

P013 - Training Program Selection Process

1. INTRODUCTION

This document 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.

2. 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.

3. 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.
- c. The ISC also provides information and advice to the ACSEP Placement Committee to inform planning for Registrar Training placements for future training years and the predicted capacity to train First Year Registrars for the next training year.

4. PROCESS

1. 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. All applicants must successfully complete of the ACSEP Entrance Examinations.
- 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, awards, reports) including three referees, one of which must be an ACSEP Fellow.

- d. Reference Check- All references must be from people directly involved in some aspect of the applicants training. At least two referees will be contacted by a member of the ISC prior to the interviews.
- e. CV Scoring - The information in this application and CV template will be reviewed by independently by two ACSEP fellows and scored according to an approved ISC template. If two markers vary by more than 20% total score, a third marker will score the CV. The CV will contribute 30% of the applicant's total application score.
- f. Applicants must arrange to attend the ACSEP Selection Interviews. The time, date and location 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.
- g. 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. The interview contributes 70% of the applicant's total score.
- h. The applicants final score comprises 30% of their CV score and 70% of their interview score. These scores are summed, and applicants are then ranked according to their total score.
- i. The determination of the number of placements available determines the number of applicants that can be offered a position for any training year. The applicants ranked at and above this number will receive an offer. Applicants below this number will be unsuccessful in this round.

- j. Successful applicants will receive a letter of offer with the list of approved placements.
Applicants will be asked to allocate their preferences for all listed AATPs. Applicants will also receive contact details for the practices to enable them to seek more information about each placement.
- k. 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.
- l. A second round of offers may be undertaken at the ISC discretion if an applicant withdraws or indicates they will defer for the upcoming training year. In this instance, the next highest ranked candidate will receive a letter of offer.
- m. Applicants must accept or reject their offer by the due date. Once they accept, they will receive preparatory information for the training program.
- n. An applicant can choose to defer their placement as per P011 – Deferral from Training Policy.

2. Feedback and Appeals

- a. Any unsuccessful applicants may seek individualised feedback on any aspect of this selection 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*

5. RELATED POLICIES AND OTHER DOCUMENTS

<https://www.acsep.org.au/page/about/education-and-training>

- 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

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
Administrator	ACSEP Programs, Policies and Systems Administrator
Next Review Date	April, 2024

Approval and Amendment History	
Original Approval Authority Effective Date	ACSEP CEO
Amendment Authority and Date	N/A
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