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## POLICY ON FORMER TRAINEES APPLYING FOR SELECTION INTO THE FACEM TRAINING PROGRAM

### 1. PURPOSE AND SCOPE

The purpose of this policy is to describe matters relating to College processes associated with former trainees who wish to apply for Selection into the FACEM Training Program. This policy should be read in conjunction with Regulation B and the *Trainee Enrolment Policy*.

### 2. DEFINITIONS

***ACEM / the College***

means the Australasian College for Emergency Medicine

***Former trainee***

means a medical practitioner who was previously enrolled in the College FACEM Training Program. It does not extend to Specialist International Medical Graduates (SIMGs) assessed by the College and working towards Fellowship through an SIMG pathway.

***Training Program***

means the FACEM Training Program

### 3. ELIGIBILITY TO APPLY FOR SELECTION INTO THE TRAINING PROGRAM

There is no automatic right for any former trainee to be accepted for re-enrolment in the Training Program. Following the submission of an application for Selection in FACEM Training, former trainees will first be considered by the Specialist Training and Assessment Committee for approval to have their application considered by the Selection into FACEM Training Subcommittee.

#### 3.1 Eligible to Apply

A former trainee who:

- (a) voluntarily withdrew from the Training Program (unless 3.2(a) applies), or
- (b) was removed from the Training Program for failure to pay outstanding fees (unless 3.2(a) applies)

is eligible to apply via the Selection into Training process subject to the below timeframe.

Applications for Selection into the FACEM Training Program will not ordinarily be accepted within three (3) years of the date on which enrolment as a trainee ceased. Former trainees able to demonstrate exceptional circumstances to the satisfaction of the Specialist Training and Assessment Committee may, at the discretion of the Committee, be considered within a shorter timeframe.

### 3.2 Ineligible to Apply

Applications for Selection into the FACEM Training Program from former trainees will not be accepted in the following circumstances:

- (a) on two (2) previous occasions, the former trainee:
  - voluntarily withdrew from the FACEM Training Program (other than pursuant to 3.2(e) below); and/or
  - was dismissed from the FACEM Training Program for failure to pay outstanding fees.
- (b) the former trainee was dismissed from the FACEM Training Program for failure to complete requirements within the timeframe specified, or the maximum number of occasions permitted; or
- (c) the former trainee was dismissed from the FACEM Training Program for clinical performance, malpractice, misconduct, unethical behaviour or similar grounds; or
- (d) the former trainee had been previously removed from a register of medical practitioners by a medical registration authority recognised by the Council of Education (COE) for this purpose on the grounds of malpractice, misconduct, unethical behaviour or similar grounds; or
- (e) the former trainee had been under suspension from the FACEM Training Program at the time they withdrew from the FACEM Training Program; or
- (f) the former trainee does not meet the eligibility requirements specified by the College for entry to the FACEM Training Program.

## 4. APPLICATIONS FOR SELECTION INTO THE FACEM TRAINING PROGRAM

Applications for Selection into the FACEM Training Program must be made via the Selection process and include:

- (a) details of the circumstances and reason(s) for termination of training at that time;
- (b) the reasons for why they should be considered for Selection;
- (c) comprehensive plans they have for completing the training program should they be selected; and
- (d) three letters supporting the applicant's re-entry to the program, at least one of which is from a DGMT and the remaining two both provided by a FACEM; and all three of whom must have supervised the applicant.

Applicants may be required to supply further documents as requested by the College.

## 5. THE REVIEW PROCESS

Applications from former trainees for Selection into the FACEM Training Program will be considered by the Specialist Training and Assessment Committee. Following initial review of the application material, the Specialist Training and Assessment Committee may:

- (e) approve the applicant for consideration by the Selection into FACEM Training Subcommittee as part of the College's usual process; or
- (f) decline the application for Selection into the FACEM Training Program; or
- (g) seek further information from the former trainee in order to reach a decision in relation to the application for Selection.

Where an application is reviewed by the Specialist Training and Assessment Committee and forwarded to the Selection Subcommittee for consideration, the Selection into Training Subcommittee may:

- a) invite the applicant to enrol in the FACEM Training Program; or
- b) decline the application for Selection into the FACEM Training Program; or

- c) seek further information from the former trainee in order to reach a decision in relation to the application for Selection.

### **5.1 Outcome of Application**

An invitation to enrol may be subject to such conditions as the Specialist Training and Assessment Committee deems appropriate for the individual applicant and with reference to the *Recognition of Prior Learning / Credit Transfer Policy* where applicable. The decision, including conditions and Recognition of Prior Learning (RPL) awarded, will be communicated to the applicant in writing at the time of the invitation to enrol.

### **5.2 Conditions Attaching to an Invitation to Enrol**

In addition to the conditions set out in College Regulations and the *Trainee Enrolment Policy*, any former trainee invited to enrol must also:

- pay all outstanding fees, as well as a reinstatement fee (if removed for non-payment of fees), and the applicable annual training fee for the applicable training year; and
- commence a six (6)-month FTE term in an approved Emergency Medicine training post, to commence within six (6) months of enrolling in the FACEM Training Program.

If the applicant fails to do so, the invitation to enrol will be forfeited and the applicant will be required to apply for Selection into the FACEM Training Program for the following training year, with all applicable fees payable.

### **5.3 Timeframe(s) for Completion of the FACEM Training Program Following Re-enrolment**

At the time of invitation to enrol and in addition to the conditions outlined in section 5.2, former trainees will also be advised of any further conditions(s) attached to their re-enrolment in the FACEM Training Program.

While a period of time greater than that specified in the regulations will not be allowed, where applicable, a lesser period of time for completing the requirements of the FACEM Training Program may be specified by the Specialist Training and Assessment Committee. Typically, these will be such that the total duration of time enrolled, including previous period(s) of enrolment as a FACEM trainee, does not exceed the maximum 12 years specified in College Regulations for the completion of the FACEM Training Program. Failure to adhere to this timeframe(s) may result in proceedings for dismissal from the training program being instituted pursuant to College regulations.

### **5.4 Acceptance of Decision by Applicant**

The invitation to enrol, with any associated conditions, will be considered accepted by the applicant upon completion of all enrolment requirements (refer Regulation B1.2).

## **6. RECOGNITION OF PRIOR LEARNING**

Where a former trainee is invited to enrol, the following will apply:

- (a) Any previous rulings or determinations, including status of training, will be null and void.
- (b) With the exception of the maximum prescribed timeframes for completion of various components of the Training Program, the applicant will be subject to, and will be assessed in accordance with, the training rules and regulations in place at the time of re-enrolment. While a greater period of time will not ordinarily be afforded, a shorter period of time for completing the Training Program will usually be specified as a condition of re-enrolment.
- (c) Past training and experience will be subject to currency rules in effect at the time of re-enrolment. This could mean, for example that the applicant may be required to re-sit the Primary Examination.

### **6.1 Currency of Training Principles**

Past training and experience will be subject to currency rules in effect at the time of re-enrolment.

## 7. ASSOCIATED DOCUMENTS

- Regulation B
- *ACEM Curriculum Framework*
- *Recognition of Prior Learning / Credit Transfer Policy*
- *Trainee Enrolment Policy*

## 8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 8.1 Responsibilities

Document authorisation: Council of Education  
 Document implementation: Executive Director, Education and Training  
 Document maintenance: General Manager, Governance and Standards

### 8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2012	Approved by Council
v1-1	Mar-2014	Consequential changes as per governance review – ‘Board of Education’ to ‘Council of Education’.
v2	Apr-2017	Revisions to align with revised FACEM Training Program and ACEM Regulation B
v3	May-2018	Revisions to align with introduction of Selection into the FACEM Training Program
v4	Jun-2018	Revisions to section 3.1 approved by Chair to align with introduction of Selection into the FACEM Training Program
v5	May-2019	Revisions to reflect consideration of applications by STAC