General Information

We have introduced a new, standards-based selection process to actively select doctors into the FACEM Training Program for 2019. As a result, we are moving to a single intake for applications every calendar year.

The application for selection will be an online process, consisting of a CV Application form, Selection References, and an 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 of each provided to the college.

All information provided in references will remain completely confidential. Applicants will not be able to view the reference or access any of the data contained within. The references will be used solely to evaluate the applicant’s competencies in line with the selection criteria.

We are strongly recommending that applicants make contact with the individuals they wish to nominate as referees before providing their details. Nominated 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. This 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 own 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.

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.

Selection References

Referees for the selection references may be DEMs, DEMTs, 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; 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 alternative referee. The applicant will not be informed which of their referees chose to opt-out.

Timeline for References

Applications for Australian trainees open 6th August 2018 and close 7th September 2018. 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 5th October 2018 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 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 this application timeline will be notified of the outcome of their application 7th December 2018. 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 or on 03 9320 0444.