

Application for Selection into FACEM Training

Supporting Documentation

As part of your application for Selection into FACEM Training, you will need to provide several pieces of supporting documentation. Please read the following information carefully to ensure all items on your application can be appropriately substantiated by your supporting documentation.

It is your responsibility to ensure that all supporting documentation satisfies these rules.

ACEM will not follow up on inappropriate or incorrect evidence.

Any items on the applications that are not appropriately substantiated will not be considered.

Requirements on documents

All supporting documentation must be in the form of an official document, i.e. formal certificate, presented on official letterhead or with an official signature block for emails. You must provide appropriate evidence to support each item on your application:

- Documents must be clear and legible to be considered (scanned copies are preferred).
- Documents not written in English must be accompanied by an official translation.
- Only completed courses or activities will be considered. You should not enter prospective attendance for courses or activities.
- Nominations for accolades are not valid; such items will only be considered if the applicant was the recipient of the accolade.

All supporting documents must be single PDF files no larger than 5MB. You may need to combine multiple documents into a single PDF. There are many free online programs which allow you to do this.

Your documents do not need to be certified. Required documentation and examples for each section of the application may be found on the following pages.

Personal Details

- A passport-style photograph (separate from your passport).

Eligibility Details

- A valid passport, or other evidence of citizenship;
 - *If you do not have a passport or evidence of citizenship, you may provide a copy of your birth certificate and other official photographic ID such as a Driver Licence.*
- Evidence of permanent residency or visa if you are not an Australian or New Zealand citizen;
 - *E.g. A copy of your current visa, or confirmation of permanent residency status.*
- Evidence of primary medical degree;
- Evidence of any additional medical qualifications, including postgraduate Certificates, Diplomas and Fellowships;
- Evidence of full general medical registration for the country in which you wish to begin your training;



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- Evidence of each full term (minimum 8 weeks FTE) spent in postgraduate training (ED and non-ED).
 - *E.g. A hospital statement of service, letter from the hospital confirming completion of terms, term supervisor reports.*
 - *Supporting documentation must clearly show the term duration and discipline.*

If you are a former FACEM trainee, you will need to provide additional supporting documentation, as follows:

- Three (3) letters of support from FACEMs, one of whom is the Director of Emergency Medicine Training (DEMT) in the emergency department in which you are currently working or have most recently worked.

Selection Criteria

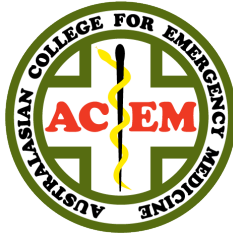
Official documentation from the provider/organiser confirming completion or participation in activities must be on letterhead or email with signature.

Specific content/learning outcomes must be provided with evidence of completion for each course listed, e.g. programs, course outline, etc.

Any achievements attained more than 5 years prior to application must be accompanied by evidence that demonstrates continued proficiency or development in the area, e.g. further courses, teaching, etc.

Participation in group activities (e.g. audits) must detail your personal specific involvement in the activity.

- Courses or professional development activities (minimum 1 day's duration) relevant to Emergency Medicine, completed in the last three (3) years;
 - *E.g. A certificate of completion, or official documentation from the provider/organiser to confirm completion of courses such as (but not limited to) BASIC, ALS, EMST, ATLS, etc.*
 - *Specific content/learning outcomes must be provided with evidence of completion for each course listed.*
 - *Compulsory hospital & health provider meetings and courses are not included.*
- Prizes, awards, honours, or forms of recognition;
 - *E.g. Rhodes Scholarship, Fulbright Scholarship, or other major international scholarship; Gold Duke of Edinburgh Award; Award of entry into Army Reserves; Fellowship of another Specialist Medical College, etc.*
 - *Academic awards received during undergraduate years will not be considered.*
 - *Research publications are not relevant to the Selection process and will not be considered.*
- Leadership positions in university or community activities, held for a minimum of 3 months;



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- *E.g. A certificate of participation or letter/email of verification for activities such as sporting, community, or cultural leadership.*
- Other university and/or community activities, in which participation was for 3 months or longer;
 - *E.g. A certificate of achievement/participation or letter/email of verification from organiser in activities such as overseas work in a resource poor setting (Médecins Sans Frontières or other aid program); remote indigenous attachment; welfare activity such as soup kitchen, refugee assistance, migrant work; other charity work.*
- Co-curricular attainment
 - *E.g. A certificate of attainment or letter/email of verification for achievements such as a Diploma from the Australian Music Examinations Board (AMEB); Level B2 or above of European Language Certificate; Level 3 Grade 8 or above Royal Academy of Dance or equivalent.*
- State, territory or national sporting or cultural representation and achievements
 - *E.g. A certificate of achievement/participation or letter/email of verification for achievements such as representing a state sporting team at a national championship.*
- Rurality (minimum 5 years schooling, or 12 months postgraduate work experience)
 - *E.g. Hospital employment letters, school reports, or a letter from the school or hospital, where relevant.*

Nominated References

- Names and details, including email addresses, for four (4) referees from your most recently completed full term in Emergency Medicine, composed of the following roles:
 - DEMENT, or DEM at unaccredited sites
 - Term Supervisor, if not also the DEMENT
 - One other senior EM consultant, minimum 3 years employment as an EM consultant
 - One other senior clinician (medical or EM nurse), including non-EM consultants who you have worked with during your ED placement but must not be someone with whom you have worked exclusively in a non-ED term.
- Name and details, including email address, for the Director of Emergency from your most recently completed full term in Emergency Medicine.

Please visit our website for additional information regarding your referee nominations.

For further information, please contact ACEM at selection@acem.org.au or on 03 9320 0444.