AUSTRALASIAN COLLEGE
FOR EMERGENCY MEDICINE

POSITION DESCRIPTION

Document No:	PD735
Approved:	Aug-2019
Last Revised:	Aug-2019
Version No:	v1

SITE TRAINEE REPRESENTATIVE

1. INTRODUCTION

The Australasian College for Emergency Medicine (ACEM; the College) encourages the participation of its trainees in the functions of the College through trainee representation on a wide range of committees, subcommittees and other entities of the Board, the Council of Advocacy, Practice and Partnerships (CAPP) and, the Council of Education (COE).

The purpose of the Site Trainee Representative (STR) role is to optimise communication between FACEM Training Program trainees at ACEM-accredited training sites and Regional Trainee Representatives who serve on the Trainee Committee.

This Position Description is established under, and is subordinate to, the ACEM Policy on College Entities (the policy). Site Trainee Representatives should ensure they are familiar with the provisions and requirements of the policy.

2. APPOINTMENT AND TENURE

A Site Trainee Representatives may be either a Provisional or Advanced trainee and must be working at the site they represent.

Tenure as a Site Trainee Representative ends when the trainee leaves that site. Where a vacancy(ies) arises, the Director of Emergency Medicine Training (DEMT) and/or Director of Emergency Medicine (DEM) will facilitate the appointment of a new Site Trainee Representative.

Where there are two (2) or more trainees interested in appointment to the role, the training site will appoint the applicant suited to the role. If a single site has a large number of trainees (greater than 20) up to two (2) site trainee representatives may be appointed to the role. For sites that are training sites within an ACEM accredited Emergency Medicine Training Network (EMTN), site trainee representatives, up to the number of training sites within the EMTN, may be appointed to the role. However, a single trainee may represent trainees training at an EMTN across all sites of the network.

Site Trainee Representative planning any extended leave, should notify their DEMT/DEM at the site of their nominated proxy to step in during the leave period.

3. ROLE AND RESPONSIBILITIES

It is not expected that this role will have a significant administrative burden or time commitment; its aim is to facilitate and enhance communication between FACEM Training Program trainees and the members of the Trainee Committee and, where applicable, the College.

The role of a Site Trainee Representative is to:

- act as a liaison between FACEM Training Program trainees at an ACEM-accredited training site and the ACEM Trainee Committee in matters relating to training and overall educational experience.
- provide regular reports to the relevant Regional Trainee Committee Representative on training related matters (prior to each meeting of the Trainee Committee) and on an ad-hoc basis as the need arises.

- facilitate the distribution of information related to the FACEM Training Program provided by the College to the trainees at their site.

The role is not designed to:

- address individual trainee personal matters and/or complaints. In such circumstances a Site Trainee Representative should refer a trainee to ACEM or to their DEMT and/or DEM for the matter to be considered at a local level.
- address or resolve trainee issues of an industrial nature. In such circumstances a Site Trainee Representative should refer the trainee to their DEMT, DEM or other hospital administrative department as appropriate.
- address issues regarding the education environment, culture or local program. These matters should, in the first instance be discussed with the DEMT at the site, as the matter(s) may be able to be resolved locally first.

4. ASSOCIATED DOCUMENTS

- *ACEM Curriculum Framework*
- Regulation B – Specialist Training Program
- *Code of Conduct* (COR235)
- *Conflict of Interest Policy* (COR139)
- *Discrimination, Bullying and Sexual Harassment Policy* (COR133)
- *Exceptional Circumstances and Special Consideration Policy* (COR)
- *Member/Staff Relations Policy* (COR304)
- *Policy on College Entities* (COR334)
- *Policy on Procedural Fairness* (COR140)
- *Progression and Remediation Policy (COR)*
- *Reconsideration, Review and Appeals Policy* (COR)

5. DOCUMENT REVIEW

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

5.1 Responsibilities

Document authorisation: Council of Education
Document implementation: General Manager, Training
Document maintenance: General Manager, Governance and Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Aug-2019	Approved by Council of Education