



## 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, an Institutional Reference, and a Situational Judgement Test. 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 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 ED term. 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; Prioritisation & Decision Making, Communication, Teamwork & Collaboration, Scholarship, and Professionalism.

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 who wish to begin training in New Zealand are strongly encouraged to apply in Round 1. Australian candidates may apply in either round, but we recommend those applying to train in NSW also apply in Round 1 to align their outcome with the state's trainee recruitment schedule.

### Round 1

Application Round 1 will open 4 May 2020 and close 22 June 2020. As emails inviting a reference will be distributed upon submission of the application, you may begin to receive these from mid-May. For these applicants, you will have until 20 July 2020 to submit any references you are invited to complete.

### Round 2

Application Round 2 will open 17 August 2020 and close 5 October 2020. As emails inviting a reference will be distributed upon submission of the application, you may begin to receive these from mid-September. For these applicants, you will have until 2 November 2020 to submit any references you are invited to complete.

## Subcommittee Meeting

Following the application closing date and submission of references by the nominated 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 for FACEM Training as FACEM trainees.

## Outcome

Applicants in Round 1 will be notified of the outcome of their application 17 August 2020.

Applicants in Round 2 will be notified of the outcome of their application 7 December 2020\*.

\*Applicants applying in Round 2 to commence training in New Zealand will be notified of their outcomes by 23 November 2020 at the latest, to allow enrolment to be completed prior to the start of the medical training year.

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 an invaluable 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](mailto:selection@acem.org.au) or on 03 9320 0463.