



Position Title	Training Coordinator (Certificate and Diploma)
Department	Education and Training
Date Reviewed	June 2021

Incumbent Name	VACANT	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Education and Training Department has a number of strands of activity arranged into units, each of which is led by a General Manager who reports to the Executive Director, as follows:

Training

- *Training:* Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

- *Diploma and Certificate Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC), Diploma (EMD) or Advanced Diploma and the Diploma of Pre-Hospital and Retrieval Medicine. Trainee advocacy to provide support for trainees throughout their training program.
- *Workplace-based Assessment (WBA)*: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist and paediatric emergency medicine pathway.

Education Assessment

- *Examinations*: Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand.

Accreditation, Continuing Professional Development and National Program

- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs.
- *Continuing Professional Development*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *National Program*: Responsible for all aspects of the conduct of Commonwealth Department of Health funded programs, including the Emergency Medicine Education and Training Program (EMET), the Specialist Training Program-Independent Rural Training Program (STP-IRTP) and other constituent programs.

Education Program Development

- *Educational Development*: Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.
- *Education Resources*: Responsible for the coordination and development of online education and training resources.

Position Purpose

The primary purpose of the role is to coordinate all activities in relation to the delivery of the College's Emergency Medicine Certificate, Diploma and Advanced Diploma programs as well as the associated Supervisor courses. This includes the provision of support to the Department of Health (DoH)-funded Program Support Officers (PSOs) in Emergency Medicine Education and Training (EMET) hub hospitals, in addition to supporting the Emergency Medicine Certificate and Diploma Subcommittee.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Coordination and leadership of the Certificate and Diploma Unit, including supporting and developing team members and conducting annual/biannual performance reviews to ensure efficient and effective performance of the Unit.
- Coordinating the day-to-day administration of the Colleges' Emergency Medicine Certificate and Diploma (EMCD) training programs, including the processing of enrolments through to the monitoring of performance for EMCD trainees during their prescribed supervised practice period.
- Provision of expert advice to enquiries from key stakeholders such as prospective and enrolled trainees, supervisors, training sites and PSOs in relation to EMCD matters.

- The preparation of discussion papers and reports for EMCD-related matters to relevant College entities including, but not limited to, the EMCD Committee.
- Facilitate the coordination of EMCD examinations including, the registration of examination candidates, the delivery of online exams and the distribution of results.
- Ensure accuracy and quality assurance of trainee records, including audits of:
 - Trainee compliance with program requirements such as placements and assessments;
 - Eligibility for examinations;
 - Eligibility of program completion and admission to Certificant and Diplomate membership.
- Arrange and deliver the EMCD Workshop, PSO Training Days and other relevant workshops as required and participate and assist with the delivery of EMET Network Meetings.
- Contribute to the development and updating of the Training Program policies, procedures, website, handbooks and other training-related communication media.
- Contribute to the revision and development of systems, procedures and processes as required to ensure the effective and efficient delivery of the EMCD Training Program.
- Promotion of the Emergency Medicine Certificate and Diploma Programs at relevant events/conferences.
- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Tertiary qualification or equivalent relevant work experience, preferably in an education and training environment.
- Proven experience leading and managing an administration and service-orientated team.
- Highly developed administrative skills in a regulatory/compliance environment and experience in managing end-to-end administrative functions.
- High level of self-motivation, organisation and initiative, including the ability to work in a team environment to manage competing priorities and meet deadlines.
- Well-developed oral communication skills and the ability to interact and negotiate effectively with a range of stakeholders including senior clinical staff, emergency medicine trainees, IT and colleagues.
- Well-developed written communication skills including experience in the development of policies, procedures, briefing notes, website content and other communications.
- High level of accuracy and attention to detail when working with data and analytics.

- Demonstrated problem-solving skills and experience with reviewing and developing administrative systems and processes and liaising with all stakeholders to implement and communicate changes.
- Administration of records maintenance and document management within a similar professional environment.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Experience in a medical college, membership organisation or academic institution.
- An understanding of the Australian and New Zealand health systems, with particular reference to the training and education of medical practitioners.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	General Manager, Training
Supervision of	Training Officers (Certificate and Diploma)
Internal Liaison	All ACEM Employees
Committee Liaison	EMCD Committee
External Liaison	Nil

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.