



REGULATIONS

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

1. DUTIES OF 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 elect the following:

- 1.4 **Censor**
Responsible to the Board for the 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.

2. COMMITTEES OF THE BOARD

Pursuant to Clause 14 of the Constitution.

- 2.1 The Board shall appoint immediately following the Annual General Meeting each year 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.
- 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 quorum for each Committee will be set at its first meeting. 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.
- 2.9.3 The Training Committee is a sub-committee of the Education Committee and membership shall include the Censor who shall be Chair, Deputy Censor, Chair of Assessments, Education officer and their Deputy.

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 and a Workplace Based Assessment sub-committee 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 shall include 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 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.
- 2.11.3 Courts of Examiners will be appointed for individual examinations by the Chair of the appropriate subcommittee or nominee.
- 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.
- 2.11.5 All proceedings and reports of the Assessments Committee and its subcommittees will be confidential and privileged.

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 1st 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 Membership shall include the Censor who shall be Chair, or an alternative chair may be appointed by the Board. Panel members are nominated by the relevant Regional/National Committees and appointed by the Education Committee, with at least one representative from each Australian state, and one representative from New Zealand.
- 2.13.2 Assessment of individual projects 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, the President, the Education Officer, the Censor and such other members as the Board may appoint. The Chair will be elected annually by the Board.
- 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 Vice-President, Treasurer and three other members (who may or may not be Fellows of the College). At least two members will have a high level of financial competence, and one of these members will usually be the Chair. The Chair and members will be appointed by the Board.
- 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. Assisting the Board in complying with its legal and other obligations.

2.17 Trainee Committee

- 2.17.1 The Trainee Committee represents trainee interests in the affairs of the College, particularly with regard to matters concerning education and training.
- 2.17.2 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.
- 2.17.3 In order to be eligible for nomination to the Committee, Trainees are required to have been registered for training with the College for a minimum of two years, or be a current Advanced Trainee of the College.
- 2.17.4 Membership of the Trainee Committee is for a period of up to three years. This is contingent on the member remaining a registered CICM trainee over that period.
- 2.17.5 When a vacancy occurs, expressions of interest will be requested from trainees for a Trainee representative from that region. If more than one trainee expresses interest, an election will be conducted by email within that region. Only current registered CICM Trainees are eligible to vote in these elections.
- 2.17.6 The New Fellow representative to the Board will act as the Chair for the Trainee Committee.
- 2.17.7 The Trainee Committee will meet by teleconference at least three times per year. Minutes of these meetings will be considered at the following CICM Board meetings.
- 2.17.8 Commencing in June each year, one member of the Trainee Committee will be invited to attend CICM Board meetings over the next 12 months. Any member of the Trainee Committee may nominate for this position. If more than one member of the Committee nominates, a secret ballot will be held among all members of the committee. In the event of a tied ballot the Chair of the Committee will have the casting vote.

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 the CPD programme, the ASM and other relevant events, monitor implications of re-certification, health and welfare of intensive care specialists. 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 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 Represent the views of the Paediatric Intensive Care group on all relevant committees of the Board. Make recommendations to the Board regarding all matters pertaining to Paediatric Intensive Care. Assist the Censor in all matters pertaining to trainees in Paediatric Intensive Care Medicine.

- 2.19.3 Any CICM Board member who is also a member of the PICS will be 'ex-officio' voting member of the committee.

2.20 Censor's Committee

- 2.20.1 Membership shall consist of the Censor, Deputy Censor, Deputy Censor (Paediatrics), Assistant Censor, 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 on behalf of the College can meet to consider and discuss issues of relevance. The committee is responsible for overseeing the Trainee Selection Panel, Overseas Trained Specialist committee, 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 community member and another Fellow of the College 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 and one other Fellow nominated by the Board, 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.

- 3.2 Where there are less than seven Fellows of the College in a given Region, then Fellows may be represented by a Board member from that region. If there is no Board member, then the Region will be represented by a representative appointed by the Board, or the Education Officer. The absence of a formalised Regional/National Committee in a region does not preclude Fellows from holding meetings.

Functions

- 3.3 Regional and National Committees will:

- 3.3.1 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.

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

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

- 3.3.4 Hold at least one Business Meeting annually to be known as the Regional Annual General Meeting which will be conducted under the Regulations for Standing Orders at General Meetings (as outlined in the Constitution).
- 3.3.5 Advise the Board on matters affecting training, accreditation and review of hospital training programs.
- 3.3.6 Submit to the College by 30th April each year, an Annual Report on the proceedings of the Committee during the past 12 months.
- 3.3.7 When requested by the Board of the College, nominate a Convenor, a Scientific Convenor and other members of a Regional Organising Committee for the Annual Scientific Meeting.
- 3.3.8 Inform the Board of the College of any regional political negotiations and obtain its permission before making any specific comment.

Elections

- 3.4 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 postal ballot during the month of April.
- 3.5 The results of ballots will be forwarded to the Chief Executive Officer before the June Board Meeting, at which the Board will appoint those duly elected to the Committee for the next two years.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 The ballot having taken place, the Chair of the Regional/National Committee will appoint two scrutineers, who are not presenting for election, to count the votes and notify the Chair of the Committee of the result. Voting papers which do not comply with Regulation 3.8 will be invalid.
- 3.11 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

- 3.12 Members of Regional/National Committees will be appointed for two years, but will be eligible for re-appointment.
- 3.13 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 he or she be an ex-officio or co-opted member.

Ex-officio Board Member

3.14 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

3.15 *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.

3.16 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.

3.17 *Trainee Representative*

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

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

Elections

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

3.19.1 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.

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

3.19.3 A Secretary and a Treasurer who may be the same person, and whose term of office will not be limited.

3.20 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.

3.21 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

The census relating to the number of Fellows in a region shall be taken as at the stated closing date for receipt of nominations

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

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

- 3.24 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.
- 3.25 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.
- 3.26 Attendance of elected Members at Regional/National Committee Meetings is to be recorded in the Annual Reports of each Committee.
- 3.27 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 Chief Executive Officer 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.....*

4.12 Applicants admitted to Fellowship of the College who have satisfied the training and examination requirements in Paediatric Intensive Care will be issued with a certificate attesting to this.

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 1st 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.

5.8 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 31st 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, 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 *Standing Orders at Scientific Meetings*

7.2.1 The text of remarks introducing a 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.

7.2.2 There will be a time limit, to be announced by the Chair at the beginning of the meeting, for presentation of papers and for participation in the discussion.

7.2.3 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. For more information

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, to the best performing candidate at each Second Part 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, 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 however the medal may be shared.
- 11.5 The winner of the CICM First Part medal will be advised of the award by 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 will be awarded to the Trainee, or Fellow within one year of award of the Diploma of Fellowship, who is judged to make the best contribution at the Formal Project Session held as part of the CICM or ANZICS Annual Scientific Meeting (ASM).
- 12.2 Eligibility for the Prize will be limited to current or past College-registered trainees presenting material related directly to their Formal Project report.
- 12.3 Application to present at the Formal Project Session must be accompanied by an abstract of the material to be presented. The Formal Project Report must be submitted for evaluation at least two months prior to the scheduled date of presentation. Whilst all criteria for submission of the Report apart from the presentation must be met, it is not essential that the Project Report has been fully assessed and accepted prior to application.
- 12.4 The Board shall, from time to time, appoint three adjudicators for the Prize in addition to the Chair of the Education Committee who will Chair the Adjudication Panel. This task may be delegated to the Chair of the CICM or ANZICS ASM Committee. Adjudicators may co-opt additional adjudicators at the ASM should one or more of the appointed adjudicators be unable to attend.
- 12.5 If, in the opinion of the adjudicators, no presentation attains a sufficiently high standard, the Medal will not be awarded.
- 12.6 If necessary, the ASM Scientific Convenors will pre-select presentations for the Formal Project Session on the basis of the submitted abstracts. A ten minute presentation, followed by five minutes of questions, will form the basis on which each entry for the Medal is considered by the adjudicating panel. The presentation must be based on the material submitted in the trainee's Formal Project Report.

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.
- 13.8 The successful Nominee and the College Fellowship will be notified following the Board meeting.
- 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 stuff, 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 During their term only, Members of the Board 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. The blue ribbon around the sleeve cuff will be relinquished upon retirement from the Board.
- 14.3 For the Vice-President, a black gown will be made from lightweight pure wool 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 from lightweight pure wool 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.

15. REVIEW AND RECONSIDERATION PROCESSES

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.

15.1 Reconsideration and Review of Decisions

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.

15.2 Grounds of Reconsideration and Review:

15.2.1 Any person who is dissatisfied with, and adversely affected by a decision referred to below 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. The process for a formal appeal is detailed in Regulation 16.

15.2.2 The decisions which may be reconsidered or reviewed are:

15.2.2.1 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.

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

15.2.2.3 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).

15.2.2.4 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.

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

- 15.2.2.6 Decisions of the Committees of the College, in relation to accreditation for training by hospitals, units, other organisations or supervisors.
- 15.2.2.7 Decisions of the College in relation to the financial status of Fellows, trainees or other persons.
- 15.2.2.8 Such other decisions of the College or Committees, as the Board may permit or determine from time to time.

15.3 Reconsideration Committee

- 15.3.1 A reconsideration of a decision is undertaken by the same Committee or person who made the original decision.
 - 15.3.1.1 The applicant for reconsideration should lodge the application in writing with the Chief Executive Officer stating reasons for the request. The applicant should provide any additional material considered relevant to the decision.
 - 15.3.1.2 The Committee will convene as the Reconsideration Committee either at its next scheduled meeting, or by special arrangement.
 - 15.3.1.3 The Reconsideration Committee will consider:
 - 15.3.1.3.1 All the original material and documentation;
 - 15.3.1.3.2 All additional material and documentation supplied by the applicant;
 - 15.3.1.3.3 Any additional material and documentation considered relevant by the Chair.
- 15.3.2 Minutes of the Reconsideration Committee deliberations, whether as part of a scheduled meeting or specially convened, shall be kept in accordance with the normal Committee practice.
- 15.3.3 Decisions of the Reconsideration Committee.
 - 15.3.3.1 The decision made by the Reconsideration Committee shall be conveyed to the applicant in writing following the meeting.
 - 15.3.3.2 Where possible, the Reconsideration Committee should endeavour to provide the applicant with reasons for the decision.
 - 15.3.3.3 The applicant should be advised of the opportunity for review of the decision should he/she be dissatisfied with the decision.

15.4 Review Committee

- 15.4.1 A review of a reconsidered decision is undertaken by the nominees of the Committee which oversees the Committee or person making the original decision.
- 15.4.2 The Review Committee will not have any members who have been part of the Committee making or reconsidering the decision. The Chair of the relevant Committee will ensure, before convening the Review Committee that all those taking part were not part of the original Committee or Reconsideration Committee.

- 15.4.3 An applicant seeking a review will lodge the request in writing with the Chief Executive Officer, and may provide additional material/documentation not previously submitted.
- 15.4.4 The Review Committee will consider:
 - 15.4.4.1 All the original material and documentation.
 - 15.4.4.2 All additional material and documentation supplied by the applicant.
 - 15.4.4.3 Any additional material and documentation considered relevant by the Chair.
 - 15.4.4.4 Whether the principles of natural justice were followed when making the original decision, or reconsidering that decision.
 - 15.4.4.5 The Chair will, in addition, obtain information regarding the policy and procedures relevant to the decision.
- 15.4.5 Minutes of the hearing of the Review Committee shall be confined to a report listing the documentation presented and a report of the decision to the Committee making the original decision, if any.
- 15.4.6 Decisions of the Review Committee
 - 15.4.6.1 The decision made by the Review Committee shall be conveyed to the applicant in writing following the meeting.
 - 15.4.6.2 The decision made by the Review Committee shall be conveyed to the original Committee in writing following the meeting.
 - 15.4.6.3 The Review Committee is not required to furnish the applicant with reasons for the decision but, where changing the decision, should endeavour to provide reasons to the original Committee.
 - 15.4.6.4 The applicant should be advised of the availability of Appeal and the College Appeals Process (refer Regulation 15).

16. APPEALS PROCESS

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.

16.1 Reconsideration and Review of Decisions

Before convening the Appeals Committee, the Chief Executive Officer may advise an applicant to seek a reconsideration of the original decision. Such reconsideration shall not, and does not, constitute an appeal under these Rules. 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

16.2 Appeals Committee

- 16.2.1 An Appeals Committee may be convened by the Chief Executive Officer, comprising the following:
- Chair: The Vice-President of the College, or another Board member appointed by the Board.
 - Members: Two Fellows of the College, at least one of whom will have specialised knowledge of the subject matter of the appeal. Two other appropriately qualified persons who are not Fellows of the College, of whom one will be a member of the legal profession.
- 16.2.2 The Appeals Committee will not comprise any individual who was party to the decision of the College to which the appeal relates.
- 16.2.3 The Chief Executive Officer and the College Solicitor shall be the Secretary and Legal Adviser respectively to the Appeals Committee, but shall not form part of the Appeals Committee.
- 16.2.4 A quorum for meetings of the Appeals Committee will be the Chair and three other members. All members of the Appeals Committee shall be entitled to vote on decisions. The Appeals Committee shall decide on the basis of a majority vote. In the event of an equality of votes, the Chair may exercise a casting vote.

16.3 Grounds of Appeal

- 16.3.1 Any person adversely affected by a decision referred to below, may, within six months of receipt of notice of such decision, apply to the Chief Executive Officer to have the decision reviewed by the Appeals Committee. Such application shall be in writing and accompanied by all relevant information or grounds upon which the person seeks to rely in respect of the review.
- 16.3.2 The decisions which may be reviewed by the Appeals Committee are:
- 16.3.2.1 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.
 - 16.3.2.2 Decisions of Boards or Committees in relation to applications for admission to Fellowship.
 - 16.3.2.3 Decisions of the Censor or 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).
 - 16.3.2.4 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.
 - 16.3.2.5 Decisions of the Board in relation to participation in the CPD Program, awarding of points to activities, and awarding of the CPD Certificate.

- 16.3.2.6 Decisions of the Board and Committees of the College, in relation to accreditation for training by hospitals, units, other organisations or supervisors.
 - 16.3.2.7 Decisions of the College in relation to the financial status of Fellows, trainees or other persons.
 - 16.3.2.8 Such other decisions of the College or Committees, as the Board may permit or determine from time to time.
- 16.3.3 An appeal may only be made on one or more of the following grounds:
- 16.3.3.1 That an error in law or in due process occurred in the formulation of the original decision.
 - 16.3.3.2 That relevant and significant information was not considered, or not properly considered, in the making of the original decision.
 - 16.3.3.3 That the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision.

16.4 Consideration of Appeals

- 16.4.1 In any appeal, the applicant will have the onus of proof to establish the grounds of the appeal.
- 16.4.2 At least twenty-one days prior to the convening of the Appeals Committee hearing, the Chief Executive Officer will advise the applicant of:
 - 16.4.2.1 The date, time and place of the hearing. For Appeals generated in Australia or New Zealand, every effort will be made to convene the Appeals Committee in the relevant Australian State/Territory or New Zealand in order to minimise costs to the appellant.
 - 16.4.2.2 The right of the applicant to appear before the Appeals Committee and to seek leave to have legal representation.
- 16.4.3 An applicant to the Appeals Committee shall have the right to appear and address the Appeals Committee in relation to his or her submissions. The applicant has the right to be advised and/or accompanied by a legal representative or support person but shall not be entitled to be legally represented before the Appeals Committee, unless the Appeals Committee has given its prior consent. A personal advocate, colleague or mentor may represent the appellant in those cases where the Appeals Committee considers that an appellant could not present, or would be disadvantaged in his/her appeal if required to present in person. Such a request for an appellant to be so represented must be made in writing to the Chief Executive Officer no later than seven (7) working days prior to the date of the appeal hearing. In those cases where the appellant is granted leave to be so represented by an advocate, the Appeals Committee may appoint a person to act as counsel assisting in the hearing of the appeal.
- 16.4.4 The Appeals Committee must act according to the rules of natural justice and decide each appeal on its merits. The Appeals Committee is not bound by the rules of evidence and, subject to the rules of natural justice, may inform itself on any matter, and in such manner as it thinks fit.

- 16.4.5 The Appeals Committee shall be entitled to consider all relevant information which it thinks fit, and may invite any person to appear before it or to provide information.
- 16.4.6 The Appeals Committee shall conduct its affairs with as little formality as possible, but otherwise, subject to these Rules, shall have full power to regulate its conduct and operation.
- 16.4.7 Except where otherwise required by law, or otherwise determined by the Appeals Committee, a transcript of the hearing of the Appeals Committee and other information provided to the Appeals Committee, shall be kept confidential (save that information may be released with the consent of the applicant and a report of the Appeals Committee may be issued by the Appeals Committee to the Board, and/or published by the Board, as the Board thinks fit).
- 16.4.8 Minutes of hearings of the Appeals Committee shall be confined to a report of the decision made by the Appeals Committee and its recommendations, if any, to the Board.
- 16.4.9 Costs to the appellant associated with convening a meeting of the Appeals Committee will be capped at AUD \$1,000 per Appeal. The Appeals Committee may recommend to the Board that some or all of the costs be waived. In the event that the Appeal is successful, all College related costs paid by the appellant will be refunded.
- 16.4.10 The Chief Executive Officer may delegate his or her powers and duties in respect of any appeal to such persons as he or she determines.

16.5 Decisions of the Appeals Committee

- 16.5.1 An Appeals Committee may, upon considering all submissions:
- 16.5.1.1 Confirm the decision which is the subject of the appeal.
 - 16.5.1.2 Revoke the decision which is the subject of the appeal.
 - 16.5.1.3 Revoke the decision and/or refer the decision to the Board or relevant Committee for further consideration (upon such terms or conditions as the Appeals Committee may determine).
 - 16.5.1.4 Revoke the decision and/or replace it with such other decision as it thinks fit.
 - 16.5.1.5 Recommend to the Board whether part or all of the costs associated with the Appeals Committee should be waived.

*Promulgated (by FICANZCA): 1994
Revised: 2000, 2005 (JFICM)
Republished by CICM: 2010
Last revised: June 2014*

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