



## Decision-making Process in Selection

### 1. ACEM Administration

#### 1.1 Eligibility

Following the closing date for applications, ACEM administrative staff review all applications to confirm that the applicants meet the eligibility requirements for Selection into the FACEM Training Program. Any ineligible applicants are identified and are not progressed further.

#### 1.2 Review of References

Once the reference due date has passed, ACEM administrative staff collect the data from the references. References are checked for validity and the responses to the reference statements are recorded.

#### 1.3 Structured CV Review

At this time, ACEM administrative staff also review the eligibility and relevance of postgraduate medical experience and elements of the structured CV, where a decision has previously been made regarding a specific activity or achievement.

### 2. Selection Subcommittee

#### 2.1 Structured CV Review

The Selection Subcommittee review the structured CV elements for those applications that ACEM administrative staff have been unable to assess appropriately.

### 3. Automatically Successful Applications

The Selection Subcommittee have determined the minimum standard a prospective trainee should meet before commencing the FACEM Training Program. Applications that demonstrate the applicant substantially exceeds this minimum standard are deemed to be 'automatically successful' in the process.

### 4. Application Review

Following the identification of automatically successful applicants, all other applications are split into different review cohorts dependent upon the information contained in the references and structured CV. These are then reviewed by the Selection Subcommittee to determine whether the applicant has achieved the standard set for entry into the FACEM Training Program.

All elements of the application are considered in the review process, including reference statement responses and additional comments, the applicant's postgraduate training and experience, relevant professional development, and their activities, achievements and leadership skills. Rural experience and background may also be declared and are considered as part of this process.

For the purposes of transparency and procedural fairness, automatically successful applications are also reviewed to confirm that there are no reasons why the applicant should not be commencing the FACEM Training Program at this time.

In the interest of supporting the recruitment of Aboriginal, Torres Strait Islander, and Māori persons into the Emergency Medicine discipline, applications from prospective trainees who identify as

indigenous are reviewed separately to assess if they meet the required standard for entry into the FACEM Training Program. It is considered that indigenous applicants may not have access to the same opportunities as others and their applications are reviewed accordingly.

## **5. Outcomes**

As a result of the application review, all outcomes will be determined and communicated to the applicants. Unsuccessful applicants will receive feedback identifying the areas in which they were found not to have achieved the standard required for entry and provided with recommendations that will assist them in a subsequent application, if desired, for Selection into the FACEM Training Program.