



P013 – TRAINING PROGRAM SELECTION POLICY AND PROCESS

Introduction

The Training Program Selection Policy and process defines the requirements for the selection of applicants for entry into the Australasian College of Sport and Exercise Physicians (ACSEP) Specialist Training Program (The Training Program). The Policy is underpinned by the Best Practice Framework for Trainee Selection into Australian Medical Colleges (The Brennan Principles) and complies with the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) accreditation requirements. The process outlines the approach taken by ACSEP in Part 2 of this document.

Scope

The Policy and process applies to all Australian and New Zealand applicants to the Training Program. It does not apply to those applicants considered as Overseas Trained Specialist (OTS) applicants.

Purpose

ACSEP aims to fill high-quality training placements, across Australia and New Zealand, with ACSEP registrars to grow Sport and Exercise Medicine. The purpose of the Policy and process is to define the requirements for the selection of applicants for entry into the Training Program.

PART 1: POLICY STATEMENT

Eligibility Criteria

Determination of applicant eligibility for the Training Program is undertaken by the Interview and Selection Committee, in consultation with the Training Committee.

Applicants must provide suitable evidence for each of the following eligibility criteria, by the closing date for their Application to the Training Program.



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- Current, unconditional, Medical Registration from the applicable Medical Board or Council in Australia or New Zealand.
- Completion of suitably acceptable (for the purposes of the Application) first and second years (PGY01, PGY02; and the commencement of (at minimum) a third year of a suitably acceptable (postgraduate Year 3 (PGY3) medical training (or its full-time equivalent)). Applicants who have not yet completed PGY3 will anticipate its completion prior to the date of commencement on The Training Program
- Permanent Residency or Citizenship of Australia or New Zealand.

Selection Criteria

Applicants who have met the criteria are eligible for consideration for selection into The Training Program. Applicant knowledge, skills and behaviour, clinical experience, academic, and other achievements will be assessed in the selection criteria. Consideration will also be given to Sport and Exercise Medicine workforce requirements, including diversity.

Selection criteria will be addressed by the applicant and assessed by the Interview and Selection Committee (ISC).

- a. Selection for the Training Program is based on:
 - i) Successful completion of the ACSEP Entrance Examinations (as per policy P024 Entrance Examination Policy). Successful applicants will be invited to apply to the program in August each year.
 - ii) Submission of the ACSEP Application Form which includes the curriculum vitae template. The information provided must be supported by a portfolio of evidence (e.g., proof of qualifications, rural background, sporting event coverage, awards etc).
 - iii) Attending ACSEP selection interviews if invited. Applicants' results are summed across different questions or scenarios, which enables a total score and ranking of performance against other applicants.
 - iv) Unsuccessful applicants will receive a letter outlining they have not been successful and inviting them to reapply the following year. To assist with developing their application, they will be offered one on one feedback with a member of the ISC.



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Interview and Selection Committee - candidate selection concerns.

a. Referee Checks

- I. All three referees provided by candidates will be contacted by members of the ISC committee. The outcome of the reference checks may have an impact on a candidates ranking and subsequent joining of the training program.
- II. If there is one negative reference received for a candidate, this will be discussed between the Chairs of ISC and Training committees and concerns discussed and resolved if possible on a case-by-case basis.
- III. If there is more than one negative reference received for a candidate, a special meeting of the Committee will be convened to discuss concerns and possible actions to be taken. This will be discussed at a Committee level and the Committee will provide this information and their recommendation prior to providing rankings of candidates to the Placement Committee.

b. Red Flag Process

There may be times when interviewers have major concerns about a candidate during the MMI process. Major concerns, which are 'Red Flags', are related to **behavioral attitudes** of a candidate that would deem them unsuitable for the training program. They are not related to a lack of SEM knowledge or inexperience which could be managed successfully through the ensuing years of training.

- I. If during the MMI process, an interviewer has a major concern about the behavior of a candidate, this can be raised as a concern to the committee and discussed at Committee level.
- II. If three interviewers have major concerns about the same candidate then this candidate can be considered a 'Red Flag' candidate and the ISC is able to recommend to the Placement Committee that this candidate is not suitable for a placement on the ACSEP Training program.
- III. Information about the concerns needs to be clearly documented and provided with candidate rankings to the Placement Committee.



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PART 2: TRAINING PROGRAM SELECTION PROCESS

This section outlines the selection process for applicants applying for the ACSEP Specialist Training Program (the Training Program). The process applies to all involved in the selection of applicants. This process and the associated policy (P013 Training Selection Policy) are reviewed regularly to ensure they comply with the general principles outlined below and that the projected needs of the ACSEP Sport and Exercise Physician workforce are met.

GENERAL PRINCIPLES

The ACSEP is committed to;

- a. A selection process underpinned by the Best Practice Framework for Trainee Selection into Australian Medical Colleges (the “Brennan Principles”).
- b. Complying with the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) accreditation requirements.
- c. Ensuring all processes are underpinned by the principles of natural justice and procedural fairness.
- d. Utilising the best available evidence to maximise the likelihood that successful applicants will be best suited for the practice of the specialty of sport and exercise medicine, and that helps deliver a sport and exercise medicine specialist workforce that is representative and serves the future needs of the diverse communities in both Australia and New Zealand.

INTERVIEW AND SELECTION COMMITTEE

Determination of applicant selection for the Training Program is undertaken by the Interview and Selection Committee (ISC), in conjunction with the Training Committee (TC).

- a. The ISC is a sub-committee of the ACSEP TC. The Chair or Deputy Chair of the Training Committee sits on the ISC.
- b. The ISC receives advice from and provides feedback to the TC, Placement Committee, Accreditation Committee and other key college committees and personnel to ensure that the ISC is well-informed and determines successful candidature for the needs of the ACSEP.



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- c. The ISC annually assesses the interview questions and how the interview process was undertaken, as well as receiving information from the TC regarding the status of each registrar on the Training Program, through to Fellowship, to allow evaluation of the Interview and Selection process, analysis of its strengths and weaknesses, and ongoing improvement of the Interview and Selection Process.

PROCESS

Selection of applicants for First Year Training placement in ACSEP Accredited Training Practices (ATP)

Applicants are required to complete the following steps when applying for the ACSEP Training Program.

- a. Applicants must successfully complete the ACSEP Entrance Examination (or an acceptable equivalent). Those applicants who receive a Pass mark in the Entrance Exam will then be invited to submit an application to undertake the interview process.
- b. All applicants must provide evidence they meet the eligibility criteria to apply as per section 4.1 of P013 – Training Program Selection Policy, available on the ACSEP website.
- c. All applicants must complete the ACSEP Application Form and CV template by the required due date and provide an organised portfolio of evidence to support their application (e.g., qualifications, rural background, sporting event coverage, awards etc) including three referees.
- d. Reference Check- All references must be from people directly involved in some aspect of the applicants training. All referees will be contacted by a member of the ISC at the conclusion of the interviews and may influence the ranking outcome.
- e. Applicants who identify as Indigenous, female, non-binary and/or with rural backgrounds who have successfully passed the exam will proceed straight to interview. This will continue until the numbers from these groups reaches 60% of interviewees after which point all applicants will be assessed using their CV score.
- f. CV Scoring - The information in this application and CV template will be reviewed independently by two ACSEP fellows from the ISC and scored according to an approved ISC template. If two markers vary by more than 20% total score, a third Fellow from the ISC will score the CV. The CV will contribute 5% of the applicant's ranking for interview.



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- g. The determination of the number of Accredited First Year Training Placements available at the time of the interview, determines the number of applicants that can be offered a position for entering the Training Program. The applicants will be notified of the Accredited First Year Training Placements available for the following year in the week prior to the Interview.
- h. The number of applicants interviewed will equal the number of Accredited First Year Training Placements available plus 50%. NZ placements will be quarantined for at least 1 NZ-based applicant.
- i. Applicants must arrange to attend the ACSEP Selection Interviews. The time, date and location and format of the interviews will be determined by the ACSEP Interview & Selection Committee by 1st of July each year and published on the ACSEP web page.
- j. Selection Interviews are undertaken in the following way:
 - I. ACSEP uses the Multiple Mini Interview (MMI) format. Applicants move through a series of stations of between 6-10 minutes in length where an interviewer will ask a series of pre-determined questions.
 - II. The domains of practice that are evaluated during the interview can include Communication; Collaboration; Management, including Quality, Safety and Health Advocacy; Research, Teaching and Learning; and Professionalism, including cultural awareness.
 - III. At the completion of the interviews, the Applicant's scores are summed and ranked. Ranking is also influenced by workforce diversity priorities. Applicants who identify as Indigenous, female, non-binary and/or with rural backgrounds will be granted an additional **two points** for each criteria met.
 - IV. Candidates who have indicated that they will commit to taking a rural post at entry to the program (even if they are not from a rural background) will be granted an additional two points. Should the candidate not then take up a rural post offered, they will lose their additional 2 points and be eligible for a second round offer, if these remain available.
 - V. Rural background is defined as at least 12 months post-graduate medical work experience in a regional or rural area; attendance at a regional university; and/or a minimum of 5 years attendance at a primary or secondary school in a regional or rural area. In Australia, regional and rural areas are defined as Modified Monash Model 2-7 areas. In New Zealand,



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

- VI. Indigenous origin applies when the applicant is of Australian Aboriginal, Torres Strait Islander, Māori or Pasifika descent; OR identifies as a person of such heritage AND is accepted as such by the relevant Indigenous community.
- k. Ranking of interviewees is then provided to the ACSEP Placement Committee for placement matching.
- l. The applicants ranked at and above the number of Accredited First Year Training Placements, at the time of the Interview, will receive an offer from the Placement Committee. Applicants below the number of training placements available will be unsuccessful in this round. Placements will be allocated by rank. The highest ranked applicant will receive their first preference. The second ranked candidate their highest available preference, and so on until all applicants and placements are allocated.
- m. A second round of offers from the Placement Committee, may be undertaken.
 - a. Placement offers vary each year depending on availability of number of placements. Should an unsuccessful applicant wish to re-apply to re-interview and re-submit their updated CV, they will automatically forfeit their previous CV and Interview score and must use the new CV and interview scores, even if this new interview score is lower than the previous attempt, to determine their ranking for selection.
 - b. If a selected candidate wishes to **defer their position** for the upcoming year, they must reapply for the Training Program the following year, including paying the application fee. They will need to reinterview as interview scores will not be able to be carried forward to the following year.
 - c. If a candidate who has successfully received a placement defers due to unforeseen personal circumstances outside of their control or due to pregnancy, that candidate is able to retain a placement for the following year. However, depending on availability of placements the candidate will be placed where there is a vacancy and not necessarily in the original placement. If the deferral continues beyond one year, that will be reviewed on a case by case basis by the Interview and Selection and Training Committees.



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Feedback and Appeals

- a. Any unsuccessful applicants may seek individualised feedback on any aspect of this selection policy or process by emailing registrars@acsep.org.au.
- b. Any applicant dissatisfied with any part of this process is encouraged to contact registrars@acsep.org.au and is referred to the *Policy P019 Review, Reconsideration and Appeals Policy*

RELATED POLICIES AND OTHER DOCUMENTS

The application process to the Training Program is detailed on the ACSEP website. <https://www.acsep.org.au/page/about/education-and-training>

- [Best Practice Framework for Trainee Selection into Australian Medical Colleges](#)



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- P019 - Review, Reconsideration and Appeals Policy
- P024 - Entrance Examination Policy
- P005 Training Practice Accreditation Regulation
- P011 – Deferral from Commencement of Training
- P013 – Training Program Selection Policy
- P019 - Review, Reconsideration and Appeals Policy
- P024 – Entrance Examination Policy

FEEDBACK

College staff, membership or any other interested person may provide feedback about this document by emailing nationaloffice@acsep.org.au



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APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	Training Committee, Education Committee, Selection Committee
Administrator	ACSEP Research and policy Officer
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