



ANZCA
FPM

Effective Management of
Anaesthetic Crises (EMAC)

Course Handbook

February 2020

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INTRODUCTION

The simulation-based Effective Management of Anaesthetic Crises (EMAC) course provides training in the management of anaesthetic emergencies. The course consists of five modules run over two and a half days covering the topics of human factors, airway management, cardiovascular emergencies, anaesthetic emergencies and trauma management.

The EMAC Course Subcommittee is responsible for organising the inspection of facilities seeking accreditation for the provision of EMAC courses. See [EMAC Course Subcommittee terms of reference](#). Administrative support is through the [ANZCA Education Unit](#).

This handbook defines the requirements of the Australian and New Zealand College of Anaesthetists (ANZCA) for centres offering EMAC courses or which are seeking accreditation to offer the EMAC course.

Accredited simulation centres are those accredited by ANZCA for the purpose of offering EMAC.

Centres will be accredited by ANZCA if their simulation facilities meet accreditation standards outlined in this handbook, and their course delivery complies with the *EMAC Instructors' Manual*.

Accrediting inspectors and participants of the ANZCA Continuing Professional Development (CPD) Program are eligible to claim credits. Visit the [CPD portfolio](#) for more detail.

Simulation centres that request accreditation to operate the EMAC course will be assessed by ANZCA representatives, with approval being granted by ANZCA Council. Accreditation will be granted for a maximum of five years.

ACCREDITATION STANDARDS

Accredited centres must have a suitable governance structure to ensure that they meet the relevant standards set by ANZCA as well as processes to ensure they comply with local regulations pertaining to employment and occupational health and safety.

Appointed staff must be appropriate for the Centre's overall purpose, in addition to suitability to the EMAC Courses.

2.1 Simulation centre governance

Suitable governance requirements must include the following:

2.1.1 Purpose and mission statement.

2.1.2 Strategic business plan to ensure adequate resources (staffing, recurrent and capital expenditure) to support future delivery of high quality EMAC courses.

2.1.3 Quality improvement plan in place.

2.1.4 Appropriate repairs, maintenance and replacement strategy.

2.1.5 Evidence of compliance with local Occupational Health and Safety (OHS) / Work Health and Safety (WHS) guidelines.

2.1.6 Centre policy and procedure manual noting in particular, the presence of appropriate policies on:

2.1.6.1 Use of medications (expired/real/re-labelled).

2.1.6.2 Privacy and confidentiality.

2.1.6.3 Video recording and storage of digital data.

2.1.6.4 Use of defibrillation in an oxygen enriched environment and attention to fire safety.¹

2.1.6.6 Dealing with 'real' clinical events.

¹ Mannequins can accumulate oxygen in their cavities and circuitry may cause sparks initiating fire, note Laerdal safety advisory alert

2.2 Staffing requirements

2.2.1 An Organisational Chart and associated position descriptions to be provided for all Simulation Centre staff; including but not limited to:

2.2.1.1 A designated leadership position (eg Centre Director) with responsibility for centre governance and overall simulation centre operations.

2.2.1.2 Administrative officer.

2.2.1.3 Staff to support audio-visual, information/communications technology and biomedical needs.

2.2.1.4 A designated Supervisor of EMAC with overall responsibility for EMAC courses in that centre. See [Supervisor of EMAC terms of reference](#).

2.2.2 For each course that is delivered, a designated EMAC Course Convener must be present for the duration of the course. Refer to 'Convener' under 'Roles' below.

2.2.3 It is highly recommended that a core group of credentialed EMAC Instructors attend the entire course. For courses with 12 participants:

2.2.3.1 A minimum of two Full EMAC Instructors are required for human factors and trauma modules.

2.2.3.2 A minimum of four EMAC Instructors are required for remaining modules, at least two of whom must be Full EMAC Instructors rather than Assistant or Associate Instructors.

2.2.4 A minimum of four additional staff are recommended to ensure high quality course delivery. These may be senior anaesthetic trainees or other designated personnel:

2.2.4.1 Three staff to fill the variety of roles, one of whom must be 'console-capable', for each concurrent simulation session.

2.2.4.2 One dedicated console operator.

2.2.4.3 It is recommended the second debriefer does not play an active role within the scenarios.

Below is a table of recommended staffing numbers for each module.

MODULE	TOTAL STAFF/ROLES	DESCRIPTION OF STAFFING/ROLES	TOTAL INSTRUCTORS & INSTRUCTOR ROLES
Module 1 Human Factors	7	Console operator	Instructor x 2
		Instrument or PACU nurse depending on scenario	Instructors to be hand-over anaesthetist
		Circulating nurse	
		Anaesthetic nurse / capable	
		Surgeon	
Module 2 Cardiovascular emergencies	9	Console operator	Instructor x 4
		Instrument nurse	Instructors to be hand-over anaesthetist, phone call roles and patient voices
		Circulating nurse / PACU nurse	
		Anaesthetic nurse / capable	
		Surgeon	
Module 3 Airway emergencies	7	Console operator	Instructor x 4
		Circulating nurse	Instructor to be hand-over anaesthetist
		Anaesthetic nurse / capable	
Module 4 Anaesthetic emergencies	9	Console operator	Instructor x 4
		Circulating or ED junior (depending on scenario)	Instructor to be hand-over anaesthetist and pretend switchboard
		Surgeon / Neurosurg reg or ED physician (depending on scenario)	
		Instrument or ED charge nurse (depending on scenario)	
		Anaesthetic nurse / capable	
Module 5 Trauma	7	Console operator	Instructor x 2
		Anaesthetic nurse / capable	Instructor to be hand-over anaesthetist
		Surgeon x 2 or physician	
		Instrument nurse	

For optimum contribution to student learning and minimum disruption to their note-taking, it is recommended that Instructors / debriefers do not play an active role in scenarios. Debriefers can play brief handover roles or switchboard / voice-overs from console room.

2.3 Facilities

The following are necessary, with the format determined by local centre design:

Instructors area

- 2.3.1 An area for instructors to prepare teaching materials, with access to the internet and standard office equipment.

Seminar and de-briefing rooms

- 2.3.2 Two rooms are required. One must be capable of seating all participants and instructors at one time. Each room must have whiteboard(s), and audio-visual presentation capability, including video-replay facilities.

Simulation areas

- 2.3.3 Skill station rooms.
- 2.3.4 Two rooms large enough to accommodate six participants and one instructor around a part-task trainer are required.

Simulation rooms

- 2.3.5 Two rooms suitable to run concurrent scenario-based simulation are required.
- 2.3.6 These should represent a contemporary working environment for ANZCA trainees.
- 2.3.7 The rooms, equipment and medication handling procedures must meet the requirements specified in the following ANZCA professional documents: [PS04 Recommendations for the Post-Anaesthesia Care Unit](#), [PS18 Recommendations on Monitoring During Anaesthesia](#), [PS54 Minimum Safety Requirements for Anaesthetic Machines for Clinical Practice](#) and [PS55 Recommendations of Minimum Facilities for Safe Administration of Anaesthesia in Operating Suites and Other Anaesthetising Locations](#).
- 2.3.8 While medication handling and security must comply with local regulatory requirements, the form of medication presentation is at the discretion of the Supervisor of EMAC.
- 2.3.9 All aspects of workplace health and safety that apply to the acute care setting must be observed in the simulation environment.

2.4 Other facilities

The following must be provided:

- 2.4.1 Change rooms and washrooms.
- 2.4.2 Theatre attire including hats and masks.
- 2.4.3 Facilities for secure storage of participants' valuables.
- 2.4.4 Storage area for equipment and teaching materials enabling the assembly of props before each course and a smooth transition between activities.
- 2.4.5 Meals area (preferably separate from seminar areas). This should accommodate all participants and instructors at one time and have tea and coffee-making facilities.

2.5 Educational equipment

- 2.5.1 The equipment must be capable of meeting educational goals described in the *EMAC Instructors' Manual*. Equipment must be appropriately maintained and there must be a capital expenditure plan for updating and replacing old equipment.
- 2.5.2 As itemised in the *EMAC Instructors' Manual*, two simulators and the range of training devices for the skill stations are essential. At least one of the simulators must have the following capabilities:

Respiratory system

- 2.5.3 Availability of a range of grades of difficulty for tracheal intubation including easy (with laryngoscope), moderately difficult (requires use of bougie or other device), extremely difficult (requires consideration of other techniques to achieve adequate oxygenation), and impossible.
- 2.5.4 Permit placement of a supraglottic airway device.
- 2.5.5 Permit ventilation by bag and mask.
- 2.5.6 Permit mechanical ventilation using an anaesthetic ventilator in a clinically appropriate manner.
- 2.5.7 Ability to vary left and right airway resistance and lung compliance characteristics ranging from a typical healthy adult through to severe bronchospasm, endobronchial intubation, and pneumothorax.
- 2.5.8 Asymmetric movement of the chest wall.
- 2.5.9 Continuous spontaneous respiratory rates over the adult range, with airflow at the mouth.
- 2.5.10 Vocalisation.
- 2.5.11 Simulation of carbon dioxide production. Capnography must provide sufficient information to allow detection of oesophageal intubation and cardio-respiratory emergencies during spontaneous ventilation and intermittent positive pressure ventilation.
- 2.5.12 Generating breath sounds that allow the detection and verification of effective lung ventilation on each side and the presence of bronchospasm.

Cardiovascular system

- 2.5.13 Generating a continuous range of values for heart rate, arterial blood pressure and central venous pressure over the adult range.
- 2.5.14 Changing electrocardiography (ECG) morphology including sinus rhythm, ventricular tachycardia (both pulsatile and pulseless), ventricular fibrillation, and acute cardiac ischaemia.
- 2.5.15 External defibrillation, cardioversion and pacing consistent with current clinical guidelines.
- 2.5.16 Auscultation for heart sounds.
- 2.5.17 Generating pulses able to be palpated, and which disappear as required by the scenario.
- 2.5.18 Providing clinically acceptable evidence of cardiac output during chest compression.

Monitoring

2.5.19 The simulator should be able to interface with standard clinical monitors (or a replicated equivalent) and produce signals that are consistent with usual clinical practice. The monitoring should comply with [PS18 Recommendations on Monitoring During Anaesthesia](#).

2.6 Courses

2.6.1 The course must meet the aims and objectives as outlined in the *EMAC Instructors' Manual*. For further information email: emac@anzca.edu.au.

2.7 Quality assurance

External faculty

2.7.1 On a minimum of one course per year, each centre should host a visiting instructor as external faculty. External faculty must be Full EMAC Instructors who regularly instruct at a different centre. The purpose of inviting external faculty is to assist centres to share ideas and innovations and so that benchmarking and consistency results. A written report to the Supervisor of EMAC should be provided by the external faculty.

2.7.2 External faculty and participants of the ANZCA Continuing Professional Development (CPD) Program are eligible to claim credits. Visit the CDP website for more detail.

Professional development

2.7.3 The centre will provide a credible professional development program for simulation instructors.

Documentation

2.7.4 Participants must receive written notification of their satisfactory completion.

2.7.5 Participants are asked to complete a standardised evaluation form for all modules.

2.7.6 A summary of the course evaluation forms must be available to accreditation teams.

2.7.7 The Supervisor of EMAC must submit an annual report to the EMAC Course Subcommittee (via emac@anzca.edu.au). The annual report should summarise the past year of EMAC activities and outcomes. As a minimum this will include:

2.7.7.1 The number of attendees.

2.7.7.2 External visiting faculty.

2.7.7.3 Names and status of EMAC course Conveners and Instructors for the centre.

2.7.7.4 Faculty development activities.

2.7.7.5 A summary of the course evaluation forms.

2.7.7.6 Other important feedback including the number of times a simulator fails resulting in a delay or alternate educational activity being enacted

2.7.7.7 Any innovations trialed, and whether they will be forwarded to the EMAC Subcommittee.

2.7.7.8 Centre difficulties and material changes in status since last accrediting visit. Documentation of regular credentialing of Instructors will assist in ensuring that an appropriate mix of Instructors is present on each course.

Scheduling of courses

2.7.8 Accredited centres should conduct at least two EMAC courses per year.

2.7.9 Accredited centres are encouraged to cooperate in the scheduling of courses so that a calendar of courses is developed and advertised for each.

2.7.10 Centres can refer to the ANZCA website to ensure courses do not conflict with key events such as examinations and education meetings.

2.8 Accreditation of simulation centres for delivery of the EMAC course

ANZCA accredits simulation centres to deliver the EMAC course against a set of standards (detailed above). The application process to become an accredited simulation centre includes self-assessment of the simulation centre against the EMAC standards and a site inspection.

The process is:

2.8.1 The simulation centre requests the application documentation for provisional accreditation by contacting emac@anzca.edu.au

2.8.2 Complete a self-assessment against the standards listed above (Refer 2.1 – 2.7).

2.8.3 The application is jointly submitted to ANZCA by the simulation centre Director/Manager and the EMAC Supervisor (or intended EMAC Supervisor)

2.8.4 The application is reviewed by the Chair, EMAC subcommittee, with the outcome being; a) provisional accreditation granted for 6 months, or b) provisional accreditation not granted

2.8.5 The simulation centre is granted provisional accreditation to run one EMAC course no later than 6 months after the granting of provisional accreditation - this enables the simulation centre to prepare for the first course which is when the inspection occurs

2.8.6 The simulation centre is assessed against the standards in the EMAC handbook by an accreditation team from ANZCA. After the inspection the accreditation visitors will a) recommend full accreditation for up to 5 years, or b) recommend conditional accreditation for a shorter period with specified corrective actions, or c) not recommend accreditation

2.8.7 The simulation centre can then schedule and advertise further courses

2.8.8 There is an annual license fee payable by the Centre to ANZCA for running the course/s

2.8.9 The simulation centre sets their own fee for the course

2.9 Appointment of EMAC accreditation visitors

Visitors are either councillors, members of the EMAC S/C or appointed by the EMAC S/C. Appointment of visitors will take into account the following factors:

2.9.1 Advanced communication skills including ability to interact with senior colleagues and administrators.

2.9.2 Knowledge of the EMAC Handbook, in particular EMAC Accreditation Standards, as well as the ANZCA training program and relevant ANZCA policy.

2.9.3 Experience with the delivery of the EMAC course

2.9.4 Experience with the organisation and governance of simulation centres

2.9.5 Relevant training/experience/attendance at a visitors' workshop.

2.9.6 Ability to recognise and manage potential bias and conflicts of interest.

2.9.7 Willingness to commit to on-site inspections.

2.9.8 Specific expertise, where relevant.

Initial appointment will require the presentation of a brief CV and covering letter outlining relevant experience, skills and attributes. A conflict of interest statement, updated annually, must also be provided at the time of initial appointment.

3. ROLES

3.1 Supervisor of EMAC

Appointment

- 3.1.1 Supervisors of EMAC must hold a current FANZCA or other equivalent qualification acceptable to ANZCA Council.
- 3.1.2 Supervisors of EMAC must be a current, Full EMAC Instructor throughout their appointment as Supervisor of EMAC.
- 3.1.3 Supervisors of EMAC must have acted as convener a minimum of three times
- 3.1.4 Supervisors of EMAC must have acted as external faculty at least once in a different state or country other than their nominated 'home' simulation centre.
- 3.1.5 Supervisors of EMAC must be nominated by two ANZCA Fellows, including at least one full EMAC Instructor, and be recommended for appointment by the EMAC Course Subcommittee and ratified by the Education, Executive Management Committee (EEMC).
- 3.1.6 The nomination requires a letter addressed to the Chair of the EMAC Subcommittee outlining how the applicant addresses the criteria below, signed by the two ANZCA Fellows. A current CV of the nominee is also required.
- 3.1.7 Appointment of Supervisors of EMAC will take into account the following factors
 - 3.1.7.1 Content expertise and experience in simulation
 - 3.1.7.2 Minimum of two years' experience as a Full EMAC Instructor and be a current Full EMAC Instructor throughout their appointment.
 - 3.1.7.3 Content expertise and experience in medical education
 - 3.1.7.4 Knowledge of the ANZCA or HKCA training programs, including current or recent experience of ANZCA or HKCA supervisory roles e.g. WBA assessor
 - 3.1.7.5 Have acted as an EMAC Convenor for a minimum of three full EMAC courses.
- 3.1.8 The term of the appointment for Supervisors of EMAC will be for three years up to a maximum of 12 years on approval by the EMAC Subcommittee. An SoE Agreement form must be completed for the duration of the appointment.

Duties

- 3.1.9 The Supervisor of EMAC has overall responsibility for EMAC courses run at their centre and for the recommendation of Associate, Assistant and Full EMAC Instructors to the EMAC Course Subcommittee.
- 3.1.10 The Supervisor of EMAC also has responsibility for the preparation and submission of the annual report to the EMAC Course Subcommittee.
- 3.1.11 Refer to the [Supervisor of EMAC terms of reference](#) for further information on responsibilities.

Maintenance of appointment

- 3.1.12 Re-appointment is on the basis of the respective Supervisor of EMAC meeting their duty requirements listed in the above items 3.1.9, 3.1.10 and 3.1.11.
- 3.1.13 The Education Unit will contact the Supervisor of EMAC every three years with a current Supervisor of EMAC Agreement form for signing. The Supervisor of EMAC is requested to write to the Chair of the EMAC Subcommittee in advance of their planned resignation.

Exception requests and special consideration

3.1.14 On occasion the Supervisor of EMAC may request exceptions or special consideration if elements of EMAC course delivery (eg, equipment, facilities, instructors, participants), are not fully aligned with EMAC accreditation standards. These requests should be made to ANZCA via emac@anzca.edu.au and a response will be provided following consultation with the appropriate ANZCA committee. ANZCA reserves the right to decline requests and make decisions that ensure the EMAC Course is not compromised and that no participant is inadvertently disadvantaged. All requests will need to be made on an individual basis.

3.2 Full EMAC Instructor

Appointment

3.2.1 Full EMAC Instructors are required to:

- 3.2.1.1 Hold FANZCA or other equivalent qualification acceptable to ANZCA Council and be practicing anaesthesia as an independent practitioner either currently or within the past five years.
- 3.2.1.2 Have fulfilled all Assistant EMAC Instructor criteria. If an Instructor qualifies for both Full and Assistant positions at the same time, their Supervisor of EMAC cannot submit both applications at the same time – an Instructor needs to be voted as Assistant first and fulfil Assistant Instructor duties until being nominated separately as a Full Instructor.
- 3.2.1.3 Attend and instruct on at least two complete EMAC courses and gained a satisfactory evaluation from the EMAC convener using a transparent and valid process. It is recommended that one of these be at a different centre from the usual 'home' centre and at least one instruction conducted at their 'home' centre.
- 3.2.1.4 An Assistant EMAC Instructor who teaches at more than one simulation centre, will need to be recommended by a minimum of two Supervisor of EMACs in order to be promoted to Full Instructor.
- 3.2.1.5 Have a thorough knowledge of the EMAC course content, aims and learning objectives for each module.
- 3.2.1.6 Have sufficient content knowledge and skill to facilitate educational activities including debriefing, teaching a skill, running a problem-based learning discussion session.
- 3.2.1.7 Be approved by the EMAC Course Subcommittee on recommendation of the Supervisor of EMAC. The nomination form for the Supervisor of EMAC to complete is downloadable from the ANZCA [website](#).

Duties

- 3.2.2 Full EMAC Instructors may instruct on an EMAC course without supervision and are eligible to accept the roles of EMAC Convener and Supervisor of EMAC.
- 3.2.3 Full EMAC Instructors are expected to foster a safe and supportive learning environment with mutual respect between learners and instructors, in accordance with the guidance offered in the introduction to the *EMAC Instructors' Manual*.

Maintenance of appointment

3.2.4 Requirements for ongoing experience:

- 3.2.4.1 Instruct on all modules of the EMAC course at least once per year.
 - 3.2.4.2 After an absence of greater than one year, Instructors must instruct as an Assistant EMAC Instructor for one full course.
- 3.2.5 Participation in the ANZCA Continuing Professional Development Program or equivalent.

3.3 Assistant EMAC Instructor

Appointment

3.3.1 Assistant EMAC Instructors are required to:

- 3.3.1.1 Hold an appropriate specialist qualification. This may be either FANZCA or other equivalent qualification acceptable to ANZCA Council. ANZCA provisional fellows may apply.
- 3.3.1.2 Provisional fellows may apply if the provisional fellow is undertaking a Medical Education or Simulation Fellowship.
- 3.3.1.3 Provide evidence of completion of an EMAC course.
- 3.3.1.4 Provide evidence of completion of an approved simulation instructor course approved by the EMAC Course Subcommittee.
- 3.3.1.5 Provide evidence of appropriate training in teaching technical skills and drills either as part of the Scholar Role or via other means, for example the ANZCA Educator's Program.
- 3.3.1.6 Submit the specified application form, including a completed referee report from the head of department in which the applicant works, to the Supervisor of EMAC at the chosen EMAC course center.
- 3.3.1.7 Be approved by the EMAC Course Subcommittee on recommendation of the Supervisor of EMAC. The nomination form for the Supervisor of EMAC to complete is downloadable from the ANZCA [website](#).
- 3.3.1.8 All EMAC Instructors are required to nominate a "home" base (EMAC Simulation Centre) where their Supervisor of EMAC is located and where their administration details are managed. Instructors may instruct at other centres in addition to their home base.

Duties

- 3.3.2 Assistant EMAC Instructors are qualified to instruct on an EMAC course with supervision by a Full EMAC Instructor. After each EMAC course, Assistant EMAC Instructors will receive formal feedback regarding their performance from the course Convener.
- 3.3.3 Assistant EMAC Instructors are expected to foster a safe and supportive learning environment with mutual respect between learners and instructors, in accordance with the guidance offered in the introduction to the *EMAC Instructors' Manual*.

3.4 Associate EMAC Instructor

Appointment

3.4.1 Associate EMAC Instructors are required to:

- 3.4.1.1 Hold an appropriate qualification
- 3.4.1.2 a) FANZCA or other equivalent qualification acceptable to ANZCA Council, but without the need to have been practising independent anaesthesia within the past five years.

OR

- 3.4.1.3 b) Non-FANZCA, which may include those with PhD, or a specialist qualification in another medical specialty.
- 3.4.1.4 Submit the specified application form, including completed referee report and CV, to the Supervisor of EMAC at the chosen EMAC course centre.
- 3.4.1.5 Be approved by the EMAC Course Subcommittee on recommendation of the Supervisor of EMAC. The nomination form for the Supervisor of EMAC to complete is downloadable from the ANZCA [website](#).

Duties

- 3.4.2 Associate EMAC Instructors may instruct on EMAC courses in a collegial relationship with a Full EMAC Instructor.
- 3.4.3 Associate EMAC Instructors are expected to foster a safe and supportive learning environment with mutual respect between learners and instructors, in accordance with the guidance offered in the introduction to the *EMAC Instructors' Manual*.

Maintenance of appointment

3.4.4 Requirements for ongoing experience:

- 3.4.4.1 Approval of Associate EMAC Instructors is valid for up to five years. Such Instructors are then required to reapply to maintain their Associate EMAC Instructor status.

3.5 EMAC Course Convener

Appointment

- 3.5.1 The EMAC Course Convener must be a Full EMAC Instructor who has taught on every module as a Full Instructor. The Convener is appointed locally by the Supervisor of EMAC.

Duties

- 3.5.2 The EMAC Course Convener must be present for the duration of the course they are convening and has responsibility for its overall organisation and the approval of documentation following successful completion of the EMAC course by participants.

4. APPROVAL OF SIMULATION INSTRUCTOR COURSES

- 4.1 ANZCA does not train EMAC Instructors. An approved generic simulation instructor course is necessary but not sufficient to become an EMAC Instructor. Mentored instruction as an Assistant EMAC Instructor is required to build on what is learned at an instructor course. Approved simulation instructor courses are expected to take two full days.
- 4.2 Approval of a simulation instructor course for this purpose will be vested with the EMAC Course Subcommittee. Pre-approved instructor courses deemed suitable for those wishing to apply to become an EMAC Instructor are listed on the [EMAC course website](#).
- 4.3 Upon completion of a generic simulation instructor course, novice instructors are expected to understand the relevant educational principles, including the principles of adult learning and the influence of teaching style and method on learning, as well as possess the knowledge, skills and attitudes to:
 - 4.3.1 Be able to clearly describe the role of human factors in crisis management and distinguish between technical and non-technical skills.
 - 4.3.2 Facilitate problem-based learning discussions.
 - 4.3.3 Facilitate small group learning.
 - 4.3.4 Critically observe performance in simulated clinical scenarios.
 - 4.3.5 Debrief simulated clinical scenarios.
 - 4.3.6 Provide effective feedback.

5. GOVERNANCE

5.1 EMAC course subcommittee

- 5.1.1 The EMAC course and accreditation of centres is governed by the Effective Management of Anaesthetic Crises (EMAC) Course Subcommittee. The EMAC Course Subcommittee is responsible for accreditation processes including the monitoring of Simulation Centres and reports to the Education, Executive Management Committee (EEMC) on matters pertaining to the EMAC course.
- 5.1.2 Refer to the [EMAC Course Subcommittee terms of reference](#) for further information.

5.2 Supervisor of EMAC network

- 5.2.1 The Supervisors of EMAC Network provides a forum for the Supervisors of EMAC and EMAC Course Subcommittee to collaborate, share, discuss and advise on challenges faced relating to the EMAC course.
- 5.2.2 Refer to the [Supervisor of EMAC Network terms of reference](#) for further information.

6. RELATED DOCUMENTS

- 6.1 The *Effective Management of Anaesthetic Crises (EMAC) Course Participants' Manual*, available via emac@anzca.edu.au.
- 6.2 The *Effective Management of Anaesthetic Crises (EMAC) Instructors' Manual*, available via emac@anzca.edu.au.

7. FEES

- 7.1 Participant fees for EMAC Courses are set locally by each individual simulation centre.
- 7.2 The annual EMAC Course licence fee will be confirmed on an annual basis following the November Council meeting. The confirmed fee will subsequently be communicated to each simulation centre. For enquiries, please contact emac@anzca.edu.au.
- 7.2.1 Further information on fees and payment process can be found on the EMAC Course [web page](#).

8. CONTACT ANZCA

Trainees, Supervisors, Instructors or Conveners with queries about the EMAC course should contact the ANZCA Education Unit:

Email: emac@anzca.edu.au

Telephone: +61 3 9093 4947

Facsimile: +61 3 9510 6786

Post: Australian and New Zealand College of Anaesthetists

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Change control register

<u>Version</u>	<u>Author</u>	<u>Approved by</u>	<u>Approval date</u>	<u>Sections Modified</u>
1.0	A Tsesmelis	ETAMC ETAEC	Feb 2017 Feb 2017	Creation
2.1	B Peace	ETAMC	July and Aug 2017	Item 3.1: Supervisor of EMAC appointment process and duties slightly modified. Various small changes throughout.
2.2	B Peace	EEMC		Links to forms, Full Instructor requirements fleshed out. Exception requests added. Further minor changes.
2.3	B Peace	EEMC	June 2018	Minor changes to Supervisor of EMAC, Full Instructor and Assistant Instructor requirements.
2.4	B Peace	EEMC	Aug 2018	Recommended staffing matrix added to 2.1 Staffing Requirements
2.5	B Peace	EEMC	January 2019	Item 3.1.4 + 3.1.7: Supervisor of EMAC role Item 3.3.1.5: Assistant EMAC Instructor Item 4.3.2 moved Item 7: Fees clarified
2.6	M Kerr, BPeace	EEMC	April 2019 TBC	2.1: Accreditation standards and 2.7: Simulation Centre governance
2.7	B Peace			2.8: Accreditation of simulation centres 2.9: Appointment of EMAC Accreditation Visitors
2.8	B Peace		November 2019	Various small changes throughout. Addition of 3.1.7.6 Deletion of 5.1.2 Addition of Maintenance of appointment for Supervisor of EMAC (Item 3.1) Content page update