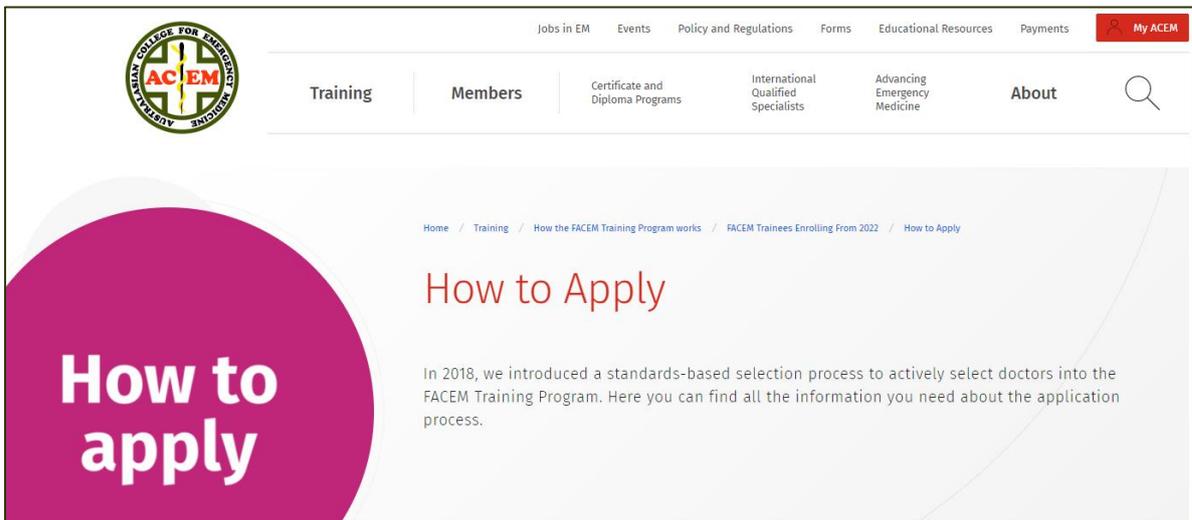




Application for Selection into the FACEM Training Program

1. Visit the ACEM Website

If you're intending to apply for Selection into the FACEM Training Program this year, first you'll need to make sure that you've read all the information on the 'How to Apply' page on our website [here](#):



When applications open, there will be a link to the application site at the top of this page. Click on this to access the site. Bookmark this page now for easy access.

2. Eligibility & Registration

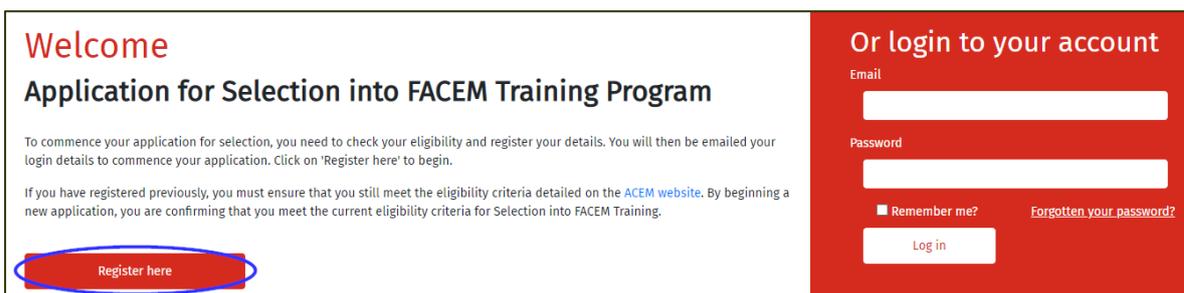
2.1 Existing users

If you've registered as a user previously, you must ensure that you still meet the eligibility criteria detailed on the ACEM website (as above). By beginning a new application, you are confirming that you meet the current eligibility criteria for Selection into FACEM Training.

You won't need to register a second time, so please go to 3. *Logging In*.

2.2 New users

If this is the first time you've been to the application site, you'll need to check your eligibility and register your details to create a user profile for the site. Click on 'Register here' to begin:

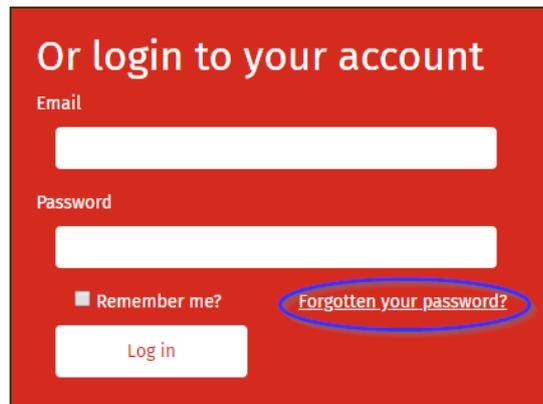


You will be asked to respond to the questions to confirm that you meet the eligibility requirements for Selection into the FACEM Training Program. If you meet all the requirements, you will be able to register as a user. If you have any questions about eligibility please contact ACEM.

On the registration page you'll need to enter your name, email, and medical registration number. Once you've completed this, you'll receive an email with your login details.

3. Logging In

Now that you have your login details, you can use these to login to the site from the home page, on the right side of the screen. If you forget your password at any time, you can request a new one to be sent via the 'Forgotten your password?' link:



The image shows a red login form with the title "Or login to your account". It contains two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Remember me?". To the right of the checkbox is a link "Forgotten your password?" which is circled in blue. At the bottom of the form is a white button with the text "Log in".

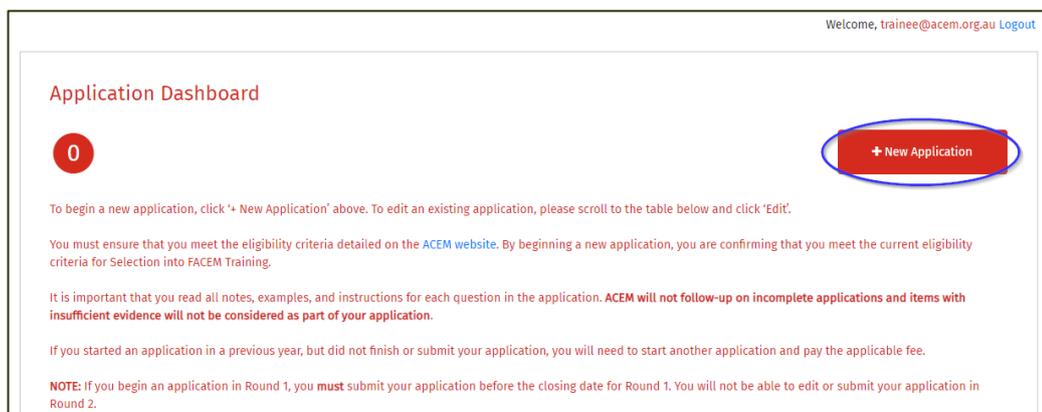
Once you've logged in, you'll be directed to your application dashboard.

It's important that you read the information on the application dashboard thoroughly before starting an application.

All your applications, including any that you may have completed in previous years, will be shown in the table at the bottom of your dashboard. You may view the details of your previous application, but you won't be able to edit any of the information.

4. Beginning a New Application

To begin a new application, click on '+ New Application' at the top right of your dashboard page. You'll need to indicate which region you intend to commence your training in, and then make payment of the application fee:



The image shows a screenshot of the "Application Dashboard" page. At the top right, it says "Welcome, trainee@acem.org.au Logout". The main heading is "Application Dashboard". Below the heading is a red circle containing the number "0". To the right of this circle is a red button with a white plus sign and the text "New Application", which is circled in blue. Below the button, there is a paragraph of text: "To begin a new application, click '+ New Application' above. To edit an existing application, please scroll to the table below and click 'Edit'." followed by another paragraph: "You must ensure that you meet the eligibility criteria detailed on the ACEM website. By beginning a new application, you are confirming that you meet the current eligibility criteria for Selection into FACEM Training." and a third paragraph: "It is important that you read all notes, examples, and instructions for each question in the application. ACEM will not follow-up on incomplete applications and items with insufficient evidence will not be considered as part of your application." and a final paragraph: "If you started an application in a previous year, but did not finish or submit your application, you will need to start another application and pay the applicable fee." At the bottom, there is a "NOTE: If you begin an application in Round 1, you must submit your application before the closing date for Round 1. You will not be able to edit or submit your application in Round 2."

Once your payment has been processed, a confirmation message will appear on screen. Click the link to access your application.

5. Navigating the Application Form

Your application consists of five sections, shown in tabs just under the header:

- Personal Details
- Eligibility Details
- Selection Criteria
- Nominated References
- Declarations & Submission

You can navigate through the application by clicking on these tabs, or by using the 'Next' and 'Back' buttons at the bottom of each page.

The screenshot shows the top section of the application form. At the top left, it displays 'Application No: A0363'. Below this, there are two columns of text: 'Region: South Australia' and 'Name: ACEM', and 'Date created: 15/04/2019 (AEST)' and 'Surname: Trainee'. To the right of this text is a circular profile picture of a woman in a white lab coat. Further right are two buttons: 'Go to dashboard' and 'Save'. Below all this is a horizontal row of five red navigation tabs: 'Personal Details', 'Eligibility Details', 'Selection Criteria', 'Nominated Referees', and 'Declarations & Submission'. Below the tabs are two large red buttons: 'Back' and 'Next'.

You can also **save**⁽¹⁾ your progress at any time by clicking 'Save' or **return to your application dashboard**⁽²⁾ via the 'Go to dashboard' button.

You can **log out**⁽³⁾ from the system, via the 'Logout' link next to your username at the top right of the application.

The screenshot shows the top part of the application dashboard. At the top, it says 'Welcome, trainee1@acem.org.au Logout'. Below this is a large empty white area. At the bottom of this area are two buttons: 'Go to dashboard' and 'Save'. At the very bottom of the screenshot are two more buttons: 'Go to dashboard' and 'Save'. There are three callout numbers in green circles: '1' is next to the 'Save' button at the bottom right, '2' is next to the 'Go to dashboard' button at the bottom left, and '3' is next to the 'Logout' link at the top right.

Your saved application may be accessed via the application dashboard by clicking 'Edit':

Application No.	Region	Date Created	Nominated References completed	Institutional Reference completed	Status	
A0364	Victoria	15/04/2019	0	No	In Progress	Edit

6. Completing the Application

You will need to have supporting documentation ready to upload for the following sections of the application:

- Personal Details
- Eligibility Details
- Selection Criteria

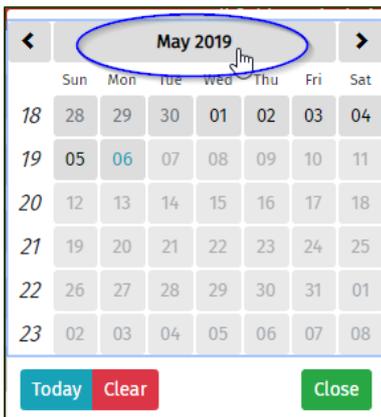
A full list of required supporting documentation with examples of relevant evidence is available on our website [here](#). Supporting documents must be uploaded as a single PDF file for each item, with a maximum size of 5MB per file.

6.1 Personal Details

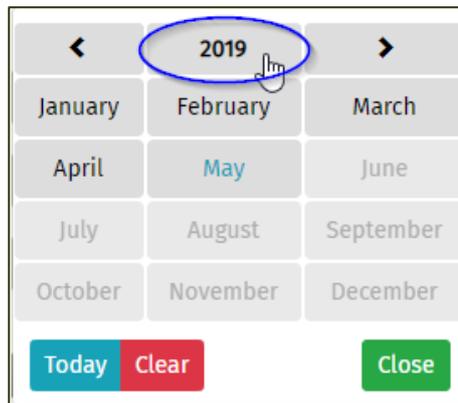
The first section of the application is for your personal details. To use the calendar to select dates, click the icon:

* Date of birth: 

You can then click between the arrows on the month, and the year, to move quickly to the date you require:



A calendar view for May 2019. The month and year 'May 2019' are circled in blue. A hand cursor is pointing at the '01' of the month. The calendar shows days from 18 to 23. At the bottom are buttons for 'Today', 'Clear', and 'Close'.



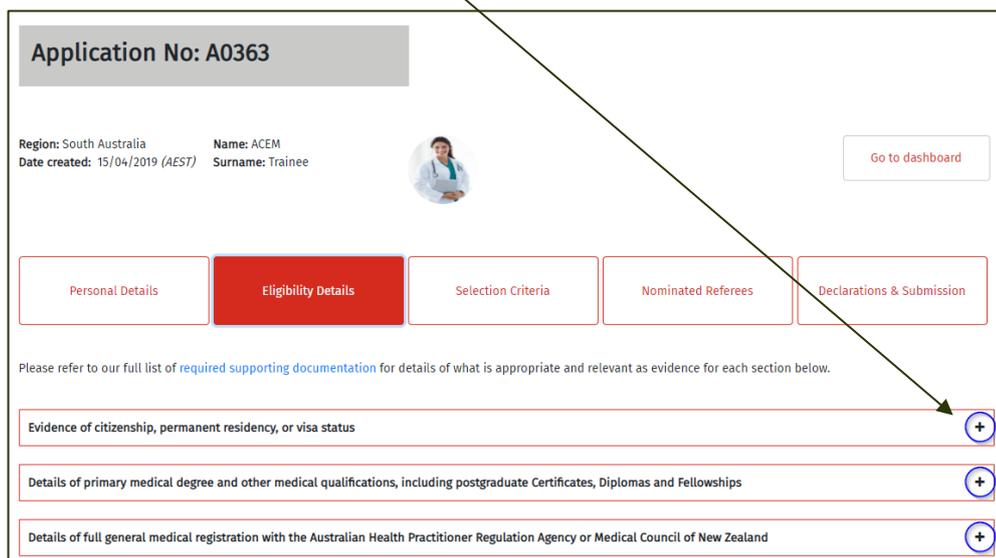
A year selection view for 2019. The year '2019' is circled in blue. A hand cursor is pointing at the year. The view shows months from January to December. At the bottom are buttons for 'Today', 'Clear', and 'Close'.



A year range selection view for 2019. The range '2001 - 2020' is shown at the top. The year '2019' is circled in blue. A hand cursor is pointing at the year. The view shows years from 2001 to 2020. At the bottom are buttons for 'Today', 'Clear', and 'Close'.

6.2 Eligibility Details

The next section asks you to submit information and evidence to confirm that you meet the eligibility requirements for Selection into the FACEM Training Program. Open each section by clicking on the '+' symbols on the right side of each heading.



Application No: A0363

Region: South Australia Name: ACEM
Date created: 15/04/2019 (AEST) Surname: Trainee



[Go to dashboard](#)

Personal Details Eligibility Details Selection Criteria Nominated Referees Declarations & Submission

Please refer to our full list of [required supporting documentation](#) for details of what is appropriate and relevant as evidence for each section below.

Evidence of citizenship, permanent residency, or visa status 

Details of primary medical degree and other medical qualifications, including postgraduate Certificates, Diplomas and Fellowships 

Details of full general medical registration with the Australian Health Practitioner Regulation Agency or Medical Council of New Zealand 

A green arrow points from the text above to the first expand icon.

You will need to answer questions about your residency status, your medical degree, and your medical registration, as well as your practice and prior enrolment in the FACEM Training Program, if relevant.

You'll also need to enter each of your postgraduate terms into the application form. Click on 'Add Details' to add the information for your terms. You'll need to enter each term separately. Your 6-month Emergency Medicine placement that meets the ED eligibility requirement should be entered in the first table⁽¹⁾. Any other postgraduate experience of at least 8 weeks FTE in either ED or non-ED disciplines, as well as overseas ED experience, can be entered in the second table⁽²⁾:

Enter details of your 6-month FTE placement in EMERGENCY MEDICINE in Australia or New Zealand, completed at a single Emergency Department within the previous 12 months. Your placement must have been completed during or after PGY2, at a minimum of 0.5 FTE.

All referees must be nominated from this placement, and must have experience of working with you for the full 6-month period.

Evidence must be provided that clearly shows the placement start date, end date, FTE, and discipline.
Evidence must be in the form of either:

- a hospital statement of service, or
- a letter from the hospital confirming that you have completed the placement

Overseas postgraduate experience in Emergency Medicine is not relevant to your application and should not be entered.

Term start date	Term end date	Hospital/Site name	City and Country	FT/PT	Position/Title	DEM/DEMT	+ Add Details 1
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Enter any other postgraduate placements not represented in the above table, completed in either ED or non-ED disciplines. This should include any current placements that you will complete by the closing date for your application round. Placements must be a minimum duration of 8 weeks FTE and completed at a minimum of 0.5 FTE.

Evidence must be provided for each placement that clearly shows the placement start date, end date, FTE, and discipline.
Evidence must be in the form of either:

- a hospital statement of service, or
- a letter from the hospital that confirms your completion of the placement.

Evidence must be accompanied by an official translation if not in English.

Each placement must be entered separately in the table below. Simultaneous placements may be entered as individual part-time rotations with the same dates on separate rows of the table.

Term start date	Term end date	Hospital/Site name	City and Country	FT/PT	Position/Title	Speciality	Supervisor	+ Add Details 2
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6.3 Selection Criteria

In this section you may provide details about any relevant professional development that you have completed, such as short courses, etc. You may also tell us about any relevant awards, community and sporting achievements, and other co-curricular qualifications or activities.

In this section, you may also declare if you have any rural experience or background, and if you identify as Aboriginal, Torres Strait Islander, or Māori.

Relevant Professional Development -

a) In the last three (3) years, have you completed any courses or participated in any professional development which may be relevant to Emergency Medicine? Compulsory hospital and health provider meetings and courses are not included. Courses must be minimum of one (1) day duration and completed prior to close of applications.

Yes, I have completed courses and/or professional development relevant to Emergency Medicine

No, neither

Relevant Personal Development -

a) Have you completed or participated in any co-curricular personal development activities that may be relevant to your application? Activities must be completed prior to close of applications. Relevant activities may include community or charity work; leadership roles; cultural activities; etc.

Yes, I have completed co-curricular personal development activities relevant to my application

No

Rurality +

Indigenous Identity +

6.4 Nominated Referees

This section of the application is where you'll need to provide the details of four referees from your most recently completed 6-month placement in Emergency Medicine. Referees will be asked to provide their professional opinion regarding your suitability for training via an online form. There are some specific requirements about who you can choose as your referees, so be sure to read the information on this page carefully:

Personal Details	Eligibility Details	Selection Criteria	Nominated Referees	Declarations & Submission
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All references must be from your most recently completed full ED term.

The term must have been completed in the last two (2) years (in or after PGY2), in Australia or New Zealand, not including intern or locum work.

Referees nominated from previous terms will be deemed invalid and will not be considered as part of your application.

You must contact your referees to ask their permission, advise them that you are applying for the FACEM Training Program, and to check their contact details, particularly their email address. Applicants are responsible for ensuring referee emails are correct. Completed references are confidential - at no point will you be able to view reference forms completed by your referees.

You'll also need to provide the details of the Director of the Emergency Department, or DEM, at your hospital. This is not the same as the DEMENT at your hospital, but the DEMENT will be able to give you the details for the DEM if you are unsure who this is. This referee will be contacted and asked to collaborate with relevant senior clinical staff at the hospital to complete an Institutional Reference.

6.5 Declarations & Submission

In the final section of the application, you need to read each of the declaration and tick the corresponding box to confirm that you have done so. You will then be able to submit your application. Make sure that your application is complete before clicking 'Submit', as you will not be able to edit any details afterwards:

Personal Details	Eligibility Details	Selection Criteria	Nominated Referees	Declarations & Submission
------------------	---------------------	--------------------	--------------------	--------------------------------------

- I understand that the CV Application, Selection References and Institutional References will be scored using a standard setting method. I understand that offers of enrolment into the FACEM Training Program will be made to applicants who meet and exceed this standard.
- I understand that I am responsible for ensuring that supporting documents are uploaded as single PDF files no larger than 5MB and that they can be opened. I understand that item(s) in the Selection Application will be disregarded if their supporting document(s) cannot be opened or are not uploaded.
- I understand that my nominated referees must be able to provide an informed professional opinion of me, and my work. I have personally contacted the individuals seeking their permission to nominate them as my referees, and confirmed that the details I have provided are correct. I understand that the contact for my Institutional Reference must be the DEM from my most recent full ED term.
- I understand that selection does not entail employment. I understand that if I am successful in the selection process and enrol in the FACEM Training Program, my training must be undertaken in a placement approved for FACEM training. If I fail to obtain employment, my offer to enrol in the FACEM Training Program will lapse and I will be required to go through the Selection process again in future years. I understand that my inability to gain suitable employment is not grounds for deferral of my enrolment.
- I understand that applicants for Selection into FACEM training have a maximum of three attempts. I understand further that this application will be considered my **FIRST** attempt.
- I declare the information I have provided in this application is true, complete and accurate. I accept that if the information I have provided in this application, including any supporting documentation, is false, deficient, inaccurate or deliberately misleading, this will automatically disqualify my application for Selection into FACEM Training. I understand that if I am successful in the Selection process and commence the FACEM Training Program, and if any information I have provided in this application, including any supporting documentation, is found to be false, deficient, inaccurate or deliberately misleading, I will be dismissed from the FACEM Training Program and receive a lifelong ban from Selection and the FACEM Training Program.

You will need to submit your application by the closing date. Once you submit your application, you will receive confirmation of your submission and emails will be sent to your referees to complete the reference forms.

You should login to your dashboard occasionally to make sure your references have been completed before the reference due date for your application round, as detailed on our website. If you notice not all of them have been submitted, you should contact your nominated referees and remind them

about the closing date. If your referees have any questions please ask them to contact ACEM. To continue in the selection process, you must have received a valid Institutional Reference ⁽¹⁾ and at least three valid Nominated References ⁽²⁾ by this date:

Application No.	Region	Date Created	Nominated References completed	Institutional Reference completed	Status	
A0363	South Australia	15/04/2019	3 / 4 ²	Yes ¹	Submitted	View

Following this, your application will be reviewed by the Selection Subcommittee at their scheduled meeting and you will be subsequently notified of the outcome of your application.

If you have any questions about the process, or need more information, please contact the College via email to selection@acem.org.au or on +61 (0)3 9320 0444.