



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

ACSEP Training Program Interview & Selection Policy

Purpose

The purpose of this policy is to outline the guidelines when interviewing and selecting Candidates for the ACSEP Fellowship Training Program.

Policy

This policy applies to all applicants for the Fellowship Training Program with ACSEP and is the responsibility of the Training Committee. The processing of applications for Candidacy complies with the principle legislative requirements, in particular equal opportunity of employment and anti-discrimination legislation. The process must adhere to the principles of natural justice and the review of applications must be fair and objective.

Procedure

1. Selection Committee

There are 9 Fellows and 1 Office Administrator present on the Selection Committee, those of which are selected by the Chair of Training and/or Censor in Chief. The selection will reflect diversity including geographical distribution of Fellows; all states and territories of Australia and NZ where possible.

2. Eligibility

To be eligible to apply to become an ACSEP Registrar an applicant must meet the following requirements:

- Completion of MBBS or equivalent;
- Current medical registration in Australia or New Zealand or be an Overseas Trained Specialist assessed by the College; and
- Completion of 3 years general medical and surgical experience post-graduation.

3. Application Process

All first year training practices are to apply to the College by 1st August. These posts must be accredited by an ACSEP representative visiting the practice on-site to ensure they are eligible to take a Registrar.

Practice accreditation reports will be accessible to Applicants on request.

The College will invite 2.5 people to interview per available position. Candidates will be interviewed by a panel of Fellows and will each be asked a total of 10 questions. Interviews will be held at a venue determined annually by the National Office.

4. Selection

Candidates applications will be assessed on 30% of their CV score and 70% of the interview. After interviews have been held, Applicants are to rank the practices in preference, and the Practices are to rank the Applicants in preference. Decisions will be made by the corresponding matches.

Notification of the first round offers will be sent to Applicants by 23rd of September. The Applicant then has until 30th September to accept or decline the offer.

If it is necessary for a second round offer, practices are to notify applicants by 3rd October. Applicants must then respond by 10th October.

For any applicant who is not offered a position at any of the vacant practices, they will be required to reinterview the following year. Reasons will be provided to the applicant as to why they were not offered a post.