



## **REGULATIONS**

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*In all cases in these Regulations, "the College" refers to the College of Intensive Care Medicine of Australia and New Zealand.*

### **1. OFFICE BEARERS AND OFFICERS OF THE BOARD**

Pursuant to Clause 10 of the Constitution, the Board will elect the following at the first Board meeting in each year to take office at the first Board meeting following the Annual General Meeting:

#### *Office-Bearers*

- 1.1 **President**  
Responsible to Fellows and the Board for the oversight of the College.
- 1.2 **Vice-President**  
Chair of the Fellowship Affairs Committee, Responsible for the smooth running of the Executive and support to the President
- 1.3 **Treasurer**  
Responsible to the Board for the oversight of the financial affairs of the College.

#### *Officers*

At the first Board meeting following the Annual General Meeting each year, the Board will appoint the following:

- 1.4 **Censor**  
Responsible to the Board for the activities of the Censors Committee and for oversight of individual training applications, evaluation of applications for entrance to College Examinations, trainee performance, supervision of assessment of OTS and AON applications and admission to Fellowship.
- 1.5 **Education Officer**  
Responsible to the Board for the activities of the Education Committee.
- 1.6 **Chair of Assessments**  
Responsible to the Board for the activities of the Assessments Committee and Examinations Committees.
- 1.7 **Chair, Hospital Accreditation Committee**  
Responsible to the Board for the activities of the Hospital Accreditation Committee.
- 1.8 **Such other appointments as are deemed necessary for the efficient conduct of College affairs**

## **2. COMMITTEES OF THE BOARD**

Pursuant to Clause 14 of the Constitution.

- 2.1 The Board shall, at the first Board meeting following the Annual General Meeting each year appoint the Chairs of Committees to fulfil certain major functions of the Board.
- 2.2 The Chair of each Committee shall normally be a member of the Board. Specific terms of reference for each Committee shall be regularly reviewed and updated.
- 2.3 Decisions of Committees of the Board shall be by simple majority with the Chair exercising a deliberative and a casting vote.
- 2.4 The President is an ex officio member of all College Committees.
- 2.5 All proceedings and reports of the Board or any of its Committees or sub-committees shall be confidential and privileged.
- 2.6 Reports of Board business will be published at the discretion of the Board and/or President.

### **2.7 Principal Committees that report directly to the Board**

- Executive Committee
- Education Committee
- Assessments Committee
- Fellowship Admissions Committee
- Hospital Accreditation Committee
- Finance, Audit and Risk Management
- Trainee Committee
- Fellowship Affairs Committee
- Paediatric Intensive Care Committee
- Censor's Committee

### **2.8 Executive Committee**

- 2.8.1 Membership shall consist of the President as Chair of the Executive, the Vice President, and Treasurer. Members of Board with particular portfolios may be invited to attend the Executive Committee meetings as appropriate.
- 2.8.2 Duties include reporting and making recommendations to Board following the review of matters referred to the College, the review and consolidation of Regulations and documentation, development of policy, review of financial matters, and to act on behalf of the Board where appropriate. The Committee shall also provide advice to the Board following periodic review of the Constitution to facilitate any changes in College policy and activities.

### **2.9 Education Committee**

- 2.9.1 Membership shall include the Education Officer who shall be Chair, Censor, Deputy Censor, Assistant Education Officer, Chair of the Assessments Committee, Chair of the Training Subcommittee, the Chair of the Trainee Committee or his/her nominee, a Community Representative and a Trainee Representative and such other members as the Board may appoint.

- 2.9.2 Duties include the implementation of Board policy and provision of advice to the Board on matters related to teaching and education of intensive care trainees, and co-ordination of educational activities. This may include:
- Appointment and accreditation of Supervisors.
  - Curriculum development, evaluation and review.
  - Development of educational materials and courses.
  - Development of educational policy.
  - Appropriate collaboration with relevant educational bodies.

## **2.10 Assessments Committee**

- 2.10.1 Membership shall consist of the Chair, Chair and Deputy Chair of Second Part Examination Committee, Chair and Deputy Chair of Paediatric Second Part Examination Committee, Chair and Deputy Chair of First Part Examination Committee, Chair of the Education Committee, New Fellows Representative, Formal Project Panel Chair, a Workplace Based Assessment sub-committee representative and a community representative
- 2.10.2 Duties include overseeing assessment modes including examinations, ITERs, Work-Based Competency Assessments, online and course based assessments to ensure complementary, coordinated, balanced and continuous assessment throughout training. The Committee is responsible for the implementation of Board policy, the provision of advice to the Board and the co-ordination of examinations and other assessments.
- 2.10.3 A Workplace Based Assessment sub-committee will report to the Assessments Committee. This Committee will be responsible for the on-going development of the In Training Evaluation Report, Workplace Competency Assessments and Observed Clinical Encounters. Membership shall include the Chair of Assessments and such other members as determined by the Board.

## **2.11 Examination Subcommittees and Courts**

- 2.11.1 A First Part, a Paediatric Second Part and a General Second Part Examination Committee will be selected from the Panel of Examiners. The Board, on the advice of the examinations committees, will appoint the Chairs and Deputy Chairs of each examinations committee. These Committees will report to the Assessments Committee.
- 2.11.2 The examination subcommittees will meet on a regular basis and be responsible for the preparation, conduct and assessment of each examination process. These meetings will be chaired by the Chairs of the respective committees. The Chair of Assessments is an ex-officio member of all examination committees.
- 2.11.3 Courts of Examiners will be appointed for individual examinations by the Chair of the appropriate examination subcommittee.
- 2.11.4 Any person who has been an Examiner may fill a vacancy at the discretion of the Chair of the relevant examination committee or his/her nominee.

## **2.12 Panel of Examiners**

- 2.12.1 There will be a Panel of Examiners which will be appointed by the Board on the advice of the relevant examinations committees.
- 2.12.2 The tenure for Examiners will commence from 1<sup>st</sup> January following the appointment, and shall be for three year terms. An examiner may be re-appointed for a maximum of 12 years.

## **2.13 Formal Project Panel**

- 2.13.1 A Chair will be appointed by the Board. Panel members are nominated by the relevant Regional/National Committees and appointed by the Assessments Committee, with at least one representative from each Australian state, and one representative from New Zealand.
- 2.13.2 Duties include reviewing relevant policies and the assessment of individual projects which will be undertaken by two members of the Panel who do not reside in the same state as the trainee whose Project is being assessed.

## **2.14 Fellowship Admissions Committee**

- 2.14.1 Membership shall include the Censor who shall be Chair, the President, the Chair of the Assessments Committee and such other members as the Board may appoint.
- 2.14.2 Duties include the assessments of applications for Admission to Fellowship.

## **2.15 Hospital Accreditation Committee**

- 2.15.1 Membership shall include the Chair, Deputy Chair, the President, the Education Officer, the Censor and such other members as the Board may appoint.
- 2.15.2 Duties include the implementation of Board policy and the provision of advice to the Board regarding accreditation of training sites. The committee shall be responsible for:
- Accreditation and review of training sites
  - Appointment of inspection teams
  - Collation and analysis of data obtained from accredited and prospective training sites
  - Review of documentation relating to accreditation

## **2.16 Finance, Audit and Risk Management Committee**

- 2.16.1 Membership shall consist of the President, Vice-President, Treasurer and three other members (who may or may not be Fellows of the College, one of which will be the College CEO). At least two members will have a high level of financial competence,
- 2.16.2 Duties include: assisting the Board in discharging its duties with regard to the financial affairs of the College, enhancing the control framework of the College and overseeing the management of its risks and assisting the Board in complying with its legal and other obligations.

## **2.17 Trainee Committee**

- 2.17.1 Membership of the Trainee Committee will be constituted by a Trainee representative from each region of Australia and New Zealand and the New Fellow representative elected to the College Board. The New Fellow Representative on the Board will act as the Chair for the Trainee Committee.
- 2.17.2 Duties of the Trainee Committee include representing trainee interests in the affairs of the College, particularly with regard to matters concerning education and training.

## **2.18 Fellowship Affairs Committee**

- 2.18.1 Membership shall consist of the Vice-President, Continuing Professional Development (CPD) Officer, Paediatric Representative, Rural/Regional Representative, ASM Officer and such other members as the Board may appoint.
- 2.18.2 Duties include overseeing Special Interest Groups, the CPD program, the ASM and other relevant events, overseas aid initiatives and monitoring the development of recertification. The committee is also responsible for the consideration of honours and awards relating to Fellows and other duties as specified by the Board.

## **2.19 Paediatric Intensive Care Committee**

- 2.19.1 Membership shall consist of the Chair of the Paediatric Second Part Examination Committee, one representative from each region represented on the CICM Board, one representative from a general intensive care unit which admits children who will be co-opted onto the committee if not elected as a Regional Committee representative, one paediatric trainee representative, such other members that the Board may appoint.
- 2.19.2 Duties include representing the views of the Paediatric Intensive Care Section on all relevant committees of the Board, making recommendations to the Board and, assisting the Censor in all matters pertaining to trainees in Paediatric Intensive Care Medicine.

## **2.20 Censor's Committee**

- 2.20.1 Membership shall consist of the Censor, Deputy Censor, Deputy Censor (Paediatrics), Director of Professional Affairs, President (ex-officio) and such other members that the Board may appoint.
- 2.20.2 Duties include providing a forum where those Fellows involved in carrying out assessments of individual trainees at various stages can meet to consider and discuss issues of relevance. The committee is responsible for reviewing the criteria for admission into the training program, overseeing the Trainee Selection Panel and the Overseas Trained Specialist Committee, and approval of training and trainee performance.

## **2.21 Trainee Selection Panel**

- 2.21.1 Membership shall consist of the Censor, Director of Professional Affairs, a Fellow of the College, a community member and such other members that the Board may appoint.
- 2.21.2 Duties include assessing applications for entry into the training program.

## **2.22 Overseas Trained Specialists Committee**

2.22.1 Membership shall include Censor, Deputy Censor, Chair of the Assessments Committee, Chairs of the respective Second Part Examinations Committees, a New Zealand Board member, a Fellow nominated by the Board who was admitted through the OTS pathway, and a Community/Jurisdictional Representative. The Chair shall be either the Censor or Deputy Censor.

2.22.2 Duties include responsibility for the assessment of Overseas Trained Specialists.

## **3. REGIONAL AND NATIONAL COMMITTEES OF THE COLLEGE**

3.1 Where a State or Territory of Australia, or New Zealand or another region, has seven or more Fellows, a Regional/National Committee may be formed, when approved by the Board.

### *Functions*

3.2 Regional and National Committees will:

3.2.1 Advise the Board of any matters that may concern the interests of the College and carry out such other duties as may be delegated to them by the Board.

3.2.2 Conduct their affairs in accordance with the Constitution and the Regulations of the College.

3.2.3 Submit to the Board for approval, any document affecting College policy prior to promulgation.

3.2.4 Advise the Board on any matters that may affect training and accreditation.

3.2.5 Submit an Annual Report to the College, on the proceedings of the Committee during the past 12 months.

3.2.6 When requested by the Board of the College, nominate local Fellows to assist with; hospital inspections, local interviews, and College meetings.

3.2.7 Inform the Board of the College of any regional political negotiations and obtain Board approval before making any specific comment.

### *Elections*

3.3 To assist the Board in the appointment of Regional/National Committees, the Fellows of the College in each Region will, every two years, hold a ballot during the month of April.

3.4 The results of ballots will be forwarded to the Chief Executive Officer before the mid-year Board Meeting, at which the Board will appoint those duly elected to the Committee for the next two years.

3.5 Nominations of candidates, who desire to submit their names for a Regional/National Ballot, must be signed by two Fellows of the College resident in that region/country. Prior consent of the candidate in writing must be obtained.

3.6 If the number of persons nominated for a ballot does not exceed the number of vacancies on a Regional/National Committee, the names of all nominees will be forwarded to the Board in accordance with Regulation 3.5.

- 3.7 If the number of nominations exceeds the number of vacancies, balloting lists will be prepared which contain in alphabetical order, the names of the nominees. If a Fellow of the College elects to vote, he or she will be obliged to vote for the same number of nominees as there are vacancies to be filled.
- 3.8 In the case of Fellows of the College seeking re-nomination, a record of attendance at Regional/National Committee Meetings must accompany the ballot papers.
- 3.9 In the case of a tied vote, the Chair of the Regional/National Committee will exercise a casting vote, following the procedure in the Constitution.

#### *Tenure*

- 3.10 Members of Regional/National Committees will be appointed for two years, but will be eligible for re-appointment.
- 3.11 Except with the approval of the Board, no Fellow will serve on a Regional/National Committee for longer than a total period of 12 years unless they are an ex-officio or co-opted member.

#### *Ex-officio Board Member*

- 3.12 Members of the Board resident in a Region will be ex-officio Members of that Regional/National Committee and will have full voting rights.

#### *Co-option*

##### 3.13 *New Fellow's Representative*

Each Committee will be entitled at its first meeting on or after 1st July, to co-opt to membership for that year a Fellow admitted within the preceding five years, who will have full voting rights.

- 3.14 The Committee will also have the power to co-opt one or more Fellows of the College for a special purpose. Such co-opted Members will attend Regional/National Committee meetings at the discretion of the Chair but will have no voting rights.

##### 3.15 *Trainee Representative*

The elected member of the Trainee Committee will be co-opted to the Regional/National Committee and will have full voting rights.

- 3.16 Any casual vacancy occurring during the two year term of the Regional/National Committee may be filled at the discretion of the Committee.

#### *Office Bearer Elections*

- 3.17 Each Committee will elect annually at its first meeting on or after 1st July, from amongst its elected members:

3.17.1 A Chair, whose term of office will not exceed three consecutive years. The Chair will remain in office, and exercise all of the powers and duties of the Chair as set out in this Regulation, until a successor has been elected.

3.17.2 A Deputy Chair, whose term of office will not be limited.

- 3.18 Office Bearers of each Regional Committee shall be elected by secret ballot. If no nominee for any position secures a majority on the first ballot, there shall be an exhaustive ballot in accordance with Article 9 of the Constitution. The Chair may exercise both a deliberative and a casting vote.

3.19 Unless determined otherwise by the Board, the elected membership of Regional/National Committees will be determined by the number of Fellows in a region/country on the day on which nominations close, according to the formula.

Fewer than seven Fellows (see Regulation 3.2):

- 7 - 30 Fellows = 3 Members
- 31 - 50 Fellows = 4 Members
- 51 - 75 Fellows = 5 Members
- More than 75 Fellows = 6 Members

3.20 The new Committee will take office at its first meeting on or after the 1st July of the year of election.

3.21 The Committee will meet at least three times a year.

3.22 A quorum for Regional/National Committee meetings will be decided at the first meeting of the incoming Committee and will not be less than one third of the numbers of elected and ex-officio Members.

3.23 Unconfirmed Minutes of all Regional/National Committee meetings must be forwarded to the Chief Executive Officer within one month of the meeting and confirmed Minutes immediately after such confirmation.

3.24 Attendance of elected Members at Regional/National Committee Meetings is to be recorded in the Annual Reports of each Committee.

3.25 As the College is a legally incorporated educational and scientific body, matters related to remuneration for professional services may not be negotiated by Regional Committees.



## **4. ADMISSION TO FELLOWSHIP OF THE COLLEGE**

### *Eligibility*

Except in the case of Honorary Fellows, no person shall be eligible to be a Fellow of the College, unless at the time of his/her admission as a Fellow:

- (a) he/she is a registered Medical Practitioner of a State or Territory of Australia or of New Zealand or of some other country or State approved by the Board for the purpose of this clause; or
- (b) he/she holds a medical qualification regarded as satisfactory by the Board.

### **4.1 Foundation Fellowship**

Persons who hold Fellowship of the Joint Faculty of Intensive Care Medicine, ANZCA and RACP will be eligible for admission as Foundation Fellows of the College.

### **4.2 Honorary Fellowship**

Pursuant to Clause 2.6 of the Constitution:

- 4.2.1 The Board may confer Honorary Fellowship of the College on distinguished persons who have made a notable contribution to the advancement of the science and practice of intensive care medicine who are not practising intensive care in Australia or New Zealand.
- 4.2.2 Honorary Fellowship of the College will normally not be conferred "in absentia".
- 4.2.3 Nominations for the award of Honorary Fellowship of the College may be considered at any Board Meeting.
- 4.2.4 All nominations will be made in writing, formally proposed and seconded by two Members of the Board, and submitted to the Chief Executive Officer at least 28 days before the Board Meeting.
- 4.2.5 Each nomination will be accompanied by curriculum vitae.
- 4.2.6 The Board will vote on the nomination by secret ballot.
- 4.2.7 No award will be made at a meeting of the Board unless three quarters of the Members of the Board present vote in favour.
- 4.2.8 Nominations rejected by the Board may be reconsidered if proposed and seconded at a subsequent Board Meeting.
- 4.2.9 An Honorary Fellow shall be a member of the College and shall have the same powers, privileges and liabilities as a Fellow, except that an Honorary Fellow shall not be required to pay any entrance fee or annual subscription or to satisfy the College's professional development requirements. An Honorary Fellow is not entitled to vote at any College meeting.

### **4.3 Admission to Fellowship by Election**

The Board may elect to Fellowship without examination persons who have made a notable contribution to the science and practice of intensive care medicine, in the fields of research, training, education and administration.

- 4.3.1 Applications for admission to Fellowship under this Regulation will be on the prescribed form. References will be sought from three nominated referees.
- 4.3.2 Applications for admission to Fellowship under these Regulations may be considered at any meeting of the Board provided that applications are submitted to the College 60 days prior to the meeting.
- 4.3.3 Each application will be accompanied by curriculum vitae, criteria for assessment and guide for applicants, copies of all documentary evidence of qualifications and experience, certificate of good standing, evidence of participation in professional, academic and continuing education activities. Documents must be in English or certified translations should be provided.
- 4.3.4 Applications for election to Fellowship, on the prescribed forms and with supporting documentation, will be sent to each Member of the Board at least fourteen days before the day of the Board Meeting.
- 4.3.5 No award will be made at a meeting of the Board unless three quarters of the Members of the Board present vote in favour. This is subject to a minimum of seven Members voting in favour. The Board will vote by secret ballot.
- 4.3.6 Applications rejected by the Board may be reconsidered if formally proposed and seconded at a subsequent Board Meeting.
- 4.3.7 Those admitted to Fellowship by election will pay an entrance fee as prescribed by the Board in addition to the annual subscription.
- 4.3.8 The Board at its discretion may remit the entrance fee and annual subscription of any Fellow admitted under Regulation 4.3.

#### **4.4 Admission to Fellowship of the College by Training and Examination**

The Board may admit to Fellowship candidates who have completed the training and examination requirements of the College.

- 4.4.1 Candidates for admission to Fellowship by training and examination will fulfil the examination requirements of the Board and complete a prescribed program of training and assessment as detailed in Regulation 5.
- 4.4.2 The Board will define the period of training required by all candidates and approve the nature of the Examinations for the award of Fellowship of the College.
- 4.4.3 Candidates approved by the Court of Examiners at a Second Part Examination are required, on completion of the prescribed period of training, to forward to the College an application for admission to Fellowship.
- 4.4.4 The application for admission to Fellowship must be on the prescribed form and contain such information as the Board may require.
- 4.4.5 The application must be approved by the Fellowship Admissions Committee.
- 4.4.6 Admission to Fellowship will only be recommended by the Board when all relevant Regulations have been satisfied.

- 4.4.7 Every application will contain an agreement by the candidate that all communications made by the Board or any of its officers and all answers to any questionnaire made by any referee or any Fellow of the College will for all purposes be deemed a privileged communication.

#### **4.5 Admission to Fellowship of Overseas Trained Specialists**

The Board may admit to Fellowship medical practitioners who have satisfied all of the training and examination requirements to practise intensive care medicine in countries other than Australia, New Zealand and Hong Kong and who have been recommended for admission to Fellowship by the Overseas Trained Specialists Committee. Applications from Overseas Trained Specialists (OTS) for consideration of intensive care specialist recognition in Australia or vocational registration in New Zealand are referred to the College by the Australian Medical Council (AMC) or the Medical Council of New Zealand (MCNZ).

- 4.5.1 The Board through its OTS Committee will assess OTS applicants to determine eligibility for specialist recognition or vocational registration, in accordance with the document '*Assessment of Overseas Trained Intensive Care Specialists*'.
- 4.5.2 Performance assessment may be conducted by the relevant Second Part Examination Committee. Announcement of the successful candidates will be made at the completion of the Performance Assessment and such candidates presented to the Court of Examiners.
- 4.5.3 The OTS will normally complete a Clinical Practice Assessment period as determined by the OTS Committee. This period will be overseen by a Clinical Assessor who will report to the Chair of the OTS Committee. Successful completion is dependent upon satisfactory reports from the Clinical Assessor.
- 4.5.4 The Board will recommend a candidate who satisfies all of the requirements of the OTS process to the AMC or the MCNZ for recognition as a specialist in intensive care medicine.
- 4.5.5 The Board may admit to Fellowship Overseas Trained Specialists who have satisfied all of the requirements of the OTS process.
- 4.5.6 The application for admission to Fellowship must be on the prescribed form and contain such information as the Board may require.
- 4.5.7 The application must be approved by the Overseas Trained Specialists Committee.
- 4.5.8 Admission to Fellowship will only be recommended by the Board when all relevant Regulations have been satisfied.
- 4.5.9 Every application will contain an agreement by the candidate that all communications made by the Board or any of its officers and all answers to any questionnaire made by any referee or any Fellow of the College will for all purposes be deemed a privileged communication.
- 4.6 Having received and considered all relevant materials and communications in reference to an application for Fellowship of the College, the Board may admit the candidate to Fellowship, reject the application or suspend final determination for any period it thinks fit. The Board the College shall not be required to assign any reasons for the admission or rejection of a candidate or suspension of its decision upon a candidate's application and the decision of the Board on any application shall be final and not subject to appeal.

4.7 Each applicant will sign the following pledge which is binding upon admission to Fellowship:

*"I hereby pledge myself as a condition of Fellowship of the College of Intensive Care Medicine of Australia and New Zealand to obey the Constitution and abide by all Regulations of the College."*

4.8 All proceedings in relation to the admission to Fellowship will be confidential and privileged.

4.9 Candidates admitted to Fellowship of the College of Intensive Care Medicine of Australia and New Zealand will be entitled to place after their name the letters FCICM.

4.10 Candidates admitted to Fellowship will be required to pay an admission fee.

4.11 The Diploma of Fellowship of the College will be in the following form:

*THE COLLEGE OF INTENSIVE CARE MEDICINE  
OF AUSTRALIA AND NEW ZEALAND*

*No: .....*

*This is to certify that*

*.....*

*was duly admitted a Fellow of the  
College of Intensive Care Medicine of Australia and New Zealand.*

*Given under the common Seal of the  
College of Intensive Care Medicine of Australia and New Zealand,  
this ..... day of.....in the year of.....*

## 5. PROGRAMS FOR TRAINING AND CERTIFICATION IN INTENSIVE CARE MEDICINE

These Regulations apply to all trainees who commenced training towards the Diploma of the College of Intensive Care Medicine from 1<sup>st</sup> January 2014. Trainees commencing training prior to that date will be governed by the CICM Regulations in place at the time of registering with the College.

The training of an intensive care specialist to the standard required for the award of the Diploma of Fellowship of the College of Intensive Care Medicine of Australia and New Zealand requires the completion of six years of structured supervised training and courses, assessments and other requirements outlined in this regulation. Training may be in General or Paediatric Intensive Care Medicine.

Training can only commence once all requirements of the Trainee Selection Policy are satisfied.

### 5.1 Training Program Overview – General Intensive Care Required Training Time

- 42 months of intensive care medicine training time consisting of:
  - 6 months of Foundation training
  - 24 months of Core training
  - 12 months of Transition training

Trainees will spend no more than 24 months of combined Core and Transition training in intensive care units on one hospital campus.

- 12 months of clinical anaesthesia
- 12 months of clinical medicine
- 6 months of elective training

No more than one of the above training requirements can be accomplished during the same training period.

Rural experience: each trainee is required to spend at least 3 months in a rural hospital during training.

Paediatric experience: each trainee is required to spend a defined period of time in a position approved for paediatric experience.

Trainees must also complete terms in intensive care units that are accredited for and provide adequate experience in each of the following:

- Cardiothoracic surgery intensive care
- Neurological / Neurosurgery intensive care
- Trauma intensive care

#### *Assessments*

Satisfactory completion of all Workplace Based Assessments (WBA), including In-Training Evaluation Reports (ITER), Workplace Competency Assessments (WCA) and Observed Clinical Encounters (OCE) at each stage of training, online-learning packages and course requirement.

Satisfactory completion of the First Part Examination unless exempted, before entering the Core years of training.

Satisfactory completion of the Second Part General Examination before entering the Transition year.

Formal Project

Satisfactory completion of a Formal Project.

Courses

Courses will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.

Online packages will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.

Progression through the Training Program:

**Selection to the training program:**

Satisfactory completion of 6 months intensive care experience (Foundation training) in a CICM approved unit and all other requirements of trainee selection.

**Entry into the Core years of training will be dependent on:**

Satisfactory completion of the CICM First Part Examination (unless exempted)  
Satisfactory completion of the prescribed courses, learning packages and WBA.

**Entry into the Transition year will be dependent on:**

- Satisfactory completion of the required clinical training time and assessments for the Core intensive care medicine, anaesthesia and medicine years
- Satisfactory completion of the Second Part Examination
- Satisfactory completion of all prescribed courses, learning packages and WBA.
- Submission of a Formal Project in the format prescribed in the guideline.
- Satisfactory exposure to two out of the three sub-specialities (as defined by the Hospital Accreditation Committee) in:
  - Cardiothoracic surgery intensive care
  - Neurological / Neurosurgery intensive care
  - Trauma intensive care

**Completion of Fellowship will be dependent on:**

- Successful completion of the Transition year
- Satisfactory ITER for the Transition year
- Satisfactory completion of all prescribed courses, learning packages and WBA.
- Successful completion of the Formal Project.
- Satisfactory exposure to all sub-specialities including paediatrics.

## 5.2 Training Program Overview: Paediatric Intensive Care

- 42 months of intensive care medicine training time consisting of:
  - 6 months of Foundation training
  - 24 months of Core training
  - 12 months of Transition training

Trainees will spend no more than 24 months of combined Core and Transition training in intensive care units on one hospital campus.

- 12 months of clinical anaesthesia.
- 12 months of clinical paediatric medicine.
- 6 months of elective training.

- No more than one of the above training requirements can be accomplished during the same training period.
- Rural experience; each trainee is required to spend at least 3 months in a Rural hospital during training.
- Trainees must also complete terms in intensive care units that are accredited for and provide adequate experience in each of the following:
  - Paediatric Cardiothoracic surgery intensive care
  - Paediatric Neurological / Neurosurgery intensive care
  - Paediatric Trauma intensive care

#### Assessments

Satisfactory completion of all Workplace Based Assessments (WBA), including In-Training Evaluation Reports (ITER), Workplace Competency Assessments (WCA) and Observed Clinical Encounters (OCE) at each stage of training, online-learning packages and course requirements.

Satisfactory completion of the First Part Examination unless exempted, before entering the Core years of training.

Satisfactory completion of the Second Part Paediatric Examination before entering the Transition year.

#### Formal Project

Satisfactory completion of a Formal Project.

#### Courses

Courses will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.

Online packages will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.

#### Progression through the Paediatric Training Program

##### **Selection to the training program:**

Satisfactory completion of 6 months intensive care experience (Foundation training) in a CICM approved unit and all other requirements of trainee selection.

##### **Entry into the Core years of training will be dependent on:**

- Satisfactory completion of the CICM First Part Examination (unless exempted)
- Satisfactory completion of the prescribed courses, learning packages and WBA

##### **Entry into the Transition year will be dependent on:**

- Satisfactory completion of the required clinical training time and assessments for Core paediatric intensive care medicine, anaesthesia and paediatric medicine years
- Satisfactory completion of the Paediatric Second Part Examination
- Satisfactory completion of all prescribed courses, learning packages and WBA
- Submission of a Formal Project in the format prescribed in the guidelines.
- Satisfactory exposure to two out of the three sub-specialities (as defined by the Hospital Accreditation Committee) in:
  - Paediatric Cardiothoracic surgery intensive care
  - Paediatric Neurological / Neurosurgery intensive care
  - Paediatric Trauma intensive care

**Completion of Fellowship will be dependent on:**

- Successful completion of the paediatric intensive care Transition year
- Satisfactory ITER for the Transition year
- Satisfactory completion of all prescribed courses, learning packages and WBA
- Successful completion of the Formal Project
- Satisfactory exposure to all sub-specialities

**5.3 Training Time in General Intensive Care Medicine**

5.3.1 Six years of training are required. The Core and Transition terms must be prospectively approved. Previous supervised training in intensive care, medicine, anaesthesia and other disciplines with appropriate documentation may be retrospectively accredited at the discretion of the Censor.

5.3.2 A maximum of 48 months training may be spent outside Australia, New Zealand, Hong Kong or Singapore. At least 12 months of continuous Core training must be undertaken in an intensive care unit on one campus in Australia, New Zealand or Hong Kong accredited for Core training in accordance with 5.3.8.

5.3.3 For training to be prospectively approved, registered trainees must submit an “Application for Approval of Training” to the College within 30 days of commencing the appointment.

5.3.4 Core training may not be commenced until satisfactory completion of the CICM First Part Examination requirements, in accordance with **Regulation 5.5.4.1**

5.3.5 Core intensive care training must be undertaken in minimum periods of six months. The minimum duration for the components of approved training in anaesthesia, medicine, intensive care (Foundation and Rural only) and elective training is three months.

5.3.5.1 Approval of shorter periods is at the discretion of the Censor.

5.3.5.2 All terms must have documented supervision and a term related training program may be required.

5.3.6 Other training may be approved by the Censor based on a Trainee’s individual qualifications and experience. A specialist in another related area of acute medicine who is more than 5 years post-award of a postgraduate diploma and who has been working full-time in that specialty may be eligible for award of Fellowship after completion of supplementary training.

5.3.7 *Foundation Intensive Care Training*

5.3.7.1 6 months of Foundation intensive care training must be undertaken in units approved by the College. Please refer to the Trainee Selection Policy for full details.

5.3.8 *Core Intensive Care Training*

5.3.8.1 24 months of Core intensive care medicine training must be undertaken in units approved by the College. No part of this period will be recognised unless the Foundation training requirements including courses and the First Part Examination requirements have been successfully completed.



- 5.3.8.2 At least one period of 12 months must be continuous and undertaken in one campus.
- 5.3.8.3 No more than one rotation to units classified as suitable for 6 months training is permitted during Core intensive care training without prior approval of the Censor.
- 5.3.8.4 Trainees must complete terms in units that are accredited for and provide adequate experience:
  - Neurological / Neurosurgery intensive care
  - Cardiothoracic surgery intensive care
  - Trauma intensive care
  - 5.3.8.4.1 At least two out of three of the above sub-specialities must be completed before the Transition year.
  - 5.3.8.4.2 Only two of the above sub-specialities can be completed simultaneously in any 6 month period.
- 5.3.8.5 An intensive care unit accredited as general training without limitation may rotate a trainee to a rural or regional unit, which is accredited for training, for a 3 month period. Each trainee may undertake such a rotation only once in Core training and it must be prospectively approved by the Censor.

#### 5.3.9 *Transition Intensive Care Training*

- 5.3.9.1 12 months of intensive care medicine training must be undertaken in units approved by the College. This period will not be recognised unless all the requirements of Core training have been completed satisfactorily. This period must meet the requirements outlined in the Transition Year Objectives document
- 5.3.9.2 The Transition year can be undertaken in any intensive care unit accredited for Core training.
- 5.3.9.3 Alternatively the Transition year can be undertaken in other units. Trainees must apply to the College for prospective approval by the Censor before the commencement of the term.
- 5.3.9.4 The 12 months must be continuous and undertaken in one unit.

#### 5.3.10 *Clinical Anaesthesia Training*

- 5.3.10.1 12 months clinical anaesthesia training must be undertaken in positions approved by the College for training.
- 5.3.10.2 Satisfactory In-Training Evaluation Reports (ITER) are required for all prospectively approved anaesthesia training.
- 5.3.10.3 Anaesthesia training may be accredited retrospectively at the discretion of the Censor.

### 5.3.11 *Clinical Medicine Training*

- 5.3.11.1 12 months clinical medicine training; 6 months of this term must be acute medicine (which may be in an Emergency Department) and 6 months must involve responsibility for longitudinal care of medical patients.
- 5.3.11.2 At least 6 months should be undertaken in a registrar position that is approved by the College. A registrar position is considered by the Censor to be equivalent to a position accredited by the RACP (or where appropriate by the ACEM) and which involves supervision of junior medical officers and supervision by registered specialist physicians.
- 5.3.11.3 Satisfactory In-Training Evaluation Reports (ITER) are required for all prospectively approved clinical medicine training.
- 5.3.11.4 Clinical medicine training may be accredited retrospectively at the discretion of the Censor.

### 5.3.12 *Elective Training*

- 5.3.12.1 An elective training period of 6 months may be undertaken in a position or positions approved by the College.

Elective training may be in one of the following disciplines:

- Intensive care medicine
- Clinical anaesthesia
- Clinical internal medicine (adult and paediatric)
- Specialist medicine
- Emergency medicine
- Surgery
- Pain medicine
- Research
- Other disciplines related to intensive care medicine

### 5.3.13 *Paediatric Experience*

- 5.3.13.1 Trainees are required to gain exposure to acute paediatrics by completing an approved period of training as defined by the Censor.
- 5.3.13.2 The above requirements may be retrospectively accredited with approval from the Censor.

### 5.3.14 *Rural Experience*

- 5.3.14.1 Trainees must spend at least 3 months in a rural hospital (defined by the Hospital Accreditation Committee) in any approved discipline.
- 5.3.14.2 The above requirement may be retrospectively accredited with approval from the Censor.

## 5.4 Training Time in Paediatric Intensive Care Medicine

- 5.4.1 Six years of training are required. The Core and Transition terms must be prospectively approved. Previous supervised training in intensive care, medicine, anaesthesia and other disciplines with appropriate documentation may be retrospectively accredited at the discretion of the Censor.
- 5.4.2 A maximum of 48 months training may be spent outside Australia, New Zealand, Hong Kong or Singapore. At least 12 months of continuous Core training must be undertaken in an intensive care unit on one campus in Australia, New Zealand or Hong Kong accredited for Core training in accordance with 5.4.10.
- 5.4.3 For training to be prospectively approved, registered trainees must submit an *Application for Approval of Training* to the College within 30 days of commencing the appointment.
- 5.4.4 Core training may not be commenced until satisfactory completion of the CICM First Part Examination requirements, in accordance with **Regulation 5.5.4.1**
- 5.4.5 18 months of Core training and must be undertaken in a paediatric unit/units accredited by the College
- 5.4.6 Up to 12 months may be undertaken in a general intensive care unit accredited by the College.
- 5.4.7 Core intensive care training must be undertaken in minimum periods of six months. The minimum duration for the components of approved training in anaesthesia, medicine, intensive care (Foundation and Rural only) and elective training is three months.
- 5.4.7.1 Approval of shorter periods is at the discretion of the Censor.
- 5.4.7.2 All terms must have documented supervision and a term-related training program may be required.
- 5.4.8 Other training may be approved by the Censor based on a trainee's individual qualifications and experience. A specialist in another related area of acute medicine who is more than 5 years post-award of a postgraduate diploma and who has been working full-time in that specialty may be eligible for award of Fellowship after completion of supplementary training.
- 5.4.9 *Foundation Intensive Care Training*
- 5.4.9.1 6 months of Foundation intensive care training must be undertaken in units approved by the College. Please refer to the Trainee Selection Policy
- 5.4.10 *Core Paediatric Intensive Care Training*
- 5.4.10.1 24 months of Core intensive care medicine training must be undertaken in units approved by the College. No part of this period will be recognised unless the Foundation training requirements including courses and the First Part Examination requirements have been successfully completed.
- 5.4.10.2 18 months of Core training and the Transition year must be undertaken in a CICM accredited Paediatric Intensive Care Unit (PICU).

- 5.4.10.3 At least one period of 12 months must be continuous and undertaken in one campus.
- 5.4.10.4 No more than one rotation to units classified as suitable for 6 months of training is permitted during Core intensive care training without prior approval of the Censor.
- 5.4.10.5 Trainees must complete terms in units that are accredited for and provide adequate experience:
- Paediatric Cardiothoracic surgery intensive care
  - Paediatric Neurological / Neurosurgery intensive care
  - Paediatric Trauma intensive care
- 5.4.10.5.1 At least two out of three of the above sub-specialities must be completed before the Transition year.
- 5.4.10.5.2 Only two of the above sub-specialities can be completed simultaneously in any 6 month period.
- 5.4.10.6 Up to 6 months of Core paediatric intensive care training time may be undertaken in a neonatal ICU accredited by the RACP. This time must be prospectively approved by the Censor.
- 5.4.10.7 An intensive care unit accredited as general training without limitation may rotate a trainee to a rural or regional unit, which is accredited for training, for a 3 month period. Each trainee may undertake such a rotation only once in Core training and it must be prospectively approved by the Censor.

#### 5.4.11 *Transition Intensive Care Training*

- 5.4.11.1 12 months of intensive care medicine training must be undertaken in units approved by the College for training. This period will not be recognised unless all the requirements of Core training have been completed satisfactorily. This period must meet the requirements outlined in the *Objectives of Training: The Transition Year* document.
- 5.4.11.2 The Transition year can be undertaken in any intensive care unit accredited for Core training.
- 5.4.11.3 Alternatively the Transition year can be undertaken in other units. Trainees must apply to the College for prospective approval by the Censor before the commencement of the term.
- 5.4.11.4 The 12 months must be continuous and undertaken in one unit.

#### 5.4.12 *Clinical Anaesthesia Training*

- 5.4.12.1 12 months clinical anaesthesia or paediatric anaesthesia training must be undertaken in position approved by the College.
- 5.4.12.2 Satisfactory In-Training Evaluation Reports (ITER) are required for all prospectively approved anaesthesia training.
- 5.4.12.3 Anaesthesia training may be accredited retrospectively at the discretion of the Censor.

#### 5.4.13 *Clinical Paediatric Medicine Training*

- 5.4.13.1 12 months clinical paediatric medicine training; 6 months of this term must be in acute medicine (which may be in an Paediatric Emergency Department) and 6 months must involve responsibility for longitudinal care of medical patients.
- 5.4.13.2 At least 6 months should be undertaken in a registrar position that is approved by the College. A registrar position is considered by the Censor to be equivalent to a position accredited by the RACP (or where appropriate by the ACEM) and which involves supervision of junior medical officers and supervision by registered specialist physicians.
- 5.4.13.3 Satisfactory In-Training Evaluation Reports (ITER) are required for all prospectively approved clinical medicine training.
- 5.4.13.4 Clinical medicine may be accredited retrospectively at the discretion of the Censor.

#### 5.4.14 *Elective Training*

- 5.4.14.1 An elective training period of 6 months may be undertaken in a position or positions approved by the College. Elective training may be in one of the following disciplines:
  - Intensive care medicine
  - Clinical anaesthesia
  - Clinical medicine (adult and paediatric)
  - Specialist medicine
  - Emergency medicine
  - Surgery
  - Pain medicine
  - Research
  - Other disciplines related to intensive care medicine

#### 5.4.15 *Rural Experience*

- 5.4.15.1 Trainees must spend at least 3 months in a rural hospital (as defined by the Hospital Accreditation Committee) in any approved discipline.
- 5.4.15.2 The above requirement may be retrospectively accredited with approval from the Censor.

### **5.5 Assessments in General and Paediatric Intensive Care Medicine for Intensive Care Terms**

#### 5.5.1 In-Training Evaluation Report (ITER)

- 5.5.1.1 All trainees must participate in the College's ITER process and comply with requests from the College for information relating to training performance.
- 5.5.1.2 A satisfactory report in all ITER, including the final assessment, is essential for the award of Fellowship.
- 5.5.1.3 In the event of an unsatisfactory ITER, the Censor may defer recognition of the training time until satisfactory remediation has been documented or rule that further training is required.

## 5.5.2 Workplace Competency Assessment (WCA)

5.5.2.1 All prescribed WCA must be completed by the end of training.

## 5.5.3 Observed Clinical Encounters (OCE)

5.5.3.1 A minimum of two OCE must be completed during every 6 months of Core training. Training will not be accredited if these assessments have not been completed.

## 5.5.4 The First Part Examination

5.5.4.1 Trainees who meet one of the following criteria will qualify for an exemption from the CICM First Part examination:-

Successful completion of:

- Fellowship of the ACEM
- Fellowship of the ANZCA
- Fellowship of the RACP

Trainees who have completed an equivalent training and examinations program (for example by other Colleges overseas) may also be considered for exemption by the Censor.

Trainees undertaking a training program with another College (or equivalent) and who have completed the First or Primary component of that program may be granted conditional entry into Core training.

Conditional Core training will only be ratified on completion of the other Colleges training program including award of Fellowship (or equivalent).

5.5.4.2 Candidates must be registered trainees with the College, have submitted full documentation and paid the appropriate fees before being eligible to present for the First Part Examination.

5.5.4.3 Candidates may present for the First Part Examination prior to commencing approved Training and at any time before entering the Core years of training.

5.5.4.4 Candidates presenting for the First Part Examination must have fulfilled requirements for entry to the examination by the date on which the written section of the examination is held.

5.5.4.5 First Part Examinations will be held at times determined by the Board.

5.5.4.6 The subject areas for the First Part Examination are set out in the *Syllabus for the Basic Sciences in Intensive Care Medicine* document.

5.5.4.7 The examination comprises a written and oral section. The written section may be taken in cities of Australia and New Zealand or other areas at the discretion of the Board. The oral section will be held in a capital city in Australia or New Zealand at the discretion of the Board.

5.5.4.8 If a candidate achieves 50% in the written section and is unsuccessful at the oral section, they are permitted to carry this mark at the next two scheduled examinations.

- 5.5.4.9 A candidate who presents for either the written or oral component of the First Part Examination has a maximum of five attempts. If unsuccessful on the fifth attempt the candidate will not be eligible for further examination candidacy and will no longer be registered as a trainee.

#### 5.5.5 The Second Part Examination (General or Paediatric)

- 5.5.5.1 Candidates presenting for the Second Part Examination must have satisfactorily completed at least one year of Core training in intensive care. These requirements must be satisfied by the date on which the written section of the examination commences.

Trainees who are undertaking Conditional Core Training may not present for the Second Part Examination.

- 5.5.5.2 Applications to present for the Second Part Examination must be made on the approved form together with all relevant documentation and the prescribed fee. The completed application must be received by the College before the stated closing date of the examination.

- 5.5.5.3 The subjects for the Second Part Examination will be the theory and practice of intensive care medicine, including relevant aspects of the basic sciences, anaesthesia and clinical medicine.

- 5.5.5.4 The Examination comprises written and oral sections. The written section may be taken in cities of Australia and New Zealand or other areas at the discretion of the Board. The oral sections will be held in a capital city in Australia or New Zealand at the discretion of the Board.

- 5.5.5.5 Second Part Examinations in General and in Paediatric intensive care medicine will be held at times to be determined by the Board.

- 5.5.5.6 If a candidate achieves 50% in the written section and is unsuccessful at the oral section, they are permitted to carry this mark at the next two scheduled examinations.

- 5.5.5.7 A candidate who presents for either the written or oral component of the Second Part Examination has a maximum of five attempts. If unsuccessful on the fifth attempt the candidate will not be eligible for further examination candidacy and will no longer be registered as a trainee.

#### 5.5.6 Examination application and conduct (First and Second Part)

- 5.5.6.1 To be permitted to present as a Candidate at a designated Examination, the trainee must submit an application for approval by the Censor.

- 5.5.6.2 A Candidate who withdraws his or her application may be refunded the fee provided the College receives written notice of withdrawal by the published date on which entries close.

- 5.5.6.3 A Candidate whose entry has been accepted and who withdraws from the Examination on or after the date on which entries close, or who fails to attend the Examination will be required to forfeit the Examination fee unless extenuating circumstances apply.

- 5.5.6.4 The Board may decline to accept any examination application.

- 5.5.6.5 If the candidate is not satisfied with the Board's decision, the Appeals Procedure should be invoked.
- 5.5.6.6 Examination fees shall be determined by the Board.
- 5.5.6.7 The Chair of the Court of Examiners for any College Examination may refuse to proceed with the Examination of a Candidate who:
  - a) Infringes the relevant College Regulations.
  - b) Is considered by the Examiners to be guilty of behaviour prejudicial to the conduct of the Examination.

#### 5.5.7 Formal Project

- 5.5.7.1 A Formal Project must be completed satisfactorily by all College trainees, as detailed in the Training Document T-9 *Formal Project Requirements*. Trainees completing this requirement will be eligible for consideration of the award of the Felicity Hawker Medal.
- 5.5.7.2 A Formal Project must be submitted in the format prescribed in the *Formal Project Requirements* before entering Transition training.

#### 5.5.8 Courses

- 5.5.8.1 Prescribed courses will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.
- 5.5.8.2. Prescribed Online packages will be completed by the end of each stage of training and before progression to the next stage of intensive care medicine training.

### 5.6 Part-time Training

- 5.6.1 Part-time training will be considered on an individual basis and must have prospective approval from the Censor.
- 5.6.2 The specific part-time arrangements must be documented and supported in writing by the trainee's Head of Department.
- 5.6.3 Part-time training is permissible in any year of training. Trainees cannot advance to the next stage of training until all the requirements of the previous stage are completed satisfactorily.
- 5.6.4 Part-time training must result in the same total training time and training content as for full-time trainees.
- 5.6.5 Part-time training requires a commitment to both in-hours and out-of-hours duties. These duties must be assigned on a pro rata basis and must comprise a minimum of 0.4 of the commitment of a full-time trainee.
- 5.6.6 Part-time training requires payment of a pro-rata Annual Training Fee.



## **5.7 Leave**

- 5.7.1 For a 12 month term of training to be accredited no more than 8 weeks leave for all purposes can be taken.
- 5.7.2 In the event of extended leave for all purposes Trainees must notify the College and the Censor will make a ruling on whether additional training is necessary.
- 5.7.3 **Parental Leave**  
Trainees can take up to 52 weeks of continuous parental leave before training is affected and can take a total of 104 weeks during their training. Trainees must inform the College prospectively of any planned parental leave (acknowledging precise dates are difficult to predict). If parental leave is in a block of more than 52 weeks, subsequent training should include 52 weeks continuous training time. If this results in additional training time, the Censor can determine if this additional training time is in the best interests of the individual trainee.

## **5.8 Deferred Training**

Deferred Training refers to any time period prospectively approved by the Censor, which does not represent mandatory training or interrupted training, and provides experience useful to career development in addition to normal training requirements.

- 5.8.1 Training may be deferred for periods of 12 months with prospective approval from the Censor. Approval will only be granted upon submission of appropriate documentation that outlines the reasons for the deferral of training, which must be related to the progression of training in intensive care.
- 5.8.2 Until all of the requirements of training are met, a trainee must remain registered with the College and submit appropriate documentation upon request.
- 5.8.3 At the completion of the deferred period, a written report prepared by the trainee and supported by the SOT or deferred training supervisor must be submitted to the Censor to certify that the objective of the deferred training period was achieved.

## **5.9 Interrupted Training**

Interrupted Training refers to any period spent in activities not relevant to training in Intensive Care Medicine. Such periods do not include ordinary leave provisions and 'relevance' will be determined by the Censor or the Board. Training in other specialties related to Intensive Care Medicine is not considered an interruption.

- 5.9.1 Trainees must inform the College prospectively of any planned interruptions to training.
- 5.9.2 Trainees must inform the College of any unforeseen interruptions to training as soon as possible.
- 5.9.3 If training is interrupted for between one and two years, there must be a minimum of one training year (i.e. at least the Transition year) as part of subsequent training.
- 5.9.4 If training is interrupted for more than two years, a total of at least one Core training year and the Transition year must be completed as part of subsequent training.
- 5.9.5 Under exceptional circumstances, the Censor may allow interrupted training without the need for additional training.

## **5.10 Intensive Care Units Approved for Training**

- 5.10.1 An Intensive Care Unit, Hospital Department (or other organisation) must be approved by the College in order to provide training in intensive care medicine. Such approval requires an accreditation visit that has been accepted by the Board.

5.10.2 The required components of intensive care training must be undertaken in units approved by the Board for the specific components of training including:

- General intensive care practice
- Neurosurgical intensive care practice
- Cardiothoracic intensive care practice
- Trauma intensive care practice
- Paediatric intensive care practice

5.10.3 For general intensive care experience units are classified as suitable for a maximum of 6, 12 or 24 months accredited training. Not more than one period of training in units classified as suitable for 6 months general training will be permitted during Core intensive care training, without prior approval of the Censor. Criteria for each classification, including caseload, case mix and unit facilities will be determined by the Board.

5.10.4 Training within approved Hospital Departments (or other organisations) must provide clinical experience both in-hours and out-of-hours and ensure supervision at all times in accordance with the requirements of Policy Document IC-4 *The Supervision of Vocational Trainees in Intensive Care Medicine*.

5.10.5 A Hospital Department or other organisation may be recognised as suitable for Foundation Training only.

## **5.11 Other posts approved for training**

5.11.1 The anaesthetic component of intensive care training will be completed in anaesthetic departments approved by CICM and supervision must be by a Fellow of the appropriate college. All units accredited by ANZCA or HKCA for anaesthesia have such approval. The Censor may approve other posts after submission of a form outlining characteristics of the post and a job description.

5.11.2 Posts approved for the medical component of intensive care training will be in hospitals with programs approved for training by the RACP. This post must not be in an intensive care unit. The Censor may approve other posts after submission of a form outlining characteristics of the post and a job description.

5.11.3 Posts in Emergency Medicine will be in hospitals with training posts approved for training by the Australasian College for Emergency Medicine (ACEM). The Censor may approve other posts after submission of a form outlining characteristics of the post and a job description.

5.11.4 Notwithstanding the above Regulations, the Censor may approve other training, providing supervision of the trainee is undertaken by a specialist in the discipline.

## **5.12 Consideration of Program Variation**

5.12.1 On application and for a clearly defined purpose or opportunity, the Censor may consider a proposal for a variation to training time, program content, or training placement. Such an application will be considered on its merits for the individual trainee. The principle applied will be that the proposal must comply with the existing curriculum requirements of the CICM, evidence is provided that the learning objectives requirements will be accomplished and existing standards of supervision and assessment must apply.

### 5.13 Registration and Training Fees

- 5.13.1 For Training to be approved, trainees must be registered and must pay the initial Registration Fee and the Annual Training Fees.
- 5.13.2 Trainees must sign any authority required to permit the College to have access to, hold and supply to Supervisors of Training (SOT) all information necessary for training purposes.
- 5.13.3 Training fees must be paid when applying for approval of training.
- 5.13.4 Medical practitioners not registered with the College who make an enquiry about matters related to recognition of experience for training purposes may be required to pay an Assessment Fee.
- 5.13.5 Persons may be deemed by the Board to be exempt in part or in whole from paying the registration or training fees.
- 5.13.6 Trainees who are in a Deferred Training period will be required to pay the appropriate fee.

### 5.14 GENERAL DEFINITIONS

A **trainee** in intensive care medicine is a registered medical practitioner who has completed at least 12 months of General Hospital Experience and satisfied all the requirements of the College selection process.

A **Candidate** is a trainee who has been approved to present for a College examination.

**General Hospital Experience (PGY1 or internship)** refers to the cumulative period of time spent in hospital clinical appointments, which is required prior to the commencement of approved training.

**Approved Training** refers to experience undertaken in a post within hospital departments (or other organizations) approved by the College.

A **term** refers to a single period of training that is supervised and assessed.

The **Foundation Term** is a minimum period of 6 months approved training following General Hospital Experience. This term is designed to provide initial experience in intensive care medicine and other initial requirements before commencing the Core years of intensive care training.

The **Core intensive care training** years refer to the mandatory period (24 months) of intensive care training undertaken by a trainee in an intensive care unit or units approved by the College.

The **Transition intensive care training** year refers to the final mandatory period (12 months) of intensive care training undertaken by a trainee in an intensive care unit or units approved by the College.

**Training Time** will be calculated in months and is inclusive of normal holiday, sickness and parental leave as well as special leave for training or examinations purposes.

**Interrupted Training** refers to any period spent in activities not relevant to training in Intensive Care Medicine. Such periods do not include ordinary leave provisions and 'relevance' will be determined by the Censor or the Board. Training in other specialties related to Intensive Care Medicine is not considered an interruption.

**Deferred Training** refers to any time period prospectively approved by the Censor, which does not represent mandatory training or interrupted training, and provides experience useful to career development in addition to normal training requirements.

An **Intensive Care Unit, Approved Training Post, Hospital Department (or other organisation)** is one recognised by the College for the purpose of providing a trainee with supervised experience in one or more of the areas of practice set out in Regulation 5, and facilitating the attainment by the trainee of the defined training objectives.

**Workplace Based Assessment (WBA)** includes all forms of assessment, that may be undertaken formally in the workplace and shall include assessments such as In-training Evaluation Reports (**ITER**, previously ITA), Workplace Competency Assessments (**WCA**, which assess individual competencies or skills), Observed Clinical encounters (**OCE**), online course tests and other assessments as determined by the Board and its committees.

**Conditional Core Training** refers to intensive care training time that is entered into by trainees who have been exempted from the First Part Examination in accordance with 5.5.4.1. This training will only be ratified (become Core training) after the completion of the alternative Fellowship (or equivalent).

## 6. ANNUAL SUBSCRIPTION

Pursuant to Clause 3 of the *Constitution*.

- 6.1 The annual subscription to be paid by Fellows will be decided by the Board and will be payable on the first day of January in each year.
- 6.2 Fellows admitted after 31<sup>st</sup> January in any year will pay a pro rata amount.
- 6.3 Remissions and Exemptions
  - 6.3.1 Conditions under which reduction or exemption of the annual subscription may be granted are as at Regulation 6.6 and are set out on the subscription notice.
  - 6.3.2 Notwithstanding 6.3.1 the Board may remit the whole or part of the annual subscription payable by a Fellow.
- 6.4 If the subscription of a Fellow is unpaid for a period of 12 calendar months after it becomes due, upon resolution of the Board the Fellow shall cease to be a Fellow of the College and shall lose all rights and privileges of Fellowship. The Board may, if it thinks fit, reinstate the member upon payment of all arrears (on such conditions as the Board determines, including payment of interest of arrears of unpaid subscriptions).
- 6.5 The Board may announce to the public generally or to any professional body or organisation, the fact that such person has ceased to be a Fellow of the College.

## 6.6 Subscription Exemptions and Concessions granted under one category only.

	CATEGORY	DISCOUNT
1.	Fellow retired from practicing any form of medicine	100%
2.	Fellow over the age of 65 still practicing Intensive Care Medicine	50%
3.	Fellow working part-time (ten or less hours per week in intensive care medicine over the full year including both public and private appointments	50%
4.	Fellow on long term leave (e.g. parental or sick leave) or in a full time research position	50%
5.	Fellow permanently resident outside Australia and New Zealand	50%
6.	Fellow permanently resident outside Australia, New Zealand, Hong Kong, Singapore or Malaysia after 5 years of residency outside these countries	75%
7.	Fellow working in charitable position with low income	100%

## 7. SCIENTIFIC MEETINGS OF THE COLLEGE

- 7.1 Scientific Meetings of the College will be held at such times and places as the Board may from time to time by resolution direct.
- 7.2 The Board has overall responsibility for the following;
- 7.2.1 ASM budgets; any items that fall outside the approved budget, including but not limited to; speaker fees, must be submitted to Board for approval.
  - 7.2.2 Sponsorship and exhibition.
  - 7.2.3 Theme and international speakers.
- 7.3 The relevant Regional or National Committee shall assist the Board with the appointment of a Convenor.
- 7.4 An ASM Committee should consist of members from the appropriate jurisdiction. Membership should normally include the following; Convenor, Scientific Convenor, ASM Officer, Conference Organiser and a number of Fellows to assist with sponsorship and marketing.
- 7.5 The text of remarks including any discussion and all papers and reports read at meetings of the College will be the property of the Board and will not be published without the sanction of that Board.
- 7.6 All speakers will be asked to declare any conflict of interests.

## 8. CONTINUING PROFESSIONAL DEVELOPMENT

- 8.1 Fellows of the College are expected to fulfil the requirements of the CICM CPD Program in accordance with Policy Document IC-18 *Policy for Compliance with the Continuing Professional Development Program*. All Fellows must complete the CICM program or

alternatively dual Fellows who complete the College CDP programs of either RACP, ANZCA or ACEM can apply to have this accepted in its place.



## **9. THE G.A. (DON) HARRISON MEDAL**

*The G.A. (Don) Harrison Medal was established by the Faculty of Intensive Care, Australian and New Zealand College of Anaesthetists in 1994. Professor Harrison was one of the founding fathers of education, examination and training of intensive care specialists in Australia and New Zealand. The Medal was adopted by the Joint Faculty of Intensive Care Medicine, ANZCA and RACP in 2002, and subsequently adopted by the College in 2010 upon its establishment.*

- 9.1 All candidates (excluding Overseas Trained Specialists) who present for the Second Part Examinations (General) may be considered for this Award.
- 9.2 The Medal is awarded by the Board on the recommendation of the Second Part Examination Committee.
- 9.3 The Medal is awarded on merit, at the discretion of the Committee, to the best performing candidate at the examination
- 9.4 If two or more candidates are found to have reached the required standard and to have achieved the same number of marks, the Second Part Examination Committee will adjudicate. Special note will be taken of the performance of the candidates in the Oral Section of the examination.
- 9.5 The winner of the G.A. (Don) Harrison Medal is advised of the Award by the President following the recommendation of the Chair of the Second Part Examination Committee. The Medal will be presented to the recipient at a future ASM or Ceremony.

## **10. THE ALAN DUNCAN MEDAL**

*The Alan Duncan Medal was established by the Board of The Joint Faculty of Intensive Care, Australian and New Zealand College in 2008. Alan Duncan was the Dean of JFICM from 1997 to 1999. It was adopted by the College upon its establishment in 2010.*

- 10.1 All candidates (excluding Overseas Trained Specialists) who present for the Paediatric Second Part Examination may be considered for this Award.
- 10.2 The Medal is awarded by the Board on the recommendation of the Paediatric Second Part Examination Committee.
- 10.3 The Medal is awarded on merit, at the discretion of the Committee, to the best performing candidate at the examination
- 10.4 If two or more candidates are found to have reached the required standard and to have achieved the same number of marks, the Paediatric Second Part Examination Committee will adjudicate. Special note will be taken of the performance of the candidates in the Oral Section of the examination.
- 10.5 The winner of the Alan Duncan Medal is advised of the Award by the President following the recommendation of the Chair of the Paediatric Second Part Examination Committee. The Medal will be presented to the recipient at a future ASM or Ceremony.

## **11. THE FIRST PART EXAMINATION MEDAL**

*The First Part Examination Medal was established in 2012.*

- 11.1 The medal is awarded by the Board on the recommendation of the First Part Examinations Committee
- 11.2 Only one medal may be awarded each year and the award of the medal is at the discretion of the committee.
- 11.3 All candidates who present for the First Part Examination may be considered for this award. Candidates who are sitting the examination for their second or subsequent occasion, or who are carrying a written mark from a prior examination, will not be eligible.
- 11.4 The medal will be awarded to the candidate who scores the highest mark in the examination and achieves a required standard. If two or more candidates are found to have reached the required standard and to have achieved the same number of marks, the First Part Examinations Committee will adjudicate. The medal, however, may be shared.
- 11.5 The winner of the First Part medal will be advised of the award by the President following the recommendation of the Chair of the First Part Examination Committee. The medal will be presented to the recipient at a future ASM or ceremony.

## **12. THE FELICITY HAWKER MEDAL**

*The Felicity Hawker Medal was established in 2004 to honour Dr Felicity Hawker, inaugural Dean of the Joint Faculty of Intensive Care Medicine. It was adopted by the College upon its establishment in 2010.*

- 12.1 The Felicity Hawker Medal is awarded to the trainee (or Fellow within 1 year of award of the Diploma of Fellowship), who is judged to make the best contribution at the Felicity Hawker Medal Presentation held as part of the Annual Scientific Meeting (ASM).
- 12.2 Guidelines on the award of the Felicity Hawker Medal including eligibility criteria and application details are published in document T-29.

## **13. THE COLLEGE MEDAL**

The 'Joint Faculty of Intensive Care Medicine Medal' was established in 2005 to recognise an outstanding contribution to the Specialty of Intensive Care Medicine and was first presented at the inaugural JFICM Annual Scientific Meeting that year. It was adopted by the College upon its establishment in 2010.

- 13.1 The College Medal may be awarded intermittently at the discretion of the Board of the College with the sole criterion being that the Nominee has made an outstanding and major contribution to the specialty of Intensive Care Medicine.
- 13.2 Eligibility shall be limited to Fellows of the College.
- 13.3 Nominations shall be considered at any Board Meeting.
- 13.4 All nominations shall be formally proposed and seconded in writing by two members of the Board, and submitted to the Chief Executive Officer at least 30 days before the Board Meeting.

- 13.5 Each nomination shall be accompanied by a curriculum vitae and supporting documentation.
- 13.6 The Board will vote on each nomination by secret ballot following discussion.
- 13.7 No award shall be made unless three-quarters of the members of the Board present vote in favour.
- 13.9 The Medal will be presented to the successful recipient at a subsequent Annual Scientific Meeting or Ceremony.
- 13.10 A nomination rejected by the Board may be reconsidered if formally proposed and seconded at a subsequent Board Meeting.

#### **14. ACADEMIC DRESS**

- 14.1 For Fellows, the gown will be of black material, with looped sleeves. The square yoke and the fronts will be faced in 35mm royal blue and gold satin ribbon, separated by 35mm black. The royal blue ribbon will be on the inside edge of the facings and yoke, the gold will be on the outside edge. A red satin ribbon of 35mm will be hemmed to the sleeve cuff.
- 14.2 For Board Members, during their term only, the Fellows gown will have 35mm royal blue satin ribbon attached to the sleeve cuff and bottom hem. Each sleeve will be covered with six gold silk faced buttons together in three pairs with braided silk cord. .
- 14.3 For the Vice-President, a black gown will be in the same style as a Board Member's gown. In addition, the square yoke and fronts will be faced with 35mm royal blue satin ribbon and 12mm oak leaf gold bullion braid. The sleeves will be trimmed with 12mm of oak leaf gold bullion braid running around each sleeve at chest level. 35mm royal blue satin ribbon will be trimmed to the bottom hem.
- 14.4 For the President, a black gown will be made in the same style as a Board Member's gown. In addition, the square yoke and fronts will be faced with 35mm royal blue satin ribbon and 12mm oak leaf gold bullion braid. The sleeves will be trimmed with 35mm royal blue satin ribbon around the armholes, and there will be one bar of 25mm oak leaf bullion braid at the sleeve head edged with 35mm royal blue satin ribbon. 35mm royal blue satin ribbon will be trimmed to the bottom hem.
- 14.5 Fellows are expected to wear Academic Dress on certain specified occasions;
  - 14.5.1 All Fellows who present for Graduation at the ASM must wear the College Fellows gown.
  - 14.5.2 All Board Members who participate in the stage party at the ASM must wear the College Board gown.
  - 14.5.3 All co-opted Board Members or Fellows who participate in the stage party at the ASM must wear the College Fellows Gown.

## **15. REVIEW AND RECONSIDERATION PROCESSES**

15.1 Any person who is dissatisfied with, and adversely affected by a decision referred to below (15.3) may apply to have the decision reconsidered. Any person who remains dissatisfied after such reconsideration may apply to have the decision reviewed. Any person who remains dissatisfied following review of the decision may, within three months of receipt of notice of such decision, apply to the Chief Executive Officer to have the matter heard by the Appeals Committee.

15.2 Before convening the Appeals Committee, the Chief Executive Officer will generally advise an applicant to seek a reconsideration and/or review of the original decision. The Appeals Committee shall only be convened if the Chief Executive Officer is satisfied that the applicant has exhausted all other avenues of reconsideration and review of the relevant decision.

15.3 The following items are decisions that are open to reconsideration, review and appeal

15.3.1 Decisions of the Censor or Deputy/Assistant Censor, the Committees for Examinations, or the Hospital Accreditation Committee, the Supervisors of Training, or a Formal Project Assessment Committee in relation to the assessment of progress of trainees of the College (including admission, dismissal or recognition of training) and the Trainee Selection Panel.

15.3.2 Decisions of the Board or Committees in relation to applications for admission to Fellowship.

15.3.3 Decisions of the Overseas Trained Specialists Committee or Interviewing Panel, or Area of Need Appointees in relation to applications from Overseas Trained Doctors (OTS) for assessment for recognition on behalf of the Australian Medical Council, or the Medical Council of New Zealand, or any applicable State or Territory Medical Board (or for other appropriate purposes).

15.3.4 Decisions of the Overseas Trained Specialists Committee or Interviewing Panel in relation to examinations or training required by the Chair of the OTS Committee to be undertaken by OTS for assessment as set out above.

15.3.5 Decisions of the Board in relation to participation in the CPD Program, awarding of points to activities, and awarding of the CPD Certificate.

15.3.6 Decisions of the Committees of the College, in relation to accreditation for training by hospitals, units, other organisations or supervisors.

15.3.7 Decisions of the College in relation to the financial status of Fellows, trainees or other persons.

15.3.8 Such other decisions of the College or Committees, as the Board may permit or determine from time to time.

### **15.4 Reconsideration and Review of Decisions**

**15.4.1** A reconsideration of a decision is undertaken by the same Committee or person who made the original decision.

**15.4.2** A review of a reconsidered decision is undertaken by the nominees of the Committee which oversees the Committee or person making the original decision

15.4.3 The processes of reconsideration of a decision and review of a decision allow an applicant to present additional information relevant to a decision, and to ensure that the Committee/Group has had the opportunity to receive and consider all relevant information.

15.5 It is expected that persons will lodge appeals only as a last resort, with the College having exhausted avenues of reconsideration by the body making the original decision.

15.6 The detailed procedures to be followed after receipt of a request for Reconsideration, Review or an Appeal are contained in the College Policy Document IC-23 Appeals, Review and Reconsideration Processes

*Promulgated (by FICANZCA): 1994  
Revised: 2000, 2005 (JFICM)  
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*The Regulations are reviewed from time to time, and it is the responsibility of the user to ensure the current version has been obtained. Whilst the College endeavours to ensure that documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.*

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