AUSTRALASIAN COLLEGE OF
SPORT AND EXERCISE PHYSICIANS

TRAINING MANUAL 2022

Version	Date	Comments
2019 V1	7 Dec 2018	• Reworded the Training Time topic to broaden the meaning of "clinic" as per briefing made at the 2018 ACSEP Annual Conference • Clarified the definition of a "Senior Registrar" • Included 4.4 Key Personnel on the Training Program • Included Deliverable 1.1 Clinical Training Time • Updated Deliverable 1.2 Training Placement requirements (3GA, 3GN & emails) • Updated Deliverable 1.5 Logbook to advise Registrars must use new College logbook template • Updated Research – Case Studies to have a minimum of 3 cases • Updated Deliverable 7.1 MOST Course requirements (Advanced & Refresher) • Added Deliverable 7.2 Ultrasound Course • Other minor updates
2019 V2	23 Jan 2019	• Fellowship Clinical Exam incorrectly listed as 3rd Sat in September, changed to "A Saturday or Sunday in September – refer to Registrar's calendar for that year for exact date" • Provided extra clarity within Deliverable 3 Event & Team Coverage re requirements for first year Registrars and other Registrars
2020	Feb-May 2020	Amendments and updates to: • Section 4.4. Training Program Year – Yearly Leave Allowance • Section 5 (1.1 Clinical Training Time) Two Year Rule update and Two-Year Rule Exemption • Section 5 (3.2. Events & Team Coverage – Category 2) • Section 5 (6.3 Research – Research Published in a Journal)
	December	• Section 4.6. Training Time – no change to hours or breakdown of hours per year level. Clarification of the type of placements that are eligible to constitute training time (*All training time in Clinical Practice must be completed within an ACSEP Accredited Training Practice (AATP) or other approved practice(s) that must have a Sport & Exercise Medicine (SEM) focus*) and reinforcement that all placements must be approved. Addition of "4 hours must be allocated to preparing for and attending College Tutorials (2 hours preparation, 2 hours attendance at live weekly e-tutorials)", replacing "4 hours must be allocated to tutorials" to align with e-learning tutorials.
2021	May	• Section 9.1. Written Fellowship Exam Eligibility: Update to clarify difference completion requirements for registrars in year 5+ and registrars in year 4 (page 61)

The ACSEP acknowledges the Wurundjeri people as the Traditional Owners of the land on which our national office stands. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders past and present. We commit to uphold that all decisions made by the group affecting NZ will be consistent with the principles of the Treaty of Waitangi.

Our Mission

ACSEP
Level 3, 257 Collins Street
Melbourne, Vic, 3000
Ph. 03 9654 7672

Contents

1. <u>WELCOME TO THE AUSTRALASIAN COLLEGE OF SPORT & EXERCISE PHYSICIANS</u>

<u>A message from the Immediate Past College President Dr Louise Tulloh</u>

Welcome and congratulations on being accepted into the Australasian College of Sport and Exercise Physicians specialist training program. Exercise and physical activity were once simply part of everyday life but in the modern world, we have had to relearn the immense value of movement - for physical and mental health and wellbeing. Keeping people active and encouraging those that are not to start, is the key purpose of your role in SEM. Your work will span between elite athletes, to everyday exercisers, workers, through to people with MSK pain that need to become active.

I encourage you to explore all the opportunities that the training program has to offer - expose yourself to many different doctors, different practices, allied health practitioners and patients; learn what they each have to share with you. Acquire skills across many disciplines - physical therapies, talk therapies, research etc. Build your toolkit with an open and curious mind. This modern world also presents you with ever expanding research, so much that you cannot possibly feel up to date in your pursuit of evidence-based practice. You will need skills of critical thinking, communication, collaboration, creativity and a capacity for self-care to sustain you.

People are enormously complex and fascinating. I hope that by the end of your training program, you will be a physician that has learnt to be curious, with a commitment to lifelong learning.

Dr Louise Tulloh (FACSEP)

2.   <u>ABOUT THIS DOCUMENT</u>

This ACSEP Training Manual outlines the ACSEP Specialist Training Program and its learning requirements. This document is intended to provide guidance for ACSEP Registrars, ACSEP Clinical Training Supervisors and ACSEP Zone Training Coordinators and inform all stakeholders.
This Training Manual references a number of other documents, website links, forms and policies. These can be found on the College website. www.acsep.org.au > Login > Members Profile Area > Training Documentation, or www.acsep.org.au > Login > main menu Resources > Training Resources

3.   <u>ACSEP RESOURCES</u>

In conjunction with this Manual, a Member's Only section of the ACSEP website contains additional information about Training Program Requirements, Policies and Procedures and some other useful links to ACSEP resources.

- ACSEP – Training Program (members only)
- ACSEP Policies
- ACSEP – Better Members (members only) – offers access to an Employee Assistance Program with free counselling and support services (for all ACSEP Registrars, Fellows, Members) as well as a range of resources to support you.

4. THE ACSEP SPORT & EXERCISE MEDICINE TRAINING PROGRAM & CURRICULUM

The ACSEP Training Program is the world's leading Sport and Exercise Medicine (SEM) Training Program for graduate doctors.

The Program incorporates a robust and comprehensive SEM curriculum, delivered through a wide variety of learning methods and assessments to fully examine and test Sport and Exercise Medicine Registrars.

4.1. ACSEP Curriculum: Broad Learning Outcomes

The overall goal of the College is to produce Sport and Exercise Medicine Physicians who, upon completion of the College's training program will be able to:

- Develop and maintain clinical knowledge relevant to the practice of sport & exercise medicine.
- Apply knowledge when consulting with individual patients, sporting groups or teams, taking into consideration the specific needs of particular populations such as female athletes, children, older people and para-athletes in a variety of environments.
- Assess and manage acute, chronic or traumatic injuries, and medical problems arising from, or affecting physical activity, in a broad range of patients from the recreational exerciser to the elite athlete.
- Prescribe exercise programs for patients to:
  - Prevent injury and illness;
  - Reduce risk factors of chronic disease; and
  - Support the management of medical problems, including chronic disease.
- Provide patient-centred care, demonstrating effective communication skills, professionalism and cultural awareness.
- Take a leadership role in the education of patients, the public, sporting groups and teams, on the benefits of sport and exercise and other sport and exercise related issues.
- Manage the care of sporting groups and teams at all levels from community through to elite and professional.
- Manage issues relevant to sport and exercise medicine for professional sporting clubs, national sporting organisations and events.
- Provide advice and representation to all relevant stakeholders on all issues regarding doping in sport.
- Support travelling athletes and teams prior to departure and while interstate or overseas and provide follow up care after arriving home.
- Participate in professional development activities and contribute to the expanding body of sport and exercise medicine knowledge by participating in research projects relevant to the specialty.

4.2. The ACSEP Curriculum: Domains

The ACSEP SEM curriculum is based on four domains of practice. For the full curriculum document please click here. The relationship between each section and the overall curriculum is illustrated in Figure 1.

Section 3: Fundamental Competencies

Section 1.1.
Injury and Illness
Prevention

Section 1.2. Injury
Assessment,
Management and
Rehabilitation

Section 2:
Clinical
Decision
Making

Section 1.3.
Internal Medicine
as it relates to
Physical Activity

Section 1.4.
Physical Activity in
Specific
Populations

Section 4: Care of the Athletes and Teams

Figure 1: Sport and Exercise Medicine Curriculum Sections

Achieving learning outcomes in Section 1 (Injury and Illness Prevention; Injury Assessment, Management and Rehabilitation; Internal Medicine as it relates to Physical Activity; and Physical Activity in Specific Populations) provides the foundation for effective clinical decision making in sport and exercise medicine.

The fundamental competencies (Communication; Collaboration; Leadership and Management; Health Advocacy; Research, Teaching and Learning; Professionalism; and Cultural Awareness and Safety) are inherent in all sport and exercise physician areas of practice. Learning outcomes pertinent to the care of athletes and teams are grouped in together in Section 4, however, the sport and exercise physician draws on knowledge, skills and attitudes detailed in all other sections of the curriculum when consulting with athletes, sporting groups or teams.

4.3. Key personnel on the ACSEP Training Program

Registrars on the ACSEP Training Program will interact with the following personnel:
National Office: National Office is the headquarters of the ACSEP and is located in Melbourne, Australia.

- **Administration:** The National Office Administration Officer provides support to all other enquiries (NationalOffice@acsep.org.au)
- **Training:** The National Training Coordinator (Registrars@acsep.org.au) supports the learning of all Registrars, acts as a governance and educational liaison with the Training Committee and Examination and Assessment Committee, makes sure the ACSEP Training Program is running smoothly and implements improvements within the Training Program.
- **Research:** As part of completing the Research Requirement on the Training Program, Registrars must seek out a Research Team and Supervisor to work with. Within National Office, the ACSEP Research Officer (Research@acsep.org.au) provides support to Registrars during their research project, as well as liaises with the ACSEP Research Committee.

ACSEP Accredited Training Practice (AATP): An ACSEP Accredited Training Practice is a Practice that has been accredited and approved by ACSEP to provide training to a Registrar while on the ACSEP Training Program. ACSEP Fellows work at an AATP. Registrars must work at an AATP for their core clinical training (unless otherwise approved by the Training Committee).

Clinical Training Supervisor (CTS): Clinical Training Supervisor are Fellows of ACSEP and usually work at an ACSEP Accredited Training Practice (AATP). A CTS provides teaching, support and supervision to a Registrar while on the ACSEP Training Program. This could be provided daily within an AATP or occasionally for specific deliverables, such as while working with teams or at events. Some AATP's have one CTS, while others may have many. In all situations, the Registrar must have one primary CTS they refer to during their year of training.

Clinical Training Instructor (CTI): A Clinical Training Instructor is a Fellow from another specialist College. They provide teaching, support and supervision to a Registrar. While this may occur within their AATP, it usually occurs outside of the primary clinical setting within other Sport and Exercise medical settings –hospital surgery/ED, GP Clinic or for team and event settings.

Zone Training Coordinator (ZTC): A Zone Training Coordinator is an ACSEP Fellow who provides support, guidance and provides particular approvals to Registrars in a particular area or zone. ZTCs are also members on the ACSEP Training Committee. Each Registrar is allocated a ZTC, and the ZTC must not be a CTS of the Registrar.

Mentor: For the duration of the Training Program, you are required to seek out a Mentor. The Mentor's role is essentially of a pastoral nature; to discuss problems, concerns etc. While it is ideal the Mentor has an SEM background, other professions (such as business or marketing) could be considered. A Mentor cannot be another Registrar or be involved in the training of a Registrar.

ACSEP Committees: There are a number of committees within ACSEP. The primary committees for Registrars and the Training Program are: the Education Committee, the Training Committee, the Examination & Assessment Committee, the Research Committee and the ACSEP Board.

4.4. The ACSEP Training Program Year

The ACSEP Training Program Calendar Year is of 12 months duration, commencing on the 1st of February until the 31st of January the following year. The Training Year consists of two 6-month Training Periods (February-July and August-January).

Training Time Breakdown

The Training Program can be undertaken either full-time or part-time. The following applies to "Full-Time Equivalent" (FTE) of the Training Program:

- The Training Program is a minimum of 4 years in duration.
- Each training year consists of a minimum of 44 weeks dedicated to Clinical Training spread over the 52-week Training Program Year.
- A training week consists of a minimum of 36 hours dedicated to Clinical Training Time (see 4.6 below).
- The remaining weeks (maximum 8 weeks/year) can be used for touring with teams/events (such as with Requirement 3 – Teams/Events) and personal leave.
- You should note that training time cannot be reduced by completing extra time. For example, if you complete more than the minimum 36 hours/week or 44 weeks/year, these extra hours or weeks do not count towards the subsequent years clinical training time.

Training Time Accreditation

- Six-month Progress Reviews are conducted at the end of each six-month Training Period with your Zone Training Coordinator (ZTC).
- If you have made satisfactory progress towards the requirements, the training period can be accredited.
- If your progress does not meet the minimum requirements, or other issues arise your Training Period may not be accredited. In this instance, you would need to undertake that Training Period again.

Yearly Leave Allowance (updated May 2020)

- As described above, up to eight weeks per year can be used for touring with teams/events (such as with Requirement 3 – Teams/Events) and personal leave.
- To support you in using your eight weeks of leave per year, you may be allowed to carry forward to the subsequent year up to four weeks of unused leave.
- Only registrars continuing work at the same placement in the subsequent year are eligible to request to carry unused leave forward. For example, if you are in Clinic A for year 2 you cannot transfer your leave forward to Clinic B in year 3.
- This request will need to be negotiated with your CTS and practice, and you will need to make sure your Annual Training Plan is updated and approved by your ZTC

Leave from Training

- You may apply to take a period of leave from the Training Program.
- This is dependent on your individual circumstances and the ability for individual Training Practices to be able provide the option.
- Please refer to "P020 Leave & Part-Time Training " Policy for information.
- If you take Leave from the Training Program you will need to extending your training years until you have completed the FTE of four years of clinical training time.

Part Time Training

- You may apply to undertake your training on a part time basis. The minimum part time load is 0.5FTE (or 50% of full time load as outlined above).
- If you take undertake part of your Training Program at a part time fraction, you will need to extend your training years until you have completed the FTE of four years of clinical training time.

4.5. The Four Year (FTE) ACSEP Training Program

The following is an example of your full-time load of training time and requirements over 4 years of the Training Program:

- **1st Year:** Commences training time and clinical placements under supervision and commences requirements (Work Based Assessments, Research requirements, Teams/Events, Tutorials)
- **2nd Year:** Continue with training time and clinical placements and continues requirements (Teams/Events, WBAs, Research, Tutorials). You may take on some leadership roles
- **3rd Year:** Continue with training time and clinical placements and aims to complete requirements by end of year 3 (Teams/Events, WBAs, Research, Tutorials). Requirements ideally should be completed by the end of third year to ensure you are eligible to sit Fellowship Exams in your 4th year
- **4th Year:** Continues with training time and clinical placements and study for your Fellowship Examinations. You undertake your Written & Clinical Fellowship Examinations in June and September of Year 4. Once you have passed the examinations and completed your fourth year of training (or Full Time Equivalent), you are eligible to apply for Fellowship
- **5th Year+:** If you have tasks still to complete or are completing the Program part-time/deferred some years, you can take up to a maximum of 10 consecutive years from the commencement of the Training Program to complete the Training Program
- **Seniors:** A "Senior Registrar" has passed their Fellowship Examinations and has completed their 4th FTE Training Program Year. However, they still have outstanding Training Program tasks to complete. A Senior Registrar *must* complete all outstanding tasks prior to applying for Fellowship, all within the 10-year maximum.

4.6. ACSEP Training Time (updated December 2020)

The following pages specify what does and does not constitute ACSEP Training Time and advises:
• Definitions of Supervision Requirements & Training Time.
• What is not counted as Training Time.
• Approval of Training Time.
• Training Time - The required minimum and maximum hours, associated requirements, and supervision levels (See section 4.7.) that comprise Training Time.

Supervision requirements and Training Time requirements
• Training Time requirements dictate the minimum time a Registrar must complete doing clinical activities while on the Training Program - specific time must be completed under a particular level of supervision.
• Supervision Requirements dictate the level of supervision a Registrar must receive while working with a patient, a team or at an event.
• Not all tasks that require supervision fall under Training Time, while ALL Training Time tasks must be supervised.

What is not counted as Training Time
Training Program tasks that are requirements but do not comprise Training Time and count towards your 36 hours/week include:
• Team & Event Requirements (regular weekly supervised injury clinics excepted).
• Completion of Academic Modules.
• Research components.

Approval of Training Time
• A Registrar's Training Time must be clearly presented within their Annual Training Plan and be acknowledged by all responsible parties (CTSs, CTIs, etc.) and formally approved by their Zone Training Coordinator (ZTC). If a ZTC feels that a Registrars suggested Training Time/ATP allocation is not suitable, the ZTC may ask the Registrar to make some changes.
• If the Registrar does not complete enough Training Time within a Training Period, their Training Period may not be accredited. In this instance, the Training Period may need to be repeated.
• It is therefore important for the Registrar to consider all requirements and minimum hours when writing their Annual Training Plan so that all their Training Time is fully accredited.

Training Time – Description of Hours, Placements & Supervision levels

All training time in Clinical Practice <u>must be completed within an ACSEP Accredited Training Practice (AATP) or other approved practice(s) that must have a Sport & Exercise Medicine (SEM) focus</u>. An AATP is a Practice that has been accredited and approved by ACSEP to provide most of a registrars training while on the ACSEP Training Program.

YEAR 1 – TRAINING TIME

Year 1 Registrars must complete <u>a minimum of 36 hours per week</u> within Clinical Practice(s) with a CTS and/or CTI. Of these hours:

1) A minimum of 32 hours is to be spent with Level 1 Supervision within approved Sport & Exercise Medicine Clinical Practices. Of these:
   a) *A minimum of 20 hours must be spent in an ACSEP Accredited Training Practice (AATP) with a CTS.*
   b) *A maximum of 8 hours can be spent working with a CTI.*
   c) *4 hours must be allocated to preparing for and attending College Tutorials (2 hours preparation, 2 hours attendance at live weekly e-tutorials)*
2) A maximum of 4 hours can be spent with Level 1 (CTS/CTI) or Level 2 (CTS) Supervision within an AATP or an approved Sport & Exercise Medicine Clinical Practice.
3) Training Program tasks completed outside of the 36 hours include Team & Event Requirements, completing Academic Modules and the Research component.

YEAR 2 – TRAINING TIME

Year 2 Registrars must complete <u>a minimum of 36 hours per week</u> within Clinical Practice(s) with a CTS and/or CTI. Of these hours:

1) A minimum of 24 hours is to be spent with Level 1 Supervision within approved Sport & Exercise Medicine Clinical Practices. Of these:
   a) *A minimum of 14 hours must be spent in an ACSEP Accredited Training Practice (AATP) with a CTS.*
   b) *A maximum of 6 hours can be spent working with a CTI.*
   c) *4 hours must be allocated to preparing for and attending College Tutorials (2 hours preparation, 2 hours attendance at live weekly e-tutorials)*
2) A maximum of 12 hours can be spent with Level 1 (CTS/CTI) or Level 2 (CTS) Supervision within an AATP or an approved Sport & Exercise Medicine Clinical Practice.
3) Training Program tasks completed outside of the 36 hours include Team & Event Requirements, completing Academic Modules and the Research component.

YEAR 3+ – TRAINING TIME

Year 3+ Registrars must complete <u>a minimum of 36 hours per week</u> within Clinical Practice(s) with a CTS and/or CTI. Of these hours:

1) A minimum of 16 hours is to be spent with Level 1 Supervision within approved Sport & Exercise Medicine Clinical Practices. Of these:
   a) *A minimum of 8 hours must be spent in an ACSEP Accredited Training Practice (AATP) with a CTS.*
   b) *A maximum of4 hours can be spent working with a CTI.*
   c) *4 hours must be allocated to preparing for and attending College Tutorials (2 hours preparation, 2 hours attendance at live weekly e-tutorials)*
2) A maximum of 20 hours can be spent with Level 1 (CTS/CTI) or Level 2 (CTS) Supervision within an AATP or an approved Sport & Exercise Medicine Clinical Practice.
3) Training Program tasks completed outside of the 36 hours include Team & Event Requirements, completing Academic Modules and the Research component.

SENIOR – TRAINING TIME

A senior registrar is defined as a registrar who has completed their Fellowship Examinations and minimum training time (4 years FTE) but has outstanding training program requirements requiring completion.

The Senior Registrar must complete <u>a minimum of 36 hours per week</u> within Clinical Practice(s) with a CTS and/or CTI. These 36 hours can be completed at Level 1 OR Level 2 Supervision within an approved Sport & Exercise Medicine Clinical Practice with a CTS and/or a CTI. Of these hours:

      a) Attendance at the tutorials is optional (to a maximum of 4 hours), however the registrar is encouraged and welcome to attend.

      b) Training Program tasks completed outside of the 36 hours include any outstanding Team & Event Requirements, completion of Academic Modules and the Research requirements of the Training Program
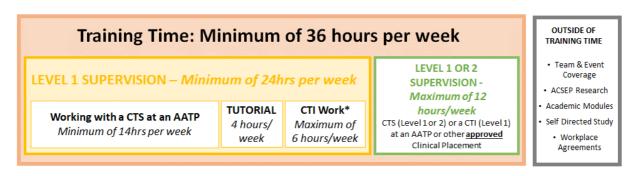
Training Time – Visual Representation of Hours, Placements & Supervision levels

Year 1: ACSEP Sport & Exercise training Program - Training Time in Clinical Practice

Training Time: Minimum of 36 hours per week

LEVEL 1 SUPERVISION – Minimum of 32hrs per week

| Working with a CTS at an AATP — Minimum 20hrs per week | TUTORIAL 4 hours/week | CTI Work* Maximum of 8 hours/week |

LEVEL 1 OR 2 SUPERVISION – Maximum of 4 hours/week — CTS (Level 1 or 2) or CTI (Level 1) at an AATP or other **approved** Clinical Placement

OUTSIDE OF TRAINING TIME
- Team & Event Coverage
- ACSEP Research
- Academic Modules
- Self Directed Study
- Workplace Agreements

Year 2: ACSEP Sport & Exercise training Program - Training Time in Clinical Practice

Training Time: Minimum of 36 hours per week

LEVEL 1 SUPERVISION – Minimum of 24hrs per week

| Working with a CTS at an AATP — Minimum of 14hrs per week | TUTORIAL 4 hours/week | CTI Work* Maximum of 6 hours/week |

LEVEL 1 OR 2 SUPERVISION - Maximum of 12 hours/week — CTS (Level 1 or 2) or a CTI (Level 1) at an AATP or other **approved** Clinical Placement

OUTSIDE OF TRAINING TIME
- Team & Event Coverage
- ACSEP Research
- Academic Modules
- Self Directed Study
- Workplace Agreements

Year 3+: ACSEP Sport & Exercise training Program - Training Time in Clinical Practice

Training Time: Minimum of 36 hours per week

LEVEL 1 SUPERVISION – Minimum of 16 hours per week

| Working with a CTS at an AATP Minimum of 8 hours/week | Tutorial 4 hours/week | CTI Work* Maximum of 4 hours/week |

LEVEL 1 OR 2 SUPERVISION – Maximum of 20 hours per week

CTS (Level 1 or 2) or a CTI (Level 1) at an AATP or another **approved** Clinical Placement

OUTSIDE OF TRAINING TIME
- Team & Event Coverage
- ACSEP Research
- Academic Modules
- Self Directed Study
- Workplace Agreements

Senior: ACSEP Sport & Exercise training Program - Training Time in Clinical Practice

Training Time: Minimum of 36 hours per week

LEVEL 1 OR 2 SUPERVISION — Minimum of 32 hours per week

WORKING WITH A CTS (Level 1 or 2) or CTI (Level 1) within an ACSEP Accredited Training Practice or other **approved** Clinical Placements

OPTIONAL TUTORIALS MAX 4hrs

OUTSIDE OF TRAINING TIME
- Team & Event Coverage
- ACSEP Research
- Academic Modules
- Self Directed Study
- Workplace Agreements

Training Time – Which requirements are within Training Time?

REQUIREMENT		TRAINING TIME	SUPERVISION LVL (See 4.7)
CLINICAL PRACTICE	Clinical Practice	✓	Level 1 or 2
	Annual Training Plan & Timetable	×	N/A
	Training Logbook	✓	Level 1, 2 or 3
	Log of Procedural Skills	✓	In-person
	CTS 6-month Review	✓	In-person
	CTI 6-month Review (optional)	✓	In-person
	ZTC 6-month Review	✓	In-person/Video
WORK BASED ASSESSMENT	Mini-CEX	✓	In-person/Video
	DOPS	✓	In-person
	CbD	✓	In-person/Video
TEAMS & EVENTS	Category 1: Major Event Coverage	×	Level 1, 2 or 3*
	Category 2: Collision/Contact Sport Team Coverage	Recurring Clinic × Other Activities	Level 1, 2 or 3*
	Category 3: Team/Event Elite Athletes	×	Level 1, 2 or 3*
	Category 4: Travelling with a Team	×	Level 3
	Category 5: Minor Event Coverage	×	Level 1, 2 or 3*
TUTORIALS	Attendance at College Tutorials	✓	Level 1 or 2
E-LEARNING MODULES	Academic Module: Research	×	N/A
	Academic Module: Sports Psychology	×	N/A
	Academic Module: Sports Pharmacology	×	N/A
	Academic Module: Biomechanics	×	N/A
	Academic Module: Sports Nutrition	×	N/A
	Educational Modules	×	N/A
RESEARCH	Research Proposal	×	Research Team
	Conduct Research	×	Research Team
	Write Research	×	Research Team
	Journal Publication	×	N/A
	Presentation: Registrar Conference	×	N/A
	Presentation: Scientific Conference	×	N/A
	Conference Attendance	✓	N/A
EXTRA CURRICULA	MOST Course	×	N/A
	Ultrasound Course	×	N/A
	Self-Directed Learning	×	N/A
FELLOWSHIP EXAMINATION	Written Examination	✓ Examination attendance × Study Time	N/A
	Clinical Examination		N/A

4.7. SUPERVISION LEVELS

When you are consulting at your ACSEP Accredited Training Practice (AATP), working with a team or overseeing an event, you are required to have appropriate supervision.

During your first year of training, the majority of your supervision requires the Supervisor to be at the same place and available to provide immediate in-person advice. As you progress through their training, more off-site supervision is allowed, however the Supervisor must always be available to take calls from the Registrar.

Registrars must not be without suitable supervision when they are with a patient. If a Registrar's CTS or CTI is not present to provide suitable levels of Supervision (such as due to illness, annual leave or own team travel), either the absent CTS/CTI must organise other CTS/CTIs to ensure the Registrar still obtains the correct Level of Supervision/hours, or alternate measures must be taken (such as the Registrar takes a period of leave).

Training Program tasks that do not involve patients, such as completing Academic Modules, do not require Supervision. The following table discusses the different Levels of Supervision:

	CLINICAL PRACTICE	TEAMS & EVENTS	HOSPITAL / ASSISTING	OTHER
	Clinical Training Supervisor (CTS) An ACSEP Fellow	**ACSEP Fellow (CTS) or a Fellow of another Medical College (CTI)**	**Clinical Training Instructor (CTI)** A Fellow from another Medical College	Self-directed learning, Research, Mentor
LEVEL 1	Supervisor is located at the clinical practice. The Supervisor is available in-person to observe, always assist or assess the Registrar.	Supervisor is located with the Registrar at the Team/Event. The Supervisor is available in-person to observe, always assist or assess the Registrar.	Supervisor is located at the place of training/ work with the Registrar. The Supervisor is available in-person to observe, always assist or assess the Registrar.	N/A
LEVEL 2	The Supervisor is not located at the Registrar's place of training. They are always located within the same state/region and available on-call#	The Supervisor is not located with the Registrar at the team/event. They are always located within the same state/region and available on-call#	N/A	N/A
LEVEL 3	N/A	While the Registrar travels interstate or internationally, the Supervisor is always available on-call	N/A	N/A
UN-SUPERVISED	N/A	N/A	N/A	Self-Guided / Working with a Research Team

It is advisable that the Supervisor is easily accessible for the Registrar, enabling the possibility of travel if the Supervisor had to be with the Registrar/their patient if necessary.

* Ensure that the Supervisor agrees to be available to receive calls which may be outside usual hours.

4.8. TIMELINE OF KEY DUE DATES

The Training Program's minimum duration is 4 years full-time FTE, and the maximum length is 10 consecutive years. During this time, some Requirements have due dates (see below).

	REQUIREMENTS		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5+ (not yet passed exams)
CLINICAL	Clinical Training Time		Full time load: 36 hours per week, 44 weeks per year. Training time will be signed off when annual or training period requirements are signed off by ZTC.				
	ANNUAL REQUIRE-MENTS *Due once per year*	Placement Notification to the College	31st August (Email to registrars@acsep.org.au)				
		Placement Forms (3GA, HW019, 3GN)	31st October* *Medicare processing times are minimum 20 business days				
		Annual Training Plan & Timetable	15th November				
	TRAINING PERIOD REQUIRE-MENTS *Due 2 x per year*	Training Logbook	**National Office Portfolio Assessment** All documents except ZTC report due to be uploaded prior to Monday of the weeks below: • Training Period 1: Second week of July. • Training Period 2: Second Week of January.				
		Log of Procedural Skills					
		CTS/CTI 6-month Review	Undertaken with CTS/CTI at the following times: • Training Period 1: Final week June-First Week July. • Training Period 2: Third week December-First Week January.				
		ZTC 6-month Review	Undertaken with ZTC at the following times: • Training Period 1: Final Week July. • Training Period 2: Final Week January. Please have ZTC sign 6-month reports at the time of the meeting & email to registrars@acsep.org.au and upload to your Online Portfolio.				
WBAs	Mini-CEX		At least 3 WBAs each training period				3/year
	DOPS						N/A
	CbD						3 /year
TEAMS & EVENTS	Category 1: Major Event Coverage		Complete during years 1-4. Submit forms to LMS once completed.				As required
	Category 2: Collision Sport Team Coverage						
	Category 3: Team or Event Coverage for Elite Athletes						
	Category 4: Travelling with a Team		Not able to do in year 1	Complete between years 2 and 4			
	Category 5: Minor Event Coverage		Complete during Years 1-4				

	REQUIREMENTS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5+ (not yet passed exams)
TUTORIALS	**College Tutorials**	**44 sessions per year (85% attendance requirement)** • Training Period 1 – 22 sessions (Feb-June) • Training period 2 – 22 sessions (Aug-Dec)				
E-LEARNING MODULES	**Academic Module: Research Methodology**	Complete by July In 1st Year	N/A			
	Academic Module: Sports Psychology	Complete in any order. At least 1 academic module to be completed per year (all must be completed before sitting examinations)				As required
	Academic Module: Sports Pharmacology					
	Academic Module: Biomechanics					
	Academic Module: Sports Nutrition					
	Educational Modules	Align with Tutorial Program content. Please check annual tutorial program schedule.				
RESEACH	**ACSEP Conference Attendance**	Yes	Yes	Must attend at least 1 Conference every 2 years		
	Research Project	Research Proposal (Due 1st Monday July)	Conduct Research Analyze data	Write up & submit for publication	Published before F'ship Exams	
	Presentation: Registrar Conference	YES	YES	Optional		As required
	Presentation: Scientific Conference	Presentation after Research has been completed				As required
EXTRA CURRICULA	**MOST Course**	Completed every 3 calendar years				
	Ultrasound Course	Complete as desired				
	Own Learning	Complete as desired				
FELLOWSHIP EXAMINATION	**Written Examination**	N/A All training program requirements above must be completed to be eligible to sit the Fellowship Exam as Section 9 of this document.			June	As Required
	Clinical Examination				Sept/ October	

5. Training Program Requirements

Clinical Practice comprises a significant portion of your Training Program Requirements while you are a Registrar on the ACSEP Training Program. Please see summary table 4.8. for timelines & due dates.

The following section outlines the requirements and rules that support your Clinical Practice component of training, including:
1. Clinical Training Time
2. Placement Forms
3. Annual Training Plan
4. Attendance at ACSEP Annual Conference
5. Training Logbook
6. Log of Procedural Skill

Most of your training takes place in your AATP.

Year level	Supervision Requirement	WBAs
Year 1	• 0-2 Months: Level 1 Supervision where the Registrar sits in with CTS/CTI and observes consultations with the patient. The length of time that this requirement continues is discretionary with respect to the registrar being deemed ready to progress seeing their own patients by the CTS/CTI. • 2+ Months – Level 1 or 2 Supervision – Registrar conducts their own private consultations with the patient and CTS/CTI may sit in with the registrar. The registrar may also confer with the CTS/CTI during/after the consult to discuss any queries • Supervisors are required to conduct one on one teaching sessions with their year 1 registrar of at least one hour a week during this time (for example, leading them through a knee examination with a model or patient, case discussions etc.).	At least 3 WBAs to be conducted each training period (= 6 per year), every year of training.
Year 2	• Level 1 or 2 Supervision – Registrar conducts their own consultations with the patient and if necessary, confers with the CTS/CTI during/after the consult to discuss any queries	
Year 3		
Year 4		
Year 5+ Senior	• Level 1 or 2 Supervision – Registrar conducts their own consultations with the patient and if necessary, confers with the CTS/CTI during/after the consult to discuss any queries	

1.1.   Clinical Training Time

Supervision Level:	Level 1 & 2	Status:	Required
Training Time:	Inside required hours	Fee:	No

Description

Your primary education during the ACSEP Training Program is via patient consultations in a clinical practice setting. Clinical Training is always undertaken with Level 1 or 2 Supervision, mostly with your Clinical Training Supervisors (CTS) or with a Clinical Training Instructor (CTI). Please see summary table 4.8. for timelines & due dates.

Please see Section 4.6 for all information regarding ACSEP Training time as it relates the Clinical Training Time.

Clinical Training can occur in:

- An ACSEP Accredited Training Practice (AATP);
- At other clinical locations, such as in GP practices or with allied health groups
- At hospitals, such as providing surgical assisting or working within emergency departments
- Team environment if set up as a clinic/patient examination environment in a supervised ongoing, recurring basis (Please refer to section 3 for details).

Within Clinical Training Time (36hrs/week, 44weeks/year), the following activities are included:

- Sitting in with your CTS observing patients
- Sitting in or assisting your CTI with clinical/surgical tasks (e.g., with a radiologist)
- Consulting, reviewing, and assessing your own patients
- Taking suitable time to maintain record keeping and correspondence
- Discussing/referring a case with relevant personnel to ensure safety and continuity of care for your patient
- Completing your Logbook/Diary (see Requirement 1.5)
- Completing your list of Procedural Skills (see Requirement 1.6)
- Completing WBAs (see Section 2)
- Completing your CTS/CTI 6-month Progress Reviews (see Section 8)
- Participating in tutorials (See section 4)
- If approved by your ZTC – working within other clinical settings or within a reoccurring team clinic/injury clinic environment.

While the following items may be completed while you are situated within a Clinic, these items are NOT included in Clinical Training Time, and are completed on top of the minimum 36hrs/ week, 44weeks/year:

- Working with Sporting Teams or at Events, such as game day matches, team meetings, training sessions (see section 3)
- Studying for examinations or tutorials (see section 7 or 9)
- Completing Academic Modules or Education Modules (see section 5)
- Completing Research (see section 6)
- Having discussions with your Mentor.

1.2. Placement Forms

Supervision Level:	Not Applicable	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description

ACSEP has a duty of care to ensure it knows where you are working while completing Training Program tasks. While the College will assist in placing you into some practices, you can also organise your own additional placements. All placements require approval from your CTS and notification to the college. Please see summary table 4.8. for timelines & due dates.

Forms

Refer to "Training Placements" on the College website to download forms:

- FORM 3GA: Approved Training Placement Form.
- FORM 3GN: Approved Training Placement Form.
- FORM HW019: Application for Provider Number.
- ACC/ACSEP Contact: Registrar added as needed.

Two-year placement rule (Update August 2019)

To gain a range of experience throughout your training, you are required to work at more than one ACSEP Accredited Training Practice. Working in multiple practices enables you to gain experience with new Supervisors with different teaching styles and specialties, and different patient groups.

- You may spend a maximum of two years full time equivalent (FTE) within an ACSEP Accredited Training Placement (AATP).
- Registrars who are part-time or have taken leave still complete the required time as per a full-time equivalent loading. For example, a Registrar on 50% loading could spend up to four calendar years in a placement (equivalent to two years of full-time training).
- When the two years FTE has expired, you will move to a new AATP that results in a change in the Primary Clinical Training Supervisor (see definition below) and must be at a different location (address).
- This "Two Year Placement Rule" can be completed consecutively or at different intervals and is until you have completed the minimum four years FTE of the Training Program. After this time, there are no restrictions in place.
- For the full duration of the Training Program, you must discuss and have approval from their Zone Training Coordinator for all AATP movements/extensions. This is to ensure that the new position is likely to meet the training needs of that specific Registrar.
- Any potential conflicts of interest between the Registrar/Supervisor/ZTC/Placement must be discussed at Training Committee level for final approval.

Exemptions to the Two-Year Placement Rule (Update 25 May 2020)

The expectation is that registrars entering the ACSEP Training Program do so with the knowledge the Two-Year Placement Rule is a requirement. However, to support you in your learning and enable a flexible approach if needed, you may apply for an exemption to the Two-Year Placement Rule in one or more of the following circumstances after you have commenced your training program:

1. Undue hardship – moving from the current placement to a new placement will result in demonstrable socioeconomic hardship to you, your partner and/or family.
2. Servicing an Area of Need (Rural or Remote) – your current placement will provide ongoing service to a rural or remote area of need that will not be filled by another registrar.

Please note, in most instances you will need to undertake a portion of your training time at another site. For example, you might travel to another city and undertake an intensive week of placement with another fellow, several times in each six-month training period. You will need to apply in writing to the Training Committee (email to registrars@acsep.org.au) for consideration and review of your request. Approved requests are subject to annual review to assess the currency of the cited circumstances and

the training experience provided in the placement.
Definitions:

Primary Clinical Training Supervisor (Primary CTS)
The Primary Clinical Training Supervisor (Primary CTS) provides the majority (>50%) of the Registrars Sports and Exercise Medicine training by providing clinical training, supervision, and feedback.

Secondary Clinical Training Supervisor (Secondary CTS)
A Secondary Clinical Training Supervisor (Secondary CTS) assists by providing training, supervision and feedback for the Registrar and reports to the Primary CTS. A registrar may have more than one secondary CTS.

Responsibilities of Supervision of ACSEP Training Program Registrars	Role of Supervisor	
	Primary CTS	**Secondary CTS**
1. Ensuring appropriate supervision, advice and teaching is always available to the Registrar for all roles during Clinical Training time.	**Yes**	**Yes**
2. Supervision of appropriate patient caseloads for the level of Registrar's knowledge and skills, with the aim for progressively more challenging patients for learning and teaching towards specialist levels.	**Yes**	**Yes**
3. Conduct regular sessional/weekly case reviews to enhance discussion, supervision and learning; and, to ensure that the Registrar is feeling supported and assisted for making crucial management decisions at Specialist Levels of their clinic patients.	**Yes**	**Yes**
4. Identifying any Registrar who may be experiencing difficulties with (but not limited to this list): Knowledge acquisition/retention; skills acquisition/implementation; management of core SEM clinical scenarios; workplace collaborations; administrative skills development such as adequate and appropriate practice notes and storage.	**Yes**	**Yes***
5. Developing with the Registrar, a practical plan to address any areas of knowledge or skill deficiencies; and re-assessment of skills to encourage remediation and improvement towards expected standards.	**Yes**	**Yes**
6. Assisting and monitoring the Registrar to achieve requisite Work-based Assessments (WBAs) at high standards.	**Yes**	**Yes**
7. Actively contribute to the weekly Registrar tutorial and conduct sessions with commensurate frequency.	**Yes**	**Yes***
8. Reporting any major concerns or deficits such as Registrars' failure to comply with standards/ethics, failure to attend scheduled meetings/other issues.	**Yes**	**Yes***
9. Providing the Chair of Training and the ZTC with completed CTS reports twice yearly, by the 15th of January and 15th of July.	**Yes**	**No**
10. Noting any issues affecting Registrars' training and if unable to deal with them refers to ZTC or Training Committee.	**Yes**	**Yes***
11. Being fully conversant with the provisions of training as contained in the College Manual and as revised from time-to-time.	**Yes**	**Yes**
12. Being willing to deputise as Primary CTS in the event the Primary CTS is on leave due to annual leave, sick leave, carers leave or other.	**N/A**	**Yes***

Reports to the Primary CTS

Applications: Australia - Provider Numbers

Australian based registrars need a Medicare Provider Number for each clinical practice (and some hospital placements). A Provider Number links the Registrar to that particular Practice/place of work and allows the Registrar to provide payment rebates to their patients.

Provider Number Applications

Please complete a 3GA and HW019 form (see ACSEP Website for current versions & tips on completion). Registrars without Australian residency may have different forms to complete. Please contact Medicare to discuss requirements.

Approvals

Your Primary Clinical Training Supervisor (CTS) will need to sign the 3GA form before submitting to the college for processing. The National Training Coordinator will approve and send to Medicare on your behalf. You will be notified via letter to your listed home address within 15-25 business days

Applications: New Zealand – ACC Agreements

 In New Zealand most of the AATPs also require Registrars to sign onto an ACC/ACSEP agreement. The AATP CTS/Practice Manager in NZ will assist the Registrar with this task.

LOCATION	Approval by Primary CTS	Australian Registrars		New Zealand Registrars
		A Provider Number IS Required	A Provider Number is NOT Required	ACC/ ACSEP Contract
ACSEP Accredited Training Practices (AATP)	YES	3GA Form & HW019 Form	3GN Form	YES For NZ only
Hospitals	YES	3GA Form & HW019 Form	3GN Form	
Other Clinics	YES	3GA Form & HW019 Form	3GN Form Only if consulting at the location >4 months	-

1.3. Annual Training Plans (ATP)

Supervision Level:	Not Applicable	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:

Your Annual Training Plan (ATP) maps out your learning opportunities for the upcoming year and facilitates planning to meet the various requirements of the program. Please see summary table 4.8. for timelines & due dates.

Please discuss your upcoming training year in consultation with your CTS, CTI, ZTC, events/team managers, research officer and any other impacted stakeholders.

During your planning, please also consider the number of requirements completed in previous years, and include consideration of how and when WBAs, research, Team/Events and other requirements will be included. Your ATP will be discussed at each six-month review to assess progression.

Any changes to your ATP will need to be reviewed and approved by your CTS & ZTC, and other impacted stakeholders.

Forms

- Form TP3.1: Registrar Annual Training Plan
- FORM 2.4 – Application for Part-time or Leave from the Training Program (if applicable)
- Any other supporting material.

Approvals

1. The CTS (and CTI if applicable) and ZTC approve the form.
2. Please ploads approved Forms into Online Portfolio system and emails approved form to registrars@acsep.org.au prior to November 15th each year.

1.4. Attendance at ACSEP Annual Conference

Supervision Level:	Not Applicable	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description:
The ACSEP Annual Sport & Exercise Medicine Conference is renowned SEM convocation held annually in November. There are requirements for registrar attendance (see below). Please see summary table 4.8. for timelines & due dates.

Forms
Each year in August the conference is open for registration and submission of abstracts. Please see ACSEP website for registration and submission forms and due dates.

Conference Structure
The Conference is usually segmented into the following:
- Registrar Induction – Tuesday – Only for new ACSEP Registrars.
- Registrar Conference – Wednesday & Thursday – Open to all ACSEP members & public.
- Scientific Conference – Friday, Saturday & Sunday – Open to all ACSEP members & public.
- MOST Course – Monday & Tuesday – Attendance as necessary (see Requirement 7.1)
- Ultrasound – Monday & Tuesday – Optional.

Attendance

Year 1	• Attendance required at A, B, C and if necessary, D or E. • Must also present at the Registrar Conference – See Requirement 6.1
Year 2	• Attendance required at B, C and if necessary, D or E. • Must also present at the Registrar Conference – See Requirement 6.1
Year 3	• Attendance at 1 Conference during Years 3 and 4 (ideally both) • When in attendance, required at B, C and if necessary, D or E.
Year 4	• If desired, present at the Registrar Conference – See Requirement 6.1 • When ready, present at Scientific Conference – see Requirement 6.4
Year 5+	• Attendance at 1 conference every 2 years • When in attendance, required at B, C and if necessary, D or E.
Senior	• If desired, present at the Registrar Conference – See Requirement 6.1 • When ready, present at Scientific Conference – see Requirement 6.4 • When in attendance, required at B, C and if necessary, D or E.

Approvals
If you are unable to attend a required conference, please seek approval from the Training Committee via the National Training Coordinator registrars@acsep.org.au. You may need to make up the missed conference and presentation (see requirement 6.1) at a later conference.

1.5. Training Logbook

Supervision Level:	Level 1	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description:

As a key component of your clinical training, you are required to maintain a Training Logbook which records aspects of your training and patient consults are recorded.

ACSEP provide a Logbook Template for your use to capture patient data in a consistent manner for all Registrars. The logbook also provides you with the option to analyse your patient data and provides optional checklists for other Training Program Requirements.

You should be reviewing your logbook regularly with your CTS. Your logbook will also be reviewed at your 6-month progress review sessions (CTS & ZTC). Please see summary table 4.8. for timelines & due dates.

Forms:

- Refer to "Training Logbook" section on the College website for more information and to download forms.

Approvals

1. The CTS (and CTI if applicable) review and approve the logbook.
2. Please upload completed reviews to your Online Portfolio as soon as possible by the due dates to ensure your Zone Training Coordinator & Training Program staff have time to review your documentation prior to your six-month review with your ZTC.

1.6. Log of Procedural Skills

Supervision Level:	Level 1	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description

The following Procedural Skills are part of your requirements for completion with the four years of the Training Program. You should aim to complete a minimum of 4 Procedures per year over the 4 years of the Training Program. Ideally, they should be completed within the first 3 years of the Training Program. Your progress is reviewed at each 6-month Progress Review.

You are required to <u>observe</u> the following procedural skills and log them in your Logbook. You are encouraged to perform these if they become available.

- **PS-O-1.** Compartment pressure testing
- **PS-O-2.** De-Quervain's tenosynovitis injection
- **PS-O-3.** Trigger Finger injection
- **PS-O-4.** Carpal tunnel injection
- **PS-O-5.** Facet joint injections/peri-radicular injections
- **PS-O-6.** Nerve conduction studies/EMG

You are required to observe AND perform the following & log them in their Logbook:

- **PS-OP-1.** Lateral epicondyle (common extensor tendon) injection
- **PS-OP-2.** Wrist joint injection
- **PS-OP-3.** Glenohumeral joint injection
- **PS-OP-4.** Morton's neuroma injection
- **PS-OP-5.** Plantar fascia injection
- **PS-OP-6.** Sinus tarsi injection
- **PS-OP-7.** Elbow joint aspiration/injection (radio-capitellar joint)
- **PS-OP-8.** All common bursal injections, e.g. trochanteric, olecranon, pre-patella, pes anserine

Refer to "Procedural Skills" section on the College website for more information and to download forms.

2. Work Based Assessments (WBA)

Supervision Level:	Level 1 or 2	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description

Workplace Based Assessments (WBAs) are conducted within the workplace setting, such as within the Registrar's Clinical Practice. During the WBAs, the Assessor will either observe the Registrar interacting with a patient during a consult or will ask the Registrar a number of questions within a discussion environment.

Workplace Based Assessments (WBAs) enable a continuous method of formative assessment and feedback to inform your progress and learning.

Usually, the Assessor is your Clinical Training Supervisor or Clinical Training Instructor. At the end of the WBA, the Assessor should discuss the outcome of the WBA and advise you of the outcome and any possible improvements. The Assessor is required to complete the relevant WBA Form and forward you the completed form.

Please see summary table 4.8. for timelines & due dates.

You are required to complete the following WBAs on the Training Program:

- Mini Clinical Evaluation Exercise (Mini-CEX)

- Direct Observation of Procedural Skills (DOPS)

- Case based Discussion (CbD)

WBA assessments should be conducted on a variety of patients (e.g. different gender, age, athletic standard, ability/disability, ethnicity, etc) with different assessors.

YEAR 1 REGISTRARS IN 2020

In 2020, ACSEP are running a pilot project to assess the use of a Conditional Pass within our WBAs. All of the above and following requirements still. Please head to the section of the Training Program at this link to access the amended forms, marking guide and resources.

Forms

Refer to "Workplace Based Assessments" section on the College website for more information and to download forms.

- FORM TP3.6A: Mini Clinical Evaluation Exercise (Mini-CEX)

- Mini-CEX Assessment Criteria Guide

- FORM TP3.6B: Direct Observation of Procedural Skills (DOPS)

- DOPS Assessment Criteria Guide

- FORM TP3.6C: Case based Discussion (CbD)

- CbD Assessment Criteria Guide

Assessment – Registrar's Requirement

You will need to instigate each assessment by approaching their Assessor (such as their CTS) and organising the appropriate time and (if necessary) patient for the assessment to occur. You will need to provide your Assessors with the relevant Form prior to the WBA taking place.

Submission

Please upload to the Online Portfolio system using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code

- E.g. Sally Jones - 2020 Y4 - Mini-CEX-MA-6

- If you can please use this format for all WBAs and avoid uploading unnamed documents to the LMS it helps all viewers to keep track of your portfolio completions.

When organising the WBA assessment, please consider:

ASSESSORS: Consider who the assessor shall be – CTS or CTI? A variety of assessors are required to conduct the WBAs, so be sure that different CTSs and CTIs are selected. Multiple assessments conducted by the same Assessor in the one fortnight will not be accepted towards completion of Training Program requirements.

WHO: The Mini-CEX and DOPS are to occur with patients.

- These could be patients who attend the Registrar's Practice, such as patients who come to see the Registrar, or their CTS/CTI.
- Mini-CEX and DOPS could also possibly be conducted when completing the Team/Events Requirements if a suitable Supervisor/Assessor is available.
- CbDs do not require patients within the assessment, however the CbD being discussed must be based on a patient the Registrar has recently seen.

WHEN: The WBAs need to occur at a time that is suitable for the Registrar, Assessor and (if required) the Patient. Registrars may need to discuss their WBA needs with the Practice Receptionists to assist them with booking in specific patients. Registrars should make sure they allocate enough time for the assessment (i.e., consultation with the patient), as well as time afterwards for a debrief with the Assessor. Any changes to the Assessment time should be communicated to all parties as soon as possible.

WHERE: Determine where the WBA is to occur, such as in a consulting room, within a surgery setting, or in a meeting room with the Assessor.

HOW: The following table advises how a WBA can be conducted:

WBA	In-Person	Phone	Live Video Conference	Videoed & Assessed Later
Mini-CEX	YES	NO	YES	YES
DOPS	YES	NO	NO	NO
CbD	YES	YES	YES	NO

Assessment – Assessor's Requirement

- WBAs are an assessment for learning and identify areas that the Registrar needs to focus on. The Assessor must consider the Registrar's year of training and complexity of the WBA and take these into account when rating the Registrar.
- To watch maintain competency in WBA assessments by viewing the relevant Supervisor eLearning Modules within the LMS.
- Use the Assessment Criteria (review relevant Form & Assessment Criteria listed in this document) and be aware of the Curriculum components being assessed in each WBA before observing the WBA.
- Rate the Registrar's competency during the observation and make notes on the Assessment Form during and/or immediately after the Assessment encounter.
- The most important aspect of the assessment is the feedback process. Feedback is a two-way process and the Registrar should be asked what they thought was satisfactory and what they thought could be improved on, followed by constructive feedback from the Assessor.
- The Assessor should note a few specific strengths and areas of improvement on the Assessment Form. This is to guide the Registrar on aspects of the encounter that could benefit from further learning and/or practice.
- To provide the completed WBA Assessment Form back to the Registrar within 1 week of the completed WBA.

2.1. Mini Clinical Evaluation exercise (mini-CEX)

Supervision Level:	Level 1, 2, 3* (*with approval)	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description:
The Mini-CEX is a tool used to evaluate a range of core competencies the Registrar uses during day to day clinical work with their patients. The Mini-CEX concentrates on the observing the Registrar taking a focused history and performing a physical examination on a variety of common patient presentations.

Registrars need to satisfactorily complete at least 8 injury assessments (IA) on at least 6 of the topics below:

- Mini-CEX-IA-1: Wrist
- Mini-CEX-IA-2: Elbow
- Mini-CEX-IA-3: Shoulder
- Mini-CEX-IA-4: Lumbar Spine
- Mini-CEX-IA-5: Hip/Groin
- Mini-CEX-IA-6: Knee
- Mini-CEX-IA-7: Ankle
- Mini-CEX-IA-8: Foot
- Mini-CEX-IA-9: Other as approved (a maximum of 2 assessments can count towards the minimum 8 under 1 topic. If assessments are vastly different, they may, with ZTC approval, be considered to cover a maximum of 2 topics)

Registrars need to satisfactorily complete at least 4 different medical assessments (MA) from the following topics:

- Mini-CEX-MA-1: Exercise induced bronchospasm/asthma
- Mini-CEX-MA-2: Epilepsy
- Mini-CEX-MA-3: Risk factors for Chronic Disease e.g. obesity, cardiovascular disease, metabolic syndrome/insulin resistance
- Mini-CEX-MA-4: Type 1 or 2 Diabetes
- Mini-CEX-MA-5: Menstrual cycle disturbance/female athlete triad
- Mini-CEX-MA-6: Tired athlete
- Mini-CEX-MA-7: Chronic sore throat
- Mini-CEX-MA-8: Osteoporosis
- Mini-CEX-MA-9: Osteoarthritis of a major joint
- Mini-CEX-MA-10: Other as approved (a maximum of 1 can count towards the minimum 4)

Submission
Please upload to the Online portfolio using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 - Mini-CEX-MA-6
- If you can please use this format for all WBAs and avoid uploading unnamed documents to the ONLINE PORTFOLIO it helps all viewers to keep track of your portfolio completions.

2.2. Direct Observation of Procedural Skills (DOPS)

Supervision Level:	Level 1	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description:

Direct Observation of Procedural Skills is a tool used to evaluate the Registrar's competence in performing short diagnostic and interventional procedures in the workplace.

DOPS must be completed by direct observation by the CTS and NOT by video or phone.

The following DOPS must be completed by the end of the 4 FTE Years on the Training Program:

Registrars need to satisfactorily complete 4 Procedural Skills:

- DOPS-1: Subacromial space injection
- DOPS-2: Acromioclavicular joint injection
- DOPS-3: Knee joint injection/aspiration
- DOPS-4: Ankle joint injection

Registrars need to satisfactorily complete at least 1 of the following Procedural Skills:

- DOPS-5: Ultrasound guided injection
- DOPS-6: Posterior ankle impingement injection
- DOPS-7: Elbow joint injection
- DOPS-8: Wrist injection
- DOPS-9: Finger/thumb injection
- DOPS-10: First MTP joint injection
- DOPS-11: Sinus tarsi injection
- DOPS-12: Other as approved

Submission

Please upload to the ONLINE PORTFOLIO using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 - Mini-CEX-MA-6
- If you can please use this format for all WBAs and avoid uploading unnamed documents to the ONLINE PORTFOLIO it helps all viewers to keep track of your portfolio completions.

2.3. Case Based Discussions (CbD)

Supervision Level:	Level 1,2, or 3* (* with approval)	Status:	Required
Training Time:	Inside required hours	Fee:	No

Requirement Description:

Case Based Discussions assess the performance of a Registrar in managing a patient. This assessment gives an indication of competence regarding clinical reasoning in relation to decisions made about a patient's assessment, investigation, treatment, referral and follow up.

The Registrar shares or presents the patient notes (based on the categories below) to the Assessor, and the Assessor then leads the discussion. CBDs are ideally presented one-on-one with the Registrar and Assessor, however other settings can take place, such as during a tutorial with other Registrars.

The following medical and injury CBDs must be completed by the end of the 4 FTE Years on the Training Program. Registrars need to satisfactorily complete at least 6 different medical cases (MC) from the topics below:

- CbD-MC-1: Chronic Disease
- CbD-MC-2: Environment related illness
- CbD-MC-3: Infective illness compromising an athlete's ability to train/compete
- CbD-MC-4: Concussion and/or post concussive syndrome
- CbD-MC-5: Severe Asthma in an elite athlete
- CbD-MC-6: Nutritional deficiency (e.g. Fe, B12, Vit D)
- CbD-MC-7: Chronic blood loss or anaemia
- CbD-MC-8: Type 2 Diabetes
- CbD-MC-9: Shortness of breath, dizziness, palpitations and/or collapse in a young athlete
- CbD-MC-10: Runner's diarrhoea
- CbD-MC-11: Genitourinary trauma (e.g. testicular/renal)
- CbD-MC-12: Electrolyte disturbance in an endurance athlete
- CbD-MC-13: Other as approved (a maximum of 1 can count towards the minimum 6)

Registrars need to satisfactorily complete at least 6 different injury cases (IC) (including one trauma) from the topics below:

- CbD-IC-1: An athlete with a disability
- CbD-IC-2: Stress Fracture in a female athlete with menstrual irregularities
- CbD-IC-3: Avulsion of a growth plate in a paediatric patient
- CbD-IC-4: Traumatic dislocation of a shoulder in a younger patient.
- CbD-IC-5: Chronic pain following an ankle injury
- CbD-IC-6: Non-surgical management of chronic ankle instability
- CbD-IC-7: Lower back pain in an adolescent dancer, gymnast, javelin thrower or fast bowler
- CbD-IC-8: Chronic tendinopathy
- CbD-IC-9: Swollen joint in an athlete (query possible inflammatory arthropathy)
- CbD-IC-10: Suspected spinal trauma
- CbD-IC-11: Facial or inferior orbital trauma
- CbD-IC-12: Injury resulting from faulty/inappropriate technique, biomechanics or equipment
- CbD-IC-13: Injury resulting from training error
- CbD-IC-14: Other as approved (a maximum of 1 can count towards the minimum 6)

Submission

Please upload to the ONLINE PORTFOLIO using the following naming protocol:
- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 - Mini-CEX-MA-6

3. Events & Team Coverage

Supervision Level:	Level 1 or 2	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:

A requirement of your training is for you to gain experience in providing medical coverage and support across a variety of sporting events. The Events and Team Coverage Requirement of the training program aims to develop your skills in throughout a range of roles within the Event and Teams Coverage environment.

Please see summary table 4.8. for timelines & due dates.

Types of Coverage:

There are five categories of Event & Team Coverage with a minimum of 10 events in total to be completed over the 4FTE years of the ACSEP Training Program:

1. CATEGORY 1: Major Event Coverage (At least one);
2. CATEGORY 2: Collision/Contact Team Coverage (At least one);
3. CATEGORY 3: Team or Event Coverage for Elite Athletes (At least one);
4. CATEGORY 4: Travelling with a Team (At least one);
5. CATEGORY 5: Minor Event Coverage (At least six in different sports),

IMPORTANT INFORMATION FOR EVENTS & TEAM COVERAGE

Approvals

- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role.
- You must have written prior approval from your CTS & ZTC (via email) to be able to agree to undertake any Event or Team coverage role.
- Please ensure you forward these emails to registrars@acsep.org.au.

Pre-requisites

- Year 1 Registrars are required to undertake the Management of Sports Trauma course (Requirement 7.1) prior to undertaking any Event or Team Coverage.
- It is highly recommended that the modules within the ACSEP eLearning Education Course "Care of Athletes & Teams" be completed prior to participating in these Categories (Requirement 5.6)

Supervision

- All Event and Team Coverage must be appropriately supervised.
- Each category has different supervisory requirements, please read carefully, and seek advice from National Office or your CTS if you are unsure.

Roles and Forms

Each category has its own requirements for role definitions and reporting forms. Please see each section for details.

3.1. Category 1: Major Event Coverage

Supervision Level:	Level 1,2, or 3* (* with approval)	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:

Your role will be the Main Medical Coordinator or a Senior Assistant (Year 1 Registrars may only hold a Senior Assistant position) for large scale event or tournament. The sport must be different to that covered in Category 2, 3 and 5.

Key tasks include (but are not limited to):

- Setting up a mobile or temporary medical station
- Coordinating a medical and paramedical support team
- Develop protocols for managing acute and overuse injuries and medical emergencies
- Creating an overall medical coverage plan for the event including, but not limited to, appropriate communication networks, athlete briefing, patient retrieval and hospital transfer
- Liaising with event/race director and safety stakeholders about medical, safety and communication issues.
- It is your responsibility to ensure you have all relevant approvals, medical equipment and working rights to attend the event/team, such as completing any relevant workplace forms, insurance, organising time away from Clinical Practice, having access to medical supplies, etc.

Approvals

- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role
- You must have written prior approval from your CTS & ZTC (via email) to be able to agree to undertake any Event or Team coverage role
- Please ensure you forward these emails to registrars@acsep.org.au.

Supervision:

Level 1 or 2 Supervision is required:

- Main Medical Coordinator: Supervisor is an ACSEP Fellow
- Senior Assistant: Chief Medical Officer (CMO) of the event who is an ACSEP Fellow or a Fellow from another College
- If the Supervisor is not an ACSEP Fellow, you must have supervision from your primary AATP CTS for this coverage. The CTS is also required to co-sign all documentation relating to this Requirement in this instance.

Forms:

- Form TP3.7C Major Event Coverage completed at the end of the event. Must be completed and signed by your supervisor of this Event.
- Record of athletes treated are added to the ACSEP Logbook
- NOTE: Tasks completed within this category fall outside of Training Time.

Submission:

Please upload to the ONLINE PORTFOLIO using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – Event & Team Category
- E.g. Sally Jones - 2020 Y4 – 3.1. Major Event Sydney Marathon

3.2. Category 2: Collision Sport Team Coverage

Supervision Level:	Level 1 or Level 2	Status:	Required
Training Time:	Outside required hours Weekly supervised Injury Clinic may be included	Fee:	No

Requirement Description:

One of your requirements is to provide medical coverage/assistance for a collision sporting team at a professional level for 12 months. The sport must be a different sport to that covered in Category 1, 3 & 5.

The chart on the next page explains how registrars can currently fulfil their collision sport requirements.

A complete season is usually a year (12 months) in duration. It includes, but is not limited to:

- Pre-season (including the pre-season training period).
- Any screening (medical, musculoskeletal), ECG, cognitive baseline testing, during season sideline trauma and post-season screening.
- Attendance at training sessions and games.
- Where an entire season is less than six months, you are required to complete two seasons bringing it to a total of one year of coverage.

Tasks completed within this category fall outside of Training Time unless a weekly clinical session is set up within the team environment/location ("Injury Clinic"). This time can be included in Training Time for that Supervision Level and must be documented in your Annual Training Plan for that year. All other activities, such as attending game matches and team meetings, fall outside of Training Time.

Approvals

- Approval must be prospective.
- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role.
- You must have written prior approval from your CTS & ZTC (via email) to be able to undertake any Event or Team coverage role.
- Please ensure you forward these emails to registrars@acsep.org.au.

Supervision:

- You will organise weekly/regularly review sessions with your supervisor to review the injury and rehabilitation status of the players you are managing.
- The list of possible sporting teams and the specific supervisory requirements and roles for providing Team Coverage are in the table below.
- Any sport and/or role that is not specifically referenced in the table below requires approval from the ACSEP Training Committee prior to agreeing to undertake the role.

Forms:

- Form TP3.7E Collision Team Sport Coverage completed at the end of the season.
- Weekly briefings with the Requirement Supervisor.
- Record of athletes treated are added to the ACSEP Logbook.

Submission:

Please upload to the ONLINE PORTFOLIO using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – Event & Team Category
- E.g. Sally Jones - 2020 Y4 – 3.1. Major Event Sydney Marathon

	SPORT	REGISTRAR'S ROLE	SUPERVISION REQUIREMENTS*
Australian Rules Football (AFL)	Elite level (AFL)	Registrars providing team medical cover may only accept a role of Assistant Doctor.	Level 1 and 2 Supervision is required from the senior team doctor who should be an ACSEP Fellow, or a Fellow of another medical college. If the Senior Team Doctor is not an ACSEP Fellow the registrar must have an ACSEP Fellow or approved mentor to discuss their work on a weekly basis.
	Second tier (VFL/SANFL, WAFL, NEAFL, All Elite Women's comp's	Registrars can be the Primary Doctor for these teams. The Registrar is expected to attend the Elite level AFL games wherever possible to observe/assist their senior team doctor in a competition setting.	Level 1 or 2 Supervision. The supervisor is the team doctor for the affiliated Elite AFL team. If the team is not affiliated with an AFL team, or the senior team doctor is not an ACSEP Fellow, the supervisor must be the Registrars primary AATP CTS or an approved mentor.
Rugby Union	Elite level Super 15 Team, National	Registrars providing team medical cover may hold a role as Assistant Doctor only.	Level 1 and 2 Supervision is required from the senior team doctor who should be an ACSEP Fellow, or a Fellow of another medical college. If the Senior Team Doctor is not an ACSEP Fellow the registrar must have an ACSEP Fellow or approved mentor to discuss their work on a weekly basis.
	Grade Club, Mitre 10 Cup	Registrars can be the Primary Doctor for these teams. The Registrar is expected to attend the Super 15 Team games wherever possible to observe/assist their senior team doctor in a competition setting.	Level 1 or 2 Supervision. The supervisor is the team doctor for the affiliated Rugby Union team. If the team is not affiliated with a Rugby Union team or the senior team doctor is not an ACSEP Fellow, the supervisor must be the Registrars primary AATP CTS or an approved mentor.
Rugby League	Elite Level NRL	Registrars providing team medical cover may hold a role as Assistant Doctor only.	Level 1 and 2 Supervision is required from the senior team doctor who should be an ACSEP Fellow, or a Fellow of another medical college. If the Senior Team Doctor is not an ACSEP Fellow the registrar must have an ACSEP Fellow or approved mentor to discuss their work on a weekly basis.
	2nd Grade or Reserve Grade Teams	Registrars can be the Primary Doctor for these teams. The Registrar is expected to attend the First Grade NRL Team games wherever possible to observe/assist their senior team doctor in a competition setting.	Level 1 or 2 Supervision. The supervisor is the team doctor for the affiliated First Grade NRL team. If the team is not affiliated with a NRL team or the senior team doctor not an ACSEP Fellow, the supervisor must be the Registrars primary AATP CTS or an approved mentor.

*In considering the level of supervision the registrar must consider the limits of supervised hours allowed for each of training Levels 1 and 2.

Roles in Elite Collision Teams - Exception

The College does not allow Registrars to be the Chief Medical Officer of a Club at the elite level in:
National Rugby League (NRL); Rugby Australia (RA); or the Australian Football League (AFL).
A registrar may apply for an exception to undertake a Lead Doctor/CMO Role with Elite level teams
The Training Committee in its discretion will consider this on a case by case basis. Please refer to Form TP3.7H for further information on how to apply and evidence to be provided to support your application.

3.3. Category 3: Team or Event Coverage for Elite Athletes

Supervision Level:	Level 1,2, or 3* (* with approval)	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:
You will undertake a role as a Medical Officer of either an elite team of athletes, or for an elite level event.
Suitable Team/Event level:
- State Level Sport
- National Level Sport
- International Level Sport
- Institute Level Sport
- Elite Level.

The duration and involvement (participation in game day events, competition, meetings, etc) within this deliverable must provide sufficient learning exposure to the Registrar. This is to ensure adequate understanding and knowledge of the sport's common injuries and medical illnesses, and their management. Must be a different sport to that covered in Category 1, 2 and 5.

Approvals
- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role
- You must have written prior approval from your CTS & ZTC (via email) to be able to agree to undertake any Event or Team coverage role
- Please ensure you forward these emails to registrars@acsep.org.au.

Supervision:
- Supervision Level can be Level 1 or Level 2. Level 3 supervision requires Training Committee approval.
- The Supervisor is expected to be the CMO for the relevant National Sporting Organisation when looking after a National team, or the CMO for the Event/Tournament Games.
- NOTE: If the Supervisor is not an ACSEP Fellow, the Registrar must have the support of their primary AATP CTS for this coverage. This CTS is also required to co-sign all documentation relating to this Requirement.

Forms:
- Form TP3.7F Elite Athlete Management at the end of the event.
- Record of athletes treated are added to the ACSEP Logbook

Submission:
Please upload to the ONLINE PORTFOLIO using the following naming protocol:
- FirstName LastName – CalendarYear YearTraining – Event & Team Category
- E.g. Sally Jones - 2020 Y4 – 3.1. Major Event Sydney Marathon

3.4. Category 4: Travelling with a Team

Supervision Level:	Level 3	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:

You are able to travel with a sporting team that is competing in a tournament internationally outside of Australia and New Zealand.

- You are required to be the lead or supporting doctor for a team traveling/located in a country other than Australia and New Zealand.
- If international travel while completing Category 1, 2, 3 or 5 is required, this Requirement can be completed for those international outings. Otherwise, you will need to seek out an alternate internationally located/traveling sporting team/event to satisfy Category 4.
- Traveling and supporting a team while in another country, must be for a minimum of 10 consecutive days from leave until return.

Approvals:

- Registrars in Year 1 FTE of the training program are not able to undertake this requirement. If an exceptional opportunity arises, you must submit your request to the Training Committee for prior consideration and approval, with approval and support of your CTS.
- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role;
- You must have written prior approval from your CTS & ZTC (via email) to be able to agree to undertake any Event or Team coverage role;
- Please ensure you forward these emails to registrars@acsep.org.au.

Supervision:

- Level 3 Supervision is required with international travel. The Supervisor is expected to be the CMO (CTS or CTI) for the relevant National Sporting Organisation when looking after a National team.
- NOTE: If the Supervisor is not an ACSEP Fellow, the Registrar must have the support of their primary AATP CTS for this coverage. This CTS is also required to co-sign all documentation relating to this Requirement.

Forms:

- Form TP3.7G Team Travel completed at the end of the engagement
- Record of athletes treated are added to the ACSEP Logbook.

Submission:

Please upload to the ONLINE PORTFOLIO using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – Event & Team Category
- E.g. Sally Jones - 2020 Y4 – 3.1. Major Event Sydney Marathon

3.5.   Category 5: Minor Event Coverage

Supervision Level:	Level 1,2, or 3* (with approval)	Status:	Required
Training Time:	Outside required hours	Fee:	No

Requirement Description:
The role provides medical coverage as the main or supporting doctor for six different events and sports. Each sport/event must be different within this Category, as well as being different sports to that covered in Category 1, 2, 3 and 4.

	SPORT	REQUIREMENTS
1	Endurance Event	Marathon, triathlon, ultra-distance event, 24 hour MTB, cycle tour, adventure race, etc.
2	Team Sporting Event 1	Consider a variety of sports: equestrian, kayaking, lawn bowls, darts, rock climbing, lacrosse, snow sports, para-athlete sports, dance, cheerleading, mountaineering, etc.
3	Team Sporting Event 2	
4	Team Sporting Event 3	
5	Team Sporting Event 4	
6	Team Sporting Event 5	

Approvals
- All Event & Team Coverage opportunities must be discussed with your CTS and ZTC prior to agreeing to take any role.
- You must have written prior approval from your CTS & ZTC (via email) to be able to agree to undertake any Event or Team coverage role.
- Please ensure you forward these emails to registrars@acsep.org.au.

Supervision:
- Supervision Level can be Level 1,2 or 3 (with prior approval from the Training Committee).
- The Supervisor is expected to be the CMO for the relevant National Sporting Organisation when looking after a national team, or the CMO for the Event/Tournament Games.
- NOTE: If the Supervisor is not an ACSEP Fellow, the Registrar must have the support of their primary AATP CTS for this coverage. This CTS is also required to co-sign all documentation relating to this Requirement.

Forms:
- Form TP3.7D: Medical Coverage and Endurance Event at the end of each of the events.
- Record of athletes treated are added to the ACSEP Logbook

Submission:
Please upload to the ONLINE PORTFOLIO using the following naming protocol:
- FirstName LastName – CalendarYear YearTraining – Event & Team Category
- E.g. Sally Jones - 2020 Y4 – 3.1. Major Event Sydney Marathon

4. College Tutorials

Supervision Level:	Level 1-3	Status:	Required
Training Time:	Inside training time (4 hours per week)	Fee:	No

Requirement Description:
The ACSEP Training Program delivers core specialist SEM education via a College Tutorial program that are blueprinted against the 2017 ACSEP Curriculum.

From 2020, ACSEP commenced an e-learning approach to deliver specialist SEM education. An e-learning approach enables all registrars irrespective of their location, to have access to a high quality, consistent SEM education experience.

The ACSEP e-Learning Education Model
This model taps a contemporary evidence base for e-learning in medical education and supports access to equitable learning & teaching resources for all registrars. It reduces the organizational load that was previously led by the registrar body and builds organizational capacity and capability to build an online community of learning. The educational model will follow the following format for non-practical (theory) content, with each. Four-hour tutorial 'weekly session' running from Monday to Sunday:

1. **Pre-learning (Two hours self-directed learning (primer) for online sessions)** will include current article, expert blog + a podcast/Youtube video and/or ACSEP Education module. You will undertake this learning at a time that suits you prior to the Two-hour online session.
   You may negotiate for this time to be blocked out within clinical time.
2. **Two hours Learning Session online (Zoom)** – The supervising fellow leading the session & the content expert (may be ACSEP Fellow or not depending on topic) and an ACSEP Fellow Supervisor will lead a 45-60 minute session with 4-5 chunks of content, interspersed with case questions, MCQs, or other tasks. The second hour online will comprise of Q&A session, 1-2 cases with question prompts, and/or MCQs/SAQs, and/or cases that facilitate and underpin the content of the week.

What about practical content?
Practical content such as regional examination is taught face to face at the registrar conference and via local hubs organised by your registrar representatives aligned with tutorial content. Other practical sessions (e.g. rehabilitation of a region) will follow the format above, but the registrar in the fellows practice will be responsible for the camera position of the Zoom stream, to ensure online users can see the presentation (See Change plan for more details).

Tutorial Curriculum & Timetable
In 2022, the tutorial program will follow Year 1 Tutorial Program, and in 2023 the tutorials will follow Year 2 of the program (please see 2017 ACSEP Curriculum) and live link on our webpage for timetable of sessions. You also receive a calendar invite with Zoom link for all sessions.
Weekly Schedule is (all times are AEST/AEDST):
- Monday 12am to Thursday 11.59pm– Pre-learning access & review
- Friday 10.30am-12.30pm– Two hour online live session

Supervision:
- ACSEP Fellows will supervise all aspects of the e-learning sessions development and delivery.
- Content experts maybe ACSEP Fellows or Fellows of other colleges, Allied Health Professionals, or other experts.

Attendance Requirement:
- College Tutorial: Attendance of at least 85% of the tutorials per year.
- The Training Program staff will maintain an online register of attendees for each session, accessible in your ONLINE PORTFOLIO.
- A six-monthly report of your attendance will be forwarded to your ZTC ahead of your six-month review.
- Failure to attend the minimum number of tutorials may result in some amount of your training time not being accredited.

5. E-Learning modules

Supervision Level:	N/A	Status:	Required & Optional
Training Time:	Usually outside training time. Inside training time, when part of e-learning tutorial session.	Fee:	Yes (Academic), No (Education)

Requirement Description:

The ACSEP Learning Management System (SEM Academy) has a wide range of online learning (e-Learning) modules. The e-Learning Modules are designed by world leading experts to develop advanced understanding of the concepts and principles relating to each subject area.

ACADEMIC MODULES

Academic modules are a required component of the ACSEP Curriculum. Registrars are required to complete the following 5 e-Learning Academic Modules with the four years of training (FTE):

- Research Methodology (must be completed by July of your first year of training);
- Sports Nutrition
- Sports Psychology
- Sports Pharmacology
- Sports Biomechanics

These Academic Modules have a fee – please refer to the ACSEP fee schedule.

EDUCATION MODULES

Registrars are encouraged to complete a range of eLearning Education Modules within the LMS:

- Education Modules map to various aspects of the ACSEP Curriculum.
- Education Modules are free and accessible via the ACSEP LMS.
- Education Modules are often part of the pre-learning materials for the ACSEP E-Learning Tutorial Program.

Accessing Modules

- Log into the College Website, from your Profile select "My Training";
- The Academic Module must be purchased, or RPL awarded & fee paid, before the Academic Module can be allocated.
- To purchase a module, in the LMS, in the left-hand menu, select "Make a Purchase" and follow the prompts to purchase the module. The Module will be automatically assigned once payment has been processed.
- Once the Module has been assigned in the LMS, in the left-hand menu click "Course Library" and search for the Academic Module.
- Open the Module and click on the relevant Course/Section to commence training.
- At the end of the Course, the registrar completes the Academic Module's Examination, with the score recorded in the LMS.
- Registrars must complete the Academic Module until Satisfactory/Pass outcome is obtained.

Recognition of Prior Learning:

Registrar's may apply for Recognition of Prior Learning (RPL) if you can demonstrate equivalent previous learning or formal education for the Academic Modules.

Please see the RPL page for the policy application forms and more details.

Approvals

Please see Section 5. E-learning Modules for details for payment & access.

Please see summary table 4.8. for timelines & due dates.

Forms & Submission

You do not need to complete or submit forms. Your access and completion is monitored through the ACSEP SEM Academy.

6. Research

Supervision Level:	N/A	Status:	Required & Optional
Training Time:	Usually outside training time. Inside training time, when part of e-learning tutorial session.	Fee:	Yes (Academic), No (Education)

Requirement Description:

One of the critical factors in the development of Sport and Exercise Medicine (SEM) as a distinct discipline has been the performance and publication of peer-reviewed academic research. The result of this work is an extensive and growing cross-disciplinary knowledge base that informs treating clinicians, public policy, and research practice and, more importantly, contributes to enhanced patient outcomes. The need for all Registrars to complete, publish and present a research project is a core element of the postgraduate SEM Fellowship training.

All research must be relevant to the discipline and practice of Sport and Exercise Medicine. Acceptable research can include:

- Randomised Control Trial.
- Systematic Review & Meta-Analysis.
- Cohort Study.
- Cross-Sectional Study.
- Case-Control Study.

Pre-requisites

- Academic Module – Research Methodology must be satisfactorily completed prior to commencing development of research project.

Supervision

- Your CTS: Research project supervision is different to clinical supervision. Your CTS might be an expert researcher in an area of interest to you and may be able to act as one of your research supervisors. Your CTS and/or the Research Officer can advise you in how to further develop or amend the project to meet the requirements of the ACSEP training program. Your CTS should be informed of all steps in your research if they are not directly involved in the project.
- Research Supervisor: You are likely to need a research supervisor who is affiliated with a university, hospital, or research organisation. They are likely to be an expert researcher in the area of interest and able to provide you with guidance and suggestions for appropriate topics and gaps in the literature in your area of interest.
- Your research supervisor is responsible for ensuring the conduct of your project follows your ethics submission and will supervise your proposal development, the ethics documentation, the project conduct and write up. to assist you with developing a viable, feasible research project within your area of interest.

Approvals

- Please see summary table 4.8. for timelines & due dates.
- Proposal: You must submit and receive approval of your Research Proposal from the ACSEP Research Committee before you commence any research.
- Proposal draft review: you are encouraged to contact our Research Officer early to get assistance with developing your project, your proposal draft and get assistance.
- Ethics: In all research projects requiring ethics supervision, you will need to find a research supervisor as outlined above. They will need to be affiliated with an academic institution and/or hospital for access to a human research ethics committee (HREC) or you may choose to submit to an external HREC such as Belberry. You may not commence any research involving humans without ethics approval.
- Publication: Once you receive written notification of approval for publication, please notify research@acsep.org.au and registrars@acsep.org.au

6.1. Presentation at ACSEP Conference

Supervision Level:	N/A	Status:	Required
Training Time:	Usually outside training time.	Fee:	Yes

Requirement Description:

The ACSEP Registrar Conference is an annual event, held in February and prior to the Annual ACSEP Scientific Conference. An award is presented to the best Registrar Presentation – refer to the Research section within the College website.

Please see summary table 4.8. for timelines & due dates.

The following table highlights the presentation timing & topic requirements:

YEAR LEVEL	REQUIRED	DURATION	TOPICS
1st Year	YES	5min	Outline of their research project and their progress (preferable)
2nd Year	YES	10min	Well-researched literature review
3RD YEAR +	OPTIONAL	15min	An interesting case study

Approval Process:

- The Registrar discusses their presentation topic with their Clinical Training Supervisor and/or Zone Training Coordinator (ZTC).
- Call for abstracts opens in October each year. The Registrar Conference Organiser will contact all Registrars advising them of the submission process and guidelines for registering their presentation topic.
- Year 3 & 4 Registrars who wish to present must seek approval from the ACSEP Registrar Conference Organiser beforehand (decision is based on Conference timing).
- Registrar receives feedback from ZTCs at the conference.

6.2. Research Proposal

Supervision Level:	N/A	Status:	Required
Training Time:	Usually outside training time.	Fee:	Yes

Requirement Description:

Registrars are required to review the literature and seek advice and input to develop their research project. The first step is develop and submit a Research Proposal. This is submitted to the Research Officer who submits it to the Research Committee for approval.

Acceptable research can include:

- Randomised Control Trial
- Systematic Review & Meta-Analysis
- Cohort Study
- Cross-Sectional Study
- Case-Control Study

Please see summary table 4.8. for timelines & due dates.

Forms

- Completion and submission of RS4.1: Research Proposal Form
- Refer to the "Research" section on the College website for more information and to download forms.
- Read the "Research Proposal Guide" on the Research section on the College website.

Supervision

Please see supervision in Section 6: Research

Approvals

- Registrar completes Form RS4.1 Research Proposal Form and submits a draft proposal for review to the ACSEP Research Officer Research@acsep.org.au 1 to 2 months prior to the final Due Date.
- Submits final Research Proposal to the Research Officer via email and pays the Research Proposal Fee via the College Website by 1st July of year 1 of training.
- The Research Committee reviews the Proposals over 1-3 months and advises the Research Officer the outcome (Approved; Revise & Resubmit; Reject).
- The Research Officer will advise the Registrar of the outcome with a formal Letter of Notification.
- Please upload your letter or email of approval to your online portfolio and a copy of your completed proposal (required)
- Registrar to action outcome accordingly, if:
  - Approved: Registrar uploads Approved Research Proposal & Acceptance Letter into their LMS and commences research.
  - Revise & Resubmit: Registrar reviews the Letter of Notification and makes the relevant changes to their Research Proposal and clearly highlights the changes within their resubmission. Registrar resubmits their Research Proposal as per the above steps for rereview by the due date.
  - Reject: The Registrar is required to pick a new research topic - the Registrar reviews the Letter of Notification and writes a new Research Proposal which is different to that presented in the first proposal. The Registrar resubmits their Research Proposal as per above steps.

6.3. Research published in a Journal

Supervision Level:	Research team	Status:	Required
Training Time:	Usually outside training time.	Fee:	Yes

Requirement Description:

Once the Research Proposal has been approved (and ethics is approved if required), you are able to conduct your research. Your outcome of the project will be a manuscript developed for submission and acceptance in a peer reviewed journal.

You must meet these requirements to complete this component of the ACSEP Training Program:

- You must be the First Author of the manuscript.
- All authors must have input into, reviewed and agreed on the manuscript prior to submission.
- The journal must be at least quartile 2 in Scimago ranking.
- Please seek guidance from the Research Officer at any stage of the process Research@acsep.org.au
- Please see summary table 4.8. for timelines & due dates.

Evidence of completion

- Publication: Once you receive written notification of approval for publication, please notify research@acsep.org.au and registrars@acsep.org.au
- Please upload your letter or email of approval to your online portfolio and a copy of your completed proposal (required)

Publication Issues

If a Registrar has submitted their manuscript to two topic relevant journals and both have rejected the manuscript, the Registrar is to contact the Research Officer and advise them of the situation. The Research Committee may then assess the manuscript and determine the next course of action.

6.4. Presentation at a Scientific Conference			
Supervision Level:	N/A	Status:	Required
Training Time:	Usually outside training time.	Fee:	Yes

Requirement Description:
Registrars are required to **first** present at the ACSEP Annual Scientific conference.
If a Registrar is unable to present at an ACSEP's conference, the Registrar can request to present at the following alternate conferences with prior approval from the Research Committee:

- Sports Medicine Australia Scientific Conference (refer to SMA fee schedule)
- Sports Medicine New Zealand Scientific Conference (refer to SMNZ fee schedule)
- Other preeminent international SEM, or Research topic relevant, Scientific Medical Conference
- Please see summary table 4.8. for timelines & due dates.

Registrars are required to submit their abstract as per the conference's submission process (see 6.1.) and pay the applicable registration fees.

Evidence of completion
- Once you receive written notification of acceptance of your abstract at the conference or a certificate of presentation, please notify research@acsep.org.au and registrars@acsep.org.au
- Please upload your letter or email to your online portfolio (required)

7. Extra Curricular

Supervision Level:	N/A	Status:	Required & Optional
Training Time:	Usually outside training time. Inside training time, when part of e-learning tutorial session.	Fee:	Yes

Requirement Description:

There are several extracurricular items that Registrars are required and encouraged to undertake. These are:

- Completion of the ACSEP Management of Sporting Trauma (MOST) course (Required)
- MSK Ultrasound Course (optional)
- Self-directed learning (required)
- Please see summary table 4.8. for timelines & due dates.

Approvals

Please see the relevant sections below.

Forms

Please see the relevant sections below.

7.1. Management of Sports Trauma (MOST) course

Supervision Level:	N/A	Status:	Required (Every three years)
Training Time:	Usually outside training time.	Fee:	Yes

Requirement Description:

ACSEP's Management of Sporting Trauma (MOST) Course guides attendees through the assessment and management skills that are essential in managing sporting traumas on and off the field. It addresses common emergencies that might confront a sports physician, cover the rationale behind treatment choices and the adaption of medical management at sporting events and out in the field.

ACSEP runs an Advanced MOST Course yearly at the ACSEP Conference and several times throughout the year, while the ACSEP Refresher MOST course is conducted during the year.

- Please see summary table 4.8. for timelines & due dates.
- Registrars joining the Training Program are required to complete the ACSEP Advanced MOST Course at their first year ACSEP Conference.
- Subsequent Trauma Course must then be completed every three calendar years and can either be an Advanced MOST Course or a Refresher MOST Course, however an Advanced course must always follow a Refresher course.
- Please see Section 3 – Event & Teams Coverage, Category 3.2. Collision Teams Coverage for additional information.

Approvals & Forms
- MOST Courses should be included in your Annual Training Plan
- Please upload your MOST certificate to your Online Portfolio upon completion.

RPL
- Completion of approved Advanced and Refresher Trauma Courses that are recognised as alternate Trauma Courses to the ACSEP MOST Courses may enable you to seek an exemption from completing the MOST course.
- This list of alternate courses is maintained the ACSEP Website and reviewed periodically to ensure these courses remain an equivalent to the respective ACSEP MOST courses.
- You may seek recognition of these other courses by completing the RPL Form and following the RPL Policy.

7.2. Ultrasound Course

Supervision Level:	N/A	Status:	Optional
Training Time:	Outside training time.	Fee:	See below

Requirement Description:

ACSEP runs an Ultrasound course at the conclusion of the ACSEP Conference. This course is optional and is beneficial to those who want to improve upon their ultrasound skills.

- Beginner Course – 1 Day - FREE
- Advanced Course – 1.5 Days – Paid course

7.3. Self Directed Learning

Supervision Level:	N/A	Status:	Required
Training Time:	Outside training time (unless part of tutorial pre/post learning)	Fee:	No

Requirement Description:

Self-Directed Learning enables you to conduct learning needs assessments of where you may need to strengthen your knowledge in SEM. The ACSEP Tutorial program also assists in providing a directed learning experience.

Tasks that are within supervised, training time include:

- Participating in Pre and Post learning for ACSEP Tutorials

Tasks completed under this requirement that do not fall under Supervision or Training Time include:

- Completing Training Program admin duties
- Completing the non-ACSEP SEM e-Learning Modules or short courses
- Conducting personal Research or participating in extra Sporting or Event activities
- Volunteering at a free/pro-bono SEM Medical drop in centre
- Completing practice examinations.

8. Clinical Training Reviews

Supervision Level:	Level 1	Status:	Required
Training Time:	Inside training time.	Fee:	No

Requirement Description:

At the end of each Training Period, Progress Reviews are conducted to determine the satisfactory progression during each Training Period.

These Reviews are conducted with the Registrar and their Clinical Training Supervisor, Clinical Training Instructor (if necessary) and Zone Training Coordinator.

Clinical Training Reviews assess your progress throughout the Training Period against your Annual Training Plan. The outcome of these Reviews, particularly that with the ZTC, determines if the Training Period can be Accredited as part of the Training Time the Registrar must complete for the ACSEP Training Program

Requirement

Clinical Training Reviews are conducted with your supervisors as per summary table 4.8. for timelines & due dates.

Approvals & Timeline

- CTS/CTI Review(s) occur mid-June to early July (Training Period 1) and late December to early January (Training Period 2). Your CTS must complete and sign the form.
- National Office will audit your portfolio of completed requirements the following week and send a summary to your ZTC. It is imperative that all requirements completed are uploaded on time to ensure your portfolio summary accurately reflects your progress.
- ZTC meetings: final two weeks of July (TP1) or January (TP2) each year. Your ZTC must complete and sign the form.

Forms

- Form TP3.3A: Progress Review - CTS
- Form TP3.3B: Progress Review - CTI
- Form TP3.4: Progress Review - ZTC
- Form TP3.5: ZTC/CTS Feedback Review

Submission

- Please upload completed reviews to your Online Portfolio as soon as possible to ensure your Zone Training Coordinator & Training Program staff have time to review your documentation prior to your six-month review with your ZTC.

8.1. Progress review with Clinical Training Supervisor (CTS)

Supervision Level:	Level 1	Status:	Required
Training Time:	Inside training time.	Fee:	No

Requirement Description:

The CTS Progress Review is a chance to discuss your progress over the last 6 months. You will partially complete the form and your CTS completes the rest of the form by providing feedback on the Registrars performance over the previous Training Period.

You are required to obtain the following Progress Reviews (in-person or via video conference):

- A Registrar situated at one Clinical Practice with one CTS, must have their CTS Review conducted by that CTS.
- A Registrar situated at one Clinical Practice with multiple CTS', must have their CTS Review conducted by their primary CTS.
- The other CTSs should pass their feedback to the Primary CTS for their comments to be included into one overall review. You may still have One-on-One reviews with other CTS' but are not a requirement.
- If situated at multiple Clinical Practices, you must have a CTS Review conducted by each Clinical Practice Primary CTS.
- If concerns or issues arise from the Review, please forward to the National Training Coordinator (Registrars@acsep.org.au)

Approvals:

- Your CTS must assess your progress in training (requirements completed) both in the six month training period that has just been completed and overall for the ACSEP Training Program requirements.
- There are a number of requirements that must be submitted each Training Period (e.g. WBAs).
- Please summary table 4.8. for timelines & due dates.

Forms:

- Form TP3.3A: Progress Review – CTS

Submission

- Please upload completed reviews to your Online Portfolio as soon as possible to ensure your Zone Training Coordinator & Training Program staff have time to review your documentation prior to your six-month review with your ZTC.

8.2. Progress review with Clinical Training Instructor (CTI)

Supervision Level:	Level 1	Status:	Required (if CTI)
Training Time:	Inside training time.	Fee:	No

Requirement Description:
- The CTI Progress Review is a chance to discuss your progress over the last 6 months. A CTI could be a surgeon the Registrar assisted, or an allied health practitioner or a Fellow from another College that provided supervision and training to the Registrar during the previous training period in a clinical setting. You will partially complete the form and your CTI completes the rest of the form by providing feedback on the Registrars performance over the previous Training Period.
- Because working with a CTI in a clinical setting is an optional component of the Training Program, a CTI Review and Form is only Required if you completed work with a Clinical Training Instructor during that Training Period.
- Each CTI the Registrar works with within a clinical setting must complete a separate Form.
- If concerns or issues arise from the Review, please forward to the National Training Coordinator (Registrars@acsep.org.au)

Approvals:
- Your CTI must contribute to assessing your progress in training (requirements completed) both in the six-month training period that has just been completed.
- There are a number of requirements that must be submitted each Training Period (e.g. WBAs).
- Please summary table 4.8. for timelines & due dates.

Forms:
- Form TP3.3B: Progress Review - CTI

Submission
- Please upload completed reviews to your Online Portfolio as soon as possible to ensure your Zone Training Coordinator & Training Program staff have time to review your documentation prior to your six-month review with your ZTC. .

8.3. Progress review with Zone Training Coordinator (ZTC)

Supervision Level:	Level 1	Status:	Required (if CTI)
Training Time:	Inside training time.	Fee:	No

Requirement Description:

Your ZTC Progress Review is conducted between you and your Zone Training Coordinator. You will both review and discuss your progress over the past Training Period, looking at the Registrar's completed tasks, achievements and challenges. Your plan for your next training period will also be considered. Any concerns or issues that might arise from the Review must be forwarded to the Registrar & Training Coordinator (Registrars@acsep.org.au) for consideration.

Approvals

1. Satisfactory Progress: Your ZTC reviews your progress with all Training Program requirements, your CTS/CTI reports. If your Training Period was completed satisfactorily your ZTC will approved and accredit the training time.

2. Satisfactory Progress is Conditional: The ZTC considers the Registrar's progress with all Training Program requirements/deliverables and determines that the previous Training Period was not completed to a satisfactory level and that the Accreditation of the Training Time is in question.

   a. The ZTC must raise the outcome with the Registrar's CTSs, Training Committee and any other related stakeholders to review the situation and discuss an appropriate action plan.

   b. After consideration, the outcome will either be reclassed as "Satisfactory Progress" and the Training Time will be Accredited; or the "Satisfactory Progress is Conditional" outcome will remain.

   c. If the outcome remains, the ZTC will organise a meeting with the Registrar within the first two weeks of the next Training Period and create a Performance Improvement Plan (PIP) with the Registrar. The PIP will document the area(s) requiring improvement, the extent of improvement expected and specific Training Program Requirements that the Registrar must focus on completing during the Training Period.

   d. The ZTC is to meet with the Registrar again mid-way through that Training Period to discuss progress of the PIP and to ensure the Registrar has the necessary support and resources to help them achieve the performance goals.

   e. Should the progress of the Registrar be Satisfactory at the next 6-month Progress Review, the Registrar's Training Time that was in question will be Accredited.

   f. If the progress of the Registrar does not improve, the matter will be referred to the Training Committee to consider an appropriate action plan and whether the Training Time can be Accredited or not. If performance improvement attempts demonstrate the Registrar is performing below an acceptable standard for their level of training, training time that was the subject of the subsequent review (as per the improvement plan) will not be accredited. The Training Committee will also consider the Registrar's future involvement in the Training Program. The Training Committee may approve a final period of focused performance improvement if the Committee determines it reasonable to expect that:

   i. the Registrar can improve over the next six months.

   ii. issues of concern were temporary and can be overcome.

      iii.   patient safety will not be compromised; and

      iv.   further assistance could be provided to support the Registrar

3. The Training Committee may suggest taking some leave from the Training Program, followed by a period of specified training with assistance and review of progress. A third period of training with unsatisfactory Registrar progress may result in dismissal from the Training Program.

Forms
- Form TP3.4: Progress Review - ZTC

Submission
- Please upload to your Online Portfolio to close off each training period.

8.4. Feedback forms (CTS/CTI/ZTC)

Supervision Level:	Level 1	Status:	Required (if CTI)
Training Time:	Inside training time.	Fee:	No

Requirement Description:

The CTS/ZTC Feedback Review enables feedback to be provided to your CTS/ZTC on their support over the last Training Period or Year. These Reviews are optional, but ACSEP encourages the use of 360-degree feedback to enable open feedback conversations to occur to facilitate your training.

The Review can be conducted at any time of the year, but ideally when both the Registrar and CTS/ZTC are together during the Registrar's 6 monthly Reviews. This form is kept by both parties.

Submission

Please email a copy to the National Training Coordinator. It does not need to be stored in the Registrar's LMS.

Forms

Refer to the "Progress Reviews and Feedback" section on the College website for more information and to download forms.

- Form TP3.5: ZTC/CTS Feedback Review

9. Fellowship Examination: Written & Clinical

Supervision Level:	N/A	Status:	Required
Training Time:	Outside training time.	Fee:	Yes

Requirement Description:

The Fellowship Examinations are the final summative assessments you must complete successfully to apply for Fellowship. The Fellowship Examination consists of two types of examinations which are conducted at different times in the year:

1. **A Written Examination:** Consisting of two sections, administered electronically, usually held in June:
    a) Multiple Choice Questions (MCQ);
    b) Short Answer Questions (SAQ)

2. **A Clinical Examination:** Consisting of three components, usually held in September:
    a) A long case Examination
    b) Short case Examinations
    c) Viva Voce Station

The Examination questions are based on the ACSEP Curriculum and Tutorial Program. Both sections of the Written Examination must be passed prior to the Registrar being allowed to apply to sit the Clinical Examination.

Relevant Policies & Special Consideration:

- Please see the ACSEP Web page for current policies.
- Special Consideration: you may apply for special consideration to the Training Committee/Research Committee/Examination & Assessment Committee if you have any Training Program Requirements outstanding at the time of applying to sit the Written Fellowship Examinations – this is captured within the Registrar's Examination Application Form.
- The relevant Committee(s) will then determine if you can sit the Examination with the item still outstanding, or if you must first complete the item before being allowed to sit the Examination. If the Committee(s) allows you to sit the Examination with the item still outstanding, the Committee will determine an Action Plan for how and when the outstanding item must be completed.

Forms:

Refer to the "Fellowship Examinations" section on the College website for more information and to download forms. These must be submitted as per the deadlines on the ACSEP Webpage.

- Form Ad2.8: Application for Fellowship Written Examination & Fee
- Form Ad2.8A: Application for Fellowship Clinical Examination & Fee

College Awards:

The College Medal may be awarded annually for outstanding performance in the Fellowship Examination. To be eligible for the medal, a candidate must be sitting the Examination for the first time and have achieved a pass in every section of the Examination.

9.1 Written Fellowship Examination: MCQ/SAQ

Supervision Level:	N/A		Status:	Required
Training Time:	Outside training time.		Fee:	Yes

Requirement Description:

The Written Fellowship Examination component of the Fellowship Examination includes two parts:

- Multiple Choice Questions (MCQ): 120 multiple choice questions
- Short Answer Questions (SAQ): 10 Short answer questions

The Written Fellowship Examination completed electronically and is held once in the year, with both parts being completed on the same day. In 2020 and 2021 exams were run online with remote video supervision due to COVID impacts on travel. The Examinations and Assessment Committee will inform candidates of the format for the exam as soon as practicable.

Eligibility (Update May 2021):

To be eligible to apply for the Written Fellowship Examinations, you must have:

- Completed three (3) Full-time Equivalent Training Program Years.
- Paid all prescribed College fees outstanding as at application date.
- Completed the relevant Fellowship Examination Application Form.
- No adverse findings determined, conditions placed on your practice or be under any investigation by any medical authority (such as but not limited to AHPRA, MCNZ, the HIC, ACC, or hospital medical advisory committees);
- Completed all Training Program requirements as follows:
  - Year 5+ - Completed all Training Program requirements summarised as per Table 4.8 and below.
  - Year 4 Registrars –Completed all Training Program requirements as per Table 4.8. except for the number of Work Based Assessments (WBAs). You must complete the minimum in each category as per the table below.

WBA	Category	Total Minimum Requirements across Training Program (end of year 4). Applicable to Registrars commencing Year 5+**	Minimum Requirements for Registrars commencing year 4**
MiniCEX	MSK category (IA1-IA9)	At least 8 across 6 different categories	At least 7 across 6 different categories*
	Medical category (MA1-MA10)	At least 4 across 4 different categories	At least 3 across 3 different categories*
DOPS	Joint Injections (DOPS 1-4 mandatory, and one of DOPS5-10)	5 total = 1 each of DOPS1-4 and one from DOPS5-10.	All DOPS must be completed by end Year 3.
CbD	Medical Cases (MC1-13)	At least 6 across 6 different categories	At least 4 across 4 different categories*
	Injury Cases (IC1-14)	At least 6 across 6 different categories	At least 4 across 4 different categories*

* To be eligible for Fellowship, registrars need to complete their total minimum requirements for WBAs

**If you do not meet these requirements, you can apply (as per Special consideration outlined in section above) for Special Consideration.

Approvals:

- Approved: The Registrar can sit the Written Fellowship Examination – the Registrar is required to pay the Examination Fee.

- Conditional Approval with an Action Plan: The Registrar can sit the Written Fellowship Examination as long as they agree to abide to the Action Plan set by the relevant committee – the Registrar is required to pay the Examination Fee.
- Not Approved: The Registrar is not approved to sit the Written Fellowship Examination and must first complete the outstanding task(s) before they may reapply to undertake the Written Fellowship Examination.

Assessment format:

The Written Fellowship Examination is comprised of two sections and is completed on the one day. All questions are compulsory within each section. Registrars sitting the Written Fellowship Examination for their first time, must complete both sections. Registrars sitting a failed examination(s), must only complete the failed examination(s):

- MCQ: 120 multiple choice questions, electronic format.
- SAQ: 10 Short answer questions, via electronic format.
- The ACSEP Web site has several practice exams and questions from previous years for practice purposes.

Forms:

Refer to the "Fellowship Examinations" section on the College website for more information and to download forms. These must be submitted as per the deadlines on the ACSEP Webpage.

- Form Ad2.8: Application for Written Fellowship Examination & Fee

Results:

- Written Fellowship Examination Results: are released to candidates as soon as practicable after marking, typically within fourteen days after the Examination. You will receive a report indicating if you have passed or failed from the Examination and Assessment Committee.
- Examination outcomes are pass or fail.
- Candidates who have passed are eligible to apply to sit the Clinical Fellowship Examinations (see next section).

9.2   Fellowship Examination: Clinical

Supervision Level:	N/A	Status:	Required
Training Time:	Outside training time.	Fee:	Yes

Requirement Description:

The Clinical Fellowship Examination involves assessment of capabilities utilizing several assessment stations. Candidates rotate through each station, with a rest period between each station. The sections of the examination are:

- Long Case: 30 minutes interview and Examination time with patient; 10 minutes to prepare presentation (patient not in the room); 20 minutes with examiners (patient not in the room);
- Short Cases: 6-9 cases over 45 minutes
- Viva Voce: 30 minutes.

Eligibility:

To be eligible to sit each the Clinical Fellowship Examination, you must have:

- Successfully completed all eligibility criteria applicable to sitting the Written Fellowship Examination (see section 9.1);
- Successfully completed both components of the Written Fellowship Examination
- No adverse findings determined, conditions placed on your practice or be under any investigation by any medical authority (such as but not limited to AHPRA, MCNZ, the HIC, ACC, or hospital medical advisory committees).

Forms:

- Form Ad2.8A: Application for Clinical Fellowship Examination & Fee
- Refer to the "Fellowship Examinations" section on the College website for more information and to download forms.

Results:

- Clinical Fellowship Examination Results: are released to candidates as soon as practicable after marking, usually within 2-5 days after the examination. You will receive written letter stating if you have passed or failed from the Examination and Assessment Committee
- Successful candidates are invited to submit their application for Fellowship to the ACSEP.
- If you were not successful, you will continue progressing as per their relevant Training Program year, completing Clinical Training Time, Supervision hours and any required Requirements. You may apply to sit the Clinical Examination in the following year. If the Registrar is unable to sit the Clinical Examination the following year, they must apply to the Examination and Assessment Committee and Training Committee for special consideration to sit it another time.

10. Fellowship Application

Supervision Level:	N/A	Status:	Required
Training Time:	Outside training time.	Fee:	No

Requirement Description:

Once you have completed all requirements of the ACSEP Training Program, you may apply for Fellowship within the year of completion.

Eligibility:

To be eligible to apply and be awarded the Fellowship, you must have:

- Completed, at a satisfactory or higher level, ALL Requirements as required of the ACSEP Training Program, as listed within latest Training Manual
- Successfully passed all Fellowship Examinations
- Completed 4 full-time equivalent Training Program years
- All prescribed College fees have been paid in full
- Must not have any adverse findings determined, conditions placed on their practice or are under any investigation by any medical authority (such as but not limited to AHPRA, MCNZ, the HIC, ACC, or hospital medical advisory committees)
- Regardless of training situation (i.e., Full-Time, Part-Time, Leave taken), from commencement of the Training Program, you must satisfactorily complete the Training Program (including all Requirements, Fellowship Examinations & Application for Fellowship) within 10 consecutive ACSEP years
- Extensions beyond the 10 years may be granted under exceptional circumstances, as conditioned, and approved by the Training Committee, Examination & Assessment Committee, Research Committee, and/or the CEO.

Forms:

- Refer to the Fellowship Application section on the College website for more information and to download forms.
- FORM: Application for Admission to Fellowship

Approvals:

- Your application for Fellowship and portfolio will be reviewed by the National Training Coordinator. If all requirements have been completed, the approval form will be submitted for approval by the following committees:
  - ACSEP Training Committee
  - ACSEP Research Committee
  - ACSEP Examination and Assessment Committee.
- Once all Committee Chairs have signed off on your application, it will be submitted to the ACSEP Board for final approval.

Next Steps:

Once Fellowship has been notified or awarded:

- You are requested to attend the next occurring ACSEP Annual Conference to be ceremonially presented with your Fellowship
- Ensure you have any relevant copies of College paperwork from the LMS as National Office will close access to your Portfolio;
- Australia - Contact Medicare to change their provider number details
- New Zealand - contact the MCNZ and ACC to advise of change of status from registrar to fellow
- Update your contact details within the College website & pay ACSEP Fellowship membership fee accordingly
- Commence the ACSEP CPD Program

This page intentionally blank