



POLICY ON THE OPERATION OF THE ACEM “CLEARINGHOUSE”

1. PURPOSE and SCOPE

- 1.1 This document is a policy of the Australasian College for Emergency Medicine and relates to the operation of an ACEM “Clearinghouse”.
- 1.2 The policy is applicable to the clearinghouse feature on the ACEM website.

2. POLICY CONTENT

- 2.1 ACEM Fellows are involved in many facets of departmental management, operations and education in addition to delivering clinical care. Many devote considerable time and effort to developing operational and clinical policies and procedures, which may be applicable to other emergency departments.
- 2.2 In the interests of efficiency and mutual learning it is proposed that a “clearinghouse” be developed to provide a repository of relevant documents to assist FACEMs to avoid “reinventing the wheel”.

3. PROCEDURE and ACTIONS

- 3.1 Submitted documents will be screened and approved for posting on the website by the Quality subcommittee. Such approval will be on the basis that the document:
 - is relevant to Australasian emergency departments
 - is written in plain English
 - is signed and dated by a current Fellow of good standing in the College
 - is posted with an expiry date of 3 years from the time of posting on the website
- 3.2 The Quality subcommittee does not evaluate or endorse any documentation posted on the Clearinghouse section of the ACEM website.
- 3.3 Submissions will be accompanied by a recommendation as to section placement, however the final decision rests with Quality subcommittee.
- 3.4 ACEM posts documents in good faith as a service to Fellows, however takes no responsibility for any content. Use of documents is at the user’s own risk, and users are advised to thoroughly review content prior to implementation.