



POLICY ON SELECTION INTO THE FACEM TRAINING PROGRAM

1. PURPOSE AND SCOPE

The purpose of this policy is to describe the process associated with an application for Selection into the FACEM Training Program. This policy pertains to applicants applying for Selection into FACEM Training for the first time and applicants re-enrolling in the FACEM Training Program (former trainees).

2. TERMINOLOGY

ACEM / the College

The Australasian College for Emergency Medicine.

Applicant

Somebody who is applying for FACEM Training but has not yet received an outcome on their application

Commencement of training

The first day of the medical training year (usually the first Monday of February.)

Training Program

The FACEM Training Program.

Trainee

Somebody who is currently enrolled in the FACEM Training Program

3. GENERAL PRINCIPLES

3.1 Eligibility to apply for Selection into the FACEM Training Program

To apply for selection into the FACEM Training Program, medical practitioners must, at the time of application:

- Possess an approved Australian or New Zealand primary medical degree, have successfully completed the requirements necessary to obtain the Australian Medical Council (AMC) certificate or general registration with the Medical Board of Australia via the Competent Authority Pathway, or be a graduate in Medicine and Surgery of a Medical School recognised by the New Zealand Medical Council for the purposes of registration.
- Have citizenship or be granted permanent residency status in the country of application or, have the necessary approvals to undertake training by the date of commencement of training, including an appropriate visa.
- Hold general registration with the Medical Board of Australia (MBA) or registration in a general scope of practice with the Medical Council of New Zealand (MCNZ) as applicable for the country in which they are intending to train, with no suspension, condition, restriction or undertaking imposed that limits their having unconditional medical registration in Australia or New Zealand as applicable.
- Have completed or be currently undertaking Postgraduate Year (PGY3).
- Have completed the following placements:
 - a) a minimum of six (6) FTE months in an Emergency Department in Australia and/or New Zealand, during or after postgraduate year 2 (PGY2), of which each contributing placement must have a

minimum duration of two (2) consecutive FTE months and be completed entirely within twelve (12) months of application.

The entire six (6) FTE months must have been completed:

- in a single Emergency Department where the applicant assesses and manages all types of patients in that Emergency Department (i.e. not only fast-track patients)
- at a minimum of 0.5 FTE
- in a placement where the applicant has not taken leave in excess of five (5) weeks throughout the six (6) FTE months.

The placement must not in any part be completed at an Australian Urgent Care Centre

- b) 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.

Each placement (term) must have been completed:

- at a minimum of 0.5 FTE
- at a single site
- Any other eligibility requirements as prescribed by the College.

Any application to vary the eligibility criteria must be made via the *Exceptional Circumstances and Special Consideration Policy* and must be received by the College prior to the opening date for applications.

3.2 Former FACEM Trainees

Former trainees seeking to apply for selection into FACEM Training and re-enrol into the FACEM Training Program should refer to the *Policy on Former Trainees Applying for Selection*.

Should a former trainee have previously been granted any variation from that policy, including a waiver from the selection process, they must contact the ACEM Trainee Support for information regarding re-enrolment.

3.3 Trainees of other training programs

Trainees commencing the FACEM Training Program are not permitted to be enrolled in a vocational medical training program other than one recognised by ACEM for the purposes of joint training.

Trainees enrolled in other vocational medical training programs (including the Emergency Medicine Certificate, Emergency Medicine Diploma or the Emergency Medicine Advanced Diploma) must ensure that they will complete, or otherwise withdraw from, the program prior to completing enrolment for the FACEM Training Program.

3.4 Fees

A non-refundable Selection into Training fee is payable to begin an application. Successful applicants who then apply to enrol in the FACEM Training Program must also make payment of the Entrance Registration Fee and Annual Training Fee by the date stipulated by the College, or the invitation to enrol will be forfeited.

3.5 Attempts

Applicants may submit one application per calendar year, for commencement of training the following year. All applicants will be allowed a maximum of three (3) attempts at Selection into the FACEM Training Program.

- An application that is commenced, but not submitted by the application closing date of the specific round will not be considered as an attempt for the purpose of the maximum allowable number of three (3).
- A submitted application that is subsequently withdrawn prior to the Selection into Training Subcommittee meeting date for the round in which the application is made, will not be considered an attempt for the purpose of the maximum allowable number of three (3).

- An application that is deemed ineligible or unsuccessful by the Selection into Training Subcommittee will be considered as an attempt for the purpose of the maximum allowable number of three (3).
- An application that is deemed successful by the Selection into Training Subcommittee, but where the applicant fails to enrol or defer by the published deadlines will be considered as an attempt for the purpose of the maximum allowable number of three (3).

4. APPLICATION PROCESS AND SUPPORTING DOCUMENTATION REQUIREMENTS

4.1 Completing the Application

It is the responsibility of the applicant to ensure that all required documentation has been provided by the published deadline(s) and meet the requirements set out in this policy, or the application will be deemed ineligible by the Selection into Training Subcommittee.

All supporting documentation must be in the form of an official document, i.e. formal certificate, or letter presented on official letterhead or with an official signature block for emails.

- Documents must be clear and legible (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.
- Documents do not need to be certified.

Any information that is not accompanied by the required supporting documentation will not be considered as part of the application.

4.1.1 Eligibility Details and Required Documentation

Applicants are required to answer and provide supporting documentation for a number of questions to confirm that they meet the eligibility requirements for section into FACEM Training.

At the time of application, applicants are required to provide supporting documentation for each of the following to confirm eligibility to apply for Selection into FACEM Training. The following documents are required:

- A copy of 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;
- 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 for completion of your listed ED and Non-ED placements. Please refer to Section 3.1 of this policy for further information about placement requirement.
 - 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 and details of leave in which the placement was undertaken and the discipline of the placement.
 - Term Supervisor reports, letters of offer or contracts will not be accepted as evidence of postgraduate experience.

4.1.2 Relevant Professional Development

Applicants are asked to list any completed courses or professional development completed within the last three (3) years from the date of application which may be relevant to Emergency Medicine.

Each completed activity or course will need to be entered separately on the application. All entries must be accompanied by supporting documentation.

For each course or activity listed, applicants must provide;

- A certificate of completion, or official documentation from the provider/organiser that confirms completion of the course/activity;
- Specific content/learning outcomes; and
- Evidence of delivery method and course/activity duration.

4.1.3 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.

4.1.4 Rurality

Applicants are asked to list any education or experience undertaken in rural areas in Australia or New Zealand that meets the minimums:

- 12 months' postgraduate medical work experience in an approved regional/rural location in Australia or New Zealand, or
- attendance at a primary and/or secondary school for a minimum of five (5) years in an approved regional/rural location in Australia/New Zealand.

In Australia, an approved regional/rural area is defined as one rated from MM3-7 in the Australian Statistical Geography Standard.

In New Zealand, an approved regional/rural area is defined as any part of New Zealand that does not fall under the local authority boundaries of the City Councils of Auckland, Hamilton, Tauranga, Wellington, Porirua, Hutt, Upper Hutt, Christchurch, and Dunedin.

Where an applicant indicates education or work experience in rural areas in Australia or New Zealand 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.

4.1.5 Nominated References

All applicants are required to provide details of four (4) referees from their most recently completed six (6) FTE month Emergency Medicine placement. All referees must have supervised the applicant for the duration of the six (6) FTE month placement. These nominated referees must comprise the following roles:

- The Director of Emergency Medicine Training (DEMT), or the Director of EM (DEM) in departments not accredited for the FACEM Training Program
- The Term Supervisor if this is not also the DEMT
- One other senior EM consultant (FACEM), defined as at least three years since commencing employment as an EM consultant
- One other senior clinician (medical or EM nurse) who has worked with the applicant during the ED placement. This may include non-EM consultants who have worked with the applicant in the ED but must not be someone with whom the applicant has worked exclusively in a non-ED term with.

It is expected that most applicants will be able to meet the above requirements for referees. If an applicant is not able to meet the requirements, they will need to contact the ACEM Training Team to discuss alternate referee options.

Referees are required to complete reference requests via the application portal. References need to be submitted by the advertised due date for the relevant round. It is the responsibility of the applicant to ensure that correct details are provided for referees. Applicants can check on the status of their references via the application portal and it is the responsibility of the applicant to contact referees to ensure that references are completed by the due date. Requests to submit a reference after the reference due date will not be accepted.

All references are provided on a confidential basis and the content of references will not be made available to applicants.

4.1.6 Institutional Reference

All applicants are required to provide the details of the Director of the Emergency Department (DEM) from their most recently completed six (6) FTE month Emergency Medicine placement to complete an Institutional Reference for the application.

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 FACEM Training Program curriculum. ACEM requires this to be completed as a group discussion that may be conducted via a face-to-face meeting, video conference, or teleconference.

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.

The DEM is required to complete the reference request via the application portal. References need to be submitted by the advertised due date for the relevant round. It is the responsibility of the applicant to ensure that correct details are provided for the DEM. Applicants can check on the status of their references via the application portal and it is the responsibility of the applicant to contact the DEM to ensure that reference is completed by the due date. Requests to submit a reference after the reference due date will not be accepted.

All references are provided on a confidential basis and the content of references will not be made available to applicants.

4.1.7 Submission of References

Once an application is submitted, requests to complete the Nominated and Institutional References are sent to selection referees for completion by the stipulated due date. It is the applicant's responsibility to ensure referees are able to complete and submit the completed reference by the deadline.

A Nominated Referee can opt out from completing a reference for an application. When a Nominated Referee indicates this on the online reference form, the applicant will be given the opportunity to nominate an alternative referee, provided that the reference is able to be completed and submitted by the due date for reference submission.

4.1.8 Indigenous Identity

Applicants will be asked to indicate if they are of Aboriginal, Torres Strait Islander or Māori origin/descent.

4.2 Submission of Application

Once submitted, an application is unable to be edited. It is the responsibility of the applicant to ensure that all supporting documentation meets the requirements stipulated.

Applications that have been commenced but not submitted by the published deadline date will not be accepted and the selection into training fee will not be refunded.

4.3 Withdrawal of Application

Withdrawal of an application for any reason will result in the forfeiture of the Selection into FACEM Training fee. An application that is withdrawn prior to the Selection into Training Subcommittee meeting date for the round in which the application is made will not be counted towards the maximum number of attempts at Selection into FACEM Training (refer Section 3.5 above).

Applicants who wish to withdraw their application must do so in writing to the ACEM Selection into Training Team. Withdrawal requests must be received prior to the relevant Selection into Training Subcommittee meeting.

Consideration for Selection into FACEM Training in any future year will require a fresh application through the College's selection process.

4.4 Refusal of Application

ACEM reserves the right to refuse any application for Selection into the FACEM Training Program. Where an application for selection is refused for reason(s) other than those specified in this policy, the applicant will be given due notice of the intention to refuse the application and provided with an opportunity to respond in writing before a decision is made, in accordance with the provisions of the College's *Policy on Procedural Fairness*.

5. APPLICATION REVIEW

All applications will be reviewed by the Selection into Training Subcommittee at the stipulated date for the round in which an application is submitted. The Subcommittee will take into account reference ratings, reference comments and components of the Structured CV to inform their decision making.

Applications are reviewed against a standard deemed by the College to be required of a doctor commencing FACEM Training.

6. OUTCOMES

Following the review of applications, all outcomes will be communicated to the applicants on the date stipulated by the College.

6.1 Successful

Successful applicants will be notified and invited to enrol in the FACEM Training Program. Enrolment must be completed by the published due date. See the [Trainee Enrolment Policy](#) for more information.

6.2 Unsuccessful

Unsuccessful applications will receive feedback identifying areas in which they were found not to have achieved the standard required for entry into the FACEM Training Program to assist them in a subsequent application, should they wish to do so in the future. An unsuccessful application will be counted towards the maximum number of attempts at Selection into FACEM training (refer Section 3.5 above).

6.3 Ineligible

Where an application is deemed to be ineligible by the Selection into FACEM Training Subcommittee, applicants will be informed of the reason for this decision in their outcome notification, and the application will be counted towards the maximum number of attempts at Selection into FACEM Training (refer Section 3.5 above).

An application may be deemed ineligible if:

- any of the eligibility criteria are not met; or
- the minimum required number of completed references is not submitted; or
- supporting documentation requirements are not met; or
- any other application requirements relevant to the round of application have not been completed

7. RECONSIDERATION, REVIEWS AND APPEALS

Applicants have the right to seek reconsideration, review and/or appeal of a decision pursuant to the College's *Reconsideration, Reviews and Appeals Policy*, and associated processes, as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal.

8. REFERENCES

- Regulation G1.1 – Eligibility for the FACEM Training Program
- *Policy on Former Trainees Applying for Selection* (TA142)
- *Reconsideration, Review and Appeals Policy* (COR355)
- *Trainee Enrolment Policy* (TA148)
- *Exceptional Circumstances and Special Consideration Policy* (TA79)

9. DOCUMENT REVIEW

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

9.1 Responsibilities

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

9.2 Revision History

| Version | Date of Version | Pages revised / Brief Explanation of Revision |
|---------|-----------------|---|
| v1 | Apr-2021 | Approved by the Council of Education |