



Information for Referees

General Information

We have introduced a standards-based selection process to actively select doctors into the FACEM Training Program. There is now a single intake for applications every calendar year.

The application for selection is an online process, consisting of a CV Application form, Nominated References, and Institutional Reference. Upon submission of an application, emails will be distributed to those individuals that the applicant has nominated as referees. References will be completed online, and the results provided to the college.

As far as possible, references are private and confidential. Applicants will not be able to view the reference or access any of the data contained within. However, when references are considered to have contributed significantly to an unsuccessful outcome, a de-identified summary of areas of concern contained in the references will be provided by the College to inform the applicant of the reason(s) behind the decision.

We are strongly recommending that applicants contact the individuals they wish to nominate as referees before providing their details. Referees should know the applicant and their work well enough to be able to provide an adequate reference.

We strongly advise against using Internet Explorer to complete the reference. The site is optimised for Google Chrome, Microsoft Edge and Mozilla Firefox, and we recommend the use of one of these browsers instead. This may mean that you need to complete the reference on your personal computer.

Institutional References

The Institutional Reference will be coordinated by the DEM of the applicant's most recent 6-months FTE ED placement. The DEM will be required to facilitate a discussion with at least four other contributors from a variety of staff roles, to collaboratively complete a reference which addresses the applicant's competencies across the different areas of the curriculum.

ACEM requires this to be completed as a group discussion that may be conducted via a face-to-face meeting, video conference, or teleconference.

The provision of an Institutional Reference is crucial to the candidate's application. Without a completed Institutional Reference, their application will not be considered for Selection into FACEM Training. Therefore, if you are unable to complete this reference in the stipulated timeframe, please contact ACEM as soon as possible.

Nominated References

Referees for the Nominated References may be DEMs, DEMENTs, Term Supervisors, Senior EM Consultants, or other Senior Clinicians. Referees are asked to provide an informed professional opinion of the applicant across the different areas of the curriculum with relevance to their time in the ED; Medical Expertise, Prioritisation & Decision Making, Communication, Teamwork & Collaboration, Scholarship, and Professionalism. Nominated References should be based on the referees personal assessment only.

If, for any reason, you do not feel that you are able to provide a reference for an applicant, you will have the opportunity to opt-out of the process. If you do so, the applicant will be given the opportunity to nominate an additional referee. The applicant will not be informed which of their referees chose to opt-out.

Timeline for References

There are two application rounds each year; candidates may apply in either round; individual states/territories may encourage applicants to apply during Round 1 to align their outcome with the state/territory recruitment schedule. We would recommend applicants speak to recruiters for advice on if an application is required to be submitted in Round 1.

Round 1

Application Round 1 will open 2 May 2022 and close 14 June 2022. As emails inviting a reference will be distributed upon submission of the application, you may begin to receive these from early-May. For these applicants, you will have until 4 July 2022 to submit any references you are invited to complete.

Round 2

Application Round 2 will open 1 August 2022 and close 13 September 2022. As emails inviting a reference will be distributed upon submission of the application, you may begin to receive these from early-August. For these applicants, you will have until 3 October 2022 to submit any references you are invited to complete.

Subcommittee Meeting

Following the application closing date and submission of references by the referees, a meeting will be held with the Selection into Training Subcommittee. During this meeting, the applications and associated references will be reviewed by the subcommittee to identify those applicants who meet the standard required to commence the FACEM Training Program at the start of the following medical training year.

Outcome

Applicants in Round 1 will be notified of the outcome of their application 23 August 2022.
Applicants in Round 2 will be notified of the outcome of their application 6 December 2022.

Successful candidates will be invited to enrol and must do so by the enrolment deadline. Unsuccessful applicants will be provided with global feedback on their performance in the selection process. All data from the references will be collated and de-identified in order to feedback in line with the selection criteria and curriculum.

Thank you

ACEM considers the provision of a reference for a FACEM applicant a crucial part of the selection process. Your participation and support in this function of the College is very much appreciated.

For further information, please contact ACEM at selection@acem.org.au or on 03 9320 0404.