Australasian College for Emergency Medicine

Terms of Candidature

Fellowship Clinical Examination (OSCE)

Eligibility for Fellowship Clinical Examination (OSCE)

Candidates must meet and maintain the following eligibility criteria by the eligibility deadline (as per official College records):

- Be an enrolled trainee of ACEM.
- Have no financial debts to the College.
- Hold current registration to practice medicine in Australia or Aotearoa New Zealand.
- Have progressed to Training Stage Four.
- Must not be on a Wellbeing Interruption to Training at any stage from the date they apply for an examination to the date(s) they sit that examination (see B5.1.4 of Regulation G – FACEM Training Program)
- Have satisfactorily completed the following online modules:
  - Clinical Leadership
- Have satisfactorily completed the following Training requirements:
  - Paediatric Emergency Requirement (PER)
  - Research Requirement

For trainees who have been transitioned, please refer to the Regulation G - Section 8.1 for details on any variations to the exam eligibility criteria.

For SIMGs, please refer to the Fellowship Examinations eligibility criteria outlined in Regulation C1.6.6.

Closing date for applications

Applications must be submitted via the online form by close of business on the application closing date. The application closing date is shown on the first page of the online form under 'key dates' and on the 'Examinations' page of the ACEM website. No applications received after the closing date will be accepted for any reason.

When candidature will be terminated by the College

Candidature will terminate in the following circumstances:

- If the candidate ceases to be an ACEM trainee for any reason
- If any outstanding fees (of whatsoever nature) are not paid in full by the due date
- If a payment is declined by the bank

Where this happens, the candidate is notified by email. The Council of Education will not consider the eligibility of any such candidate to sit the examination.

Responsibilities of candidates

Candidates are required to:

- ensure that all outstanding fees, including the Annual Registration Fee (ARF) are paid by the application closing date.
- maintain effective channels of communication with the College by providing an up-to-date email address.
- ensure their application has been submitted correctly and received by the College. If an automated email confirmation has not been received within 24 hours, please contact the College.
- notify the College by email (fellowship.exam@acem.org.au) immediately if there are any changes to their contact details provided in the online application form. It is important to keep all contact details, including workplace details, current via the member portal.
- notify the College immediately if they will not be contactable for any reason prior to the examination (e.g. if temporarily out of the country) and to ensure that all matters which may be outstanding have been finalised beforehand. No extensions beyond the application closing date will be granted for any reason.
- ensure that all applicable deadlines are fully complied with or met.
- keep themselves fully informed and up to date with the College's training structure including all relevant training and assessment requirements, regulations and policies.

Withdrawal from examination

To withdraw from the examination, you must complete an online Examinations Withdrawal Form. Verbal notification will not be accepted.

You may withdraw at any stage prior to the examination and this will not count as an 'exam attempt' (no supporting documentation is required to withdraw). If you withdraw after the closing date or fail to present to the examination, you are not entitled to a refund of the fee unless exceptional circumstances exist. To apply for a refund of the examination fee, supporting documentation is required. We acknowledge that this may be provided following the examination date, however we would expect this within a reasonable timeframe - e.g. within approximately six (6) weeks of the examination.

Any paid application fees will not "hold over" to a subsequent sitting of the examination.

Annual practicing certificate

It is the candidate's responsibility to ensure their annual practising certificate and medical registration is current at the time of the examination, and that there are no conditions or other limitations on their medical registration, other than those previously approved by the College. If the candidate's annual practising certificate or medical registration is not current (or has conditions or registrations not approved by the College) at the time of the examination, they may not be allowed to proceed with the examination, or their result may be void.