



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;
 - *A copy of your current visa, or confirmation of permanent residency status.*
- Evidence of primary medical degree;
 - *A copy of your medical degree. If the document is not written in English, it must be accompanied by an official translation.*
- Evidence of any additional medical qualifications, including postgraduate Certificates, Diplomas and Fellowships;



Application for Selection into FACEM Training

Supporting Documentation

- Evidence of full general medical registration for the country in which you wish to begin your training;
 - A current certificate of registration with AHPRA if applying to undertake training in Australia
 - A copy of Practising Certificate from MCNZ if applying to undertake training in New Zealand
- Evidence of completion for your most recent six (6) month FTE ED placement. Please refer to our [website](#) for further details regarding requirements for this placement.
 - Evidence **must** be provided in the form of either a hospital statement of service or a letter from the hospital confirming that the placement has been completed.
 - Evidence **must** clearly show the placement start date, end date, FTE, leave taken, and the discipline in which the placement was undertaken.
 - Term Supervisor reports, letters of offer or contracts **will not** be accepted as evidence of postgraduate experience
- Evidence of completion for a minimum of three (3) full postgraduate terms in three different disciplines other than emergency medicine, at least one of which must be completed during or after PGY2, where a full term is defined as a minimum of eight (8) FTE weeks of continuous clinical work, i.e. does not include periods of leave.
 - Evidence **must** be provided in the form of either a hospital statement of service or a letter from the hospital confirming that the placement has been completed.
 - Evidence **must** clearly show the placement start date, end date, FTE, leave taken, and the discipline in which the placement was undertaken.
 - Term Supervisor reports, letters of offer or contracts **will not** be accepted as evidence of postgraduate experience

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

- 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.

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



Application for Selection into FACEM Training

Supporting Documentation

Relevant Professional Development

- 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 that confirms completion of the course/activity*
 - *Evidence of delivery method and course/activity duration*
 - *Compulsory hospital & health provider meetings and courses are not included.*

Relevant Personal Development

- Applicants are asked to list any co-curricular or personal development activities that they believe may be relevant to their application. All activities must have been completed prior to the application being submitted.
- Applicants are not required to provide supporting documentation in this section of the application.

Rurality

- Minimum 5 years schooling, or 12 months postgraduate work experience. Evidence must be in the form of:
 - *A hospital statement of service or letter which confirms the dates of employment for work experience.*
 - *A letter from the school which confirms the dates the applicant attended for education.*

Nominated References

- Names and details, including email addresses, for four (4) referees from your most recently completed six (6) month FTE placement in Emergency Medicine, composed of the following roles:
 - DMT, or DEM at unaccredited sites
 - Term Supervisor, if not also the DMT
 - 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.

Institutional Reference

- Name and details, including email address, for the Director of Emergency from your most recently completed full term in Emergency Medicine.
 - If the DEM is not able to complete the reference by the specified due date (e.g. if they are on extended leave) an applicant may nominate the acting-DEM to complete the reference.

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 0404.