinue participation in that Authority's CPD program; and
  - notify the College in writing at the earliest opportunity of the date on which they plan to resume clinical practice in either Australia or New Zealand.

## 4. EXEMPTION FROM PARTICIPATION IN THE NON-SPECIALIST CPD PROGRAM

Satisfactory participation in an ACEM-approved CPD program (as specified in Regulation E2.1.1) is a mandatory requirement for ongoing membership of the College for ACEM Certificants, Diplomates and Educational Affiliates. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of medical registration in Australia or New Zealand (as appropriate).

### 4.1 Grounds for Exemption

#### Temporary Exemption

- (a) Participants in the ACEM Non-Specialist CPD Program may apply for a temporary exemption from the requirements of that program on the following grounds:
- full-time study
  - extended travel
  - parental leave
  - prolonged carers leave
  - prolonged illness
- (b) A temporary exemption from the requirements of the Non-Specialist CPD program will only be granted if the participant has not practised medicine in any capacity during the period for which the exemption is sought.
- (c) A temporary exemption from the requirements of the Non-Specialist CPD program may be granted for either six (6) or 12 calendar months in a CPD year.
- (d) Where the exemption sought does not encompass the whole of a CPD year:
- If the exemption sought is between nine (9) and 12 months duration – an exemption from the full annual CPD requirements may be granted.
  - If the exemption sought is between six (6) and nine (9) months duration – an exemption from half the hours component of the CPD year may be granted (i.e. the CPD requirements for six months of the CPD year must be completed).
  - If the exemption sought would be less than six (6) months duration – no exemption will be granted.

#### Ongoing Exemption

- (e) Certificant or Diplomate participants who are enrolled and actively participating in the FACEM Training Program may apply for an ongoing exemption from the ACEM Non-Specialist CPD Program whilst they remain enrolled in the FACEM Training Program.

- (f) Participants may otherwise apply for an ongoing exemption from the ACEM Non-Specialist CPD Program if:
- they hold Fellowship with the RACGP or ACRRM, whose CPD program has been deemed by the College to be substantially equivalent to that of ACEM, or
  - they are participating in the *bpac<sup>nz</sup>* recertification program.
- and
- they are meeting the CPD requirements of that other medical college or program.
- (g) Participants to whom an ongoing exemption is granted pursuant to clause 4.1(f) must:
- meet the minimum requirements of the Procedural Skills component of the ACEM Non-Specialist CPD Program;
  - provide evidence of full participation with that other college's CPD program by the close of each ACEM CPD year;
  - provide evidence of full compliance with that other college's CPD program at the end of that college's CPD cycle; and
  - notify the College in writing immediately if they discontinue participation in that other college's CPD program.

## 5. SPECIAL CONSIDERATION

The College may grant a temporary exemption for other circumstances not covered above. All such requests should be made in accordance with the provisions of the ACEM *Exceptional Circumstances and Special Consideration Policy* (TA79) and will be considered on a case-by-case basis.

## 6. APPLICATIONS FOR EXEMPTION

### Application Process

Any application for an exemption must be made on the appropriate application form and all information and documentation specified therein provided.

The application must be received by the College not less than two (2) weeks prior to the date of the commencement date of the exemption sought. Retrospective applications for exemption will be considered on a case by case basis.

The College may request further information or documentation from the applicant prior to making a determination on the application.

### Application Outcome

Applications will be considered in accordance with the provisions of this policy and may be either:

- approved;
- declined; or
- further information sought before a decision is made.

Any exemption granted shall relate to the CPD year in question only, except where otherwise stated or permitted by this policy.

The applicant shall be notified in writing of the outcome of the application. Such notification shall include the details of the terms on which the application was granted.

## 7. RETURN TO PRACTICE AFTER PERIOD OF EXEMPTION - RE-ENTRY REQUIREMENTS

Participants to whom an exemption is granted are required to meet the re-entry to practice requirements as set out in the *Policy on Re-entry to Practice following a Period of Absence (CPD307)* prior to resuming clinical practice. The requirements of this policy align with the MBA 'Recency of Practice Standard' and MCNZ 'Policy on doctors returning to medical practice after an absence from practice for three years or more'.

## 8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 8.1 Responsibilities

Document authorisation: Council of Education  
 Document implementation: General Manager, Education / relevant unit manager  
 Document maintenance: Governance and Standards Manager

### 8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Mar-2017	Approved by Council of Education
v2	Jun-2017	Inclusion of exemption criteria for Non-Specialist CPD Program
v3	Jul-2017	Inclusion of CPD Programs deemed substantially equivalent to that of ACEM
v4	Jul-2017	Change of reference of 'overseas travel' to 'extended travel'. Temporary exemptions will only be granted if the participant has not practiced medicine in any capacity during the exemption period
v5	Jul-2017	Revision to 3.1 to require annual provision of documentary evidence for procedural skills exemption
v6	Jan-2018	Revision to 3.1 to: Give the CPD Committee authority to deem overseas programs as substantially equivalent and determine any accompanying Specialist CPD Program requirements