



# ACSEP Specialist Training Program Training Manual 2024

## **Acknowledgment of Traditional Owners**

ACSEP acknowledges and pays respect to the Traditional Custodians of the lands across Australia on which our members live and work, and to their Elders, past, present and future. We pay respect to the Wurundjeri people of the Kulin Nation as the Traditional Custodians of the land on which ACSEPs office stands.

ACSEP acknowledges Māori as tangata whenua and Treaty of Waitangi partners in Aotearoa New Zealand.

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## About this document

This ACSEP Training Manual outlines the ACSEP Specialist Training Program and its 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 several other documents, website links, forms and policies.

These can be found on the College website. [www.acsep.org.au](http://www.acsep.org.au) > Login > Members Profile Area > Documentation, or [www.acsep.org.au](http://www.acsep.org.au) > Login > main menu Resources > **Training Program Resources**. Additional resources such as **policies**, the current **fee schedule** and **Better Members** can be found on the ACSEP website as well.

# The ACSEP Curriculum and Specialist Training Program

**The ACSEP vision is of a future in which Sport and Exercise Medicine is fully recognised for its contribution to community and individual health and wellbeing**

## The ACSEP Curriculum: Broad Learning Outcomes

The overall goal of the College is to produce Sport and Exercise 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 and those from a culturally diverse background 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:
  - Minimise injury and illness;
  - Reduce risk factors of chronic disease; and
  - Support the management of medical and mental health problems, including chronic disease.
- Provide patient-centred care, demonstrating effective communication skills, professionalism.
- Develop the skills of self-awareness and reflection to reduce the effect of bias on clinical practice.
- 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.
- Contribute to committees and organisations to facilitate change to enhance healthcare services and outcomes in sport and exercise medicine and the wider community.
- 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.

## The ACSEP Curriculum: Domains

**\*Registrars commencing in 2024 should read Appendix 1 for information on the revised Curriculum\***

The ACSEP Curriculum (2017) is based on four domains of practice. The full Curriculum document (2017 version) can be found on the [Training Program Resources section](#) of the ACSEP website. The relationship between each section and the overall Curriculum is shown in Figure 1.

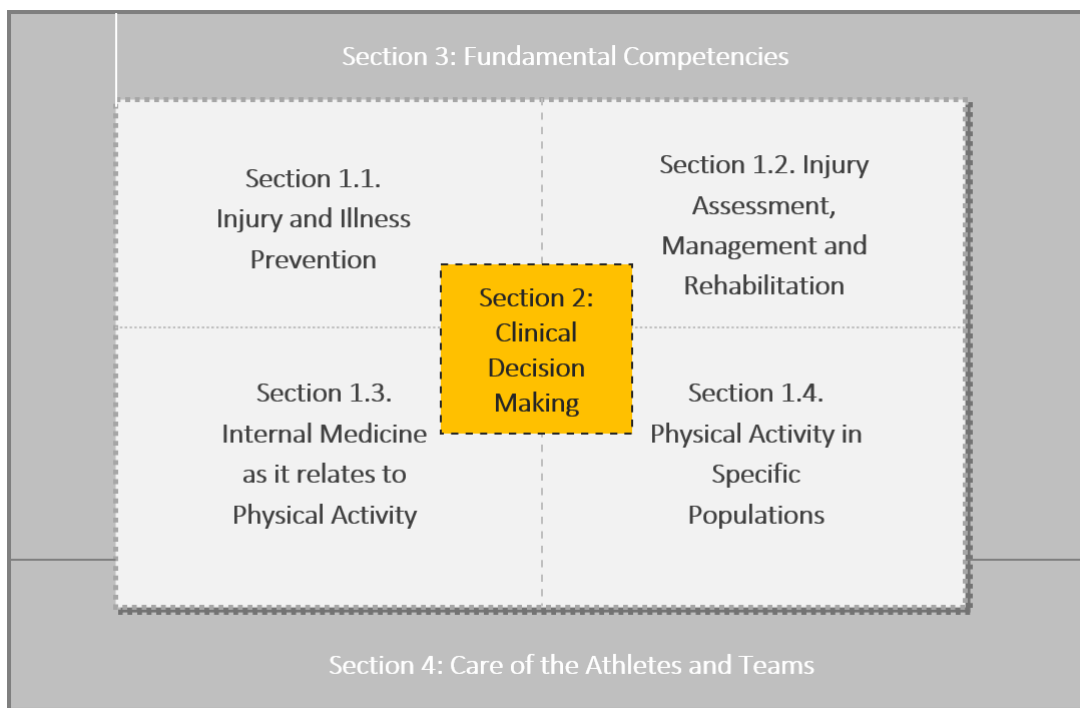


Figure 1: Visual description of the ACSEP Curriculum (2017) domains of practice.

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 (SEM).

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.

## Key Training Program personnel

Registrars on the Training Program will interact with some or all the following people or bodies.

### National Office

National Office is the ACSEP staff body and is located in Melbourne, Australia. The following National Office staff support the Training Program:

- **Training Program Manager (Luke Major)** – The Training Program Manager ([l.major@acsep.org.au](mailto:l.major@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.
- **Training and Pathways Coordinator (Kaushika Lal)** – The Training and Pathways Coordinator ([registrars@acsep.org.au](mailto:registrars@acsep.org.au)) is responsible for a range of Training Program administration requirements including responding to most enquiries, managing the LMS and tracking progress through the Training Program.
- **Training Program Project Officer (TBA)** – As part of completing the research requirements on the Training Program, Registrars must seek out a research team and Supervisor to work with. The Training Program Project Officer provides administrative support to Registrars for completing the research requirements of the Training Program, as well as other areas of the Training Program.
- **Research Technical Support Officer (Michael Girdwood)** – The Research Technical Support Officer provides technical guidance on design, implementation and completion of research projects.
- **General administration** – National Office administration provide support for all other College-related enquiries ([nationaloffice@acsep.org.au](mailto:nationaloffice@acsep.org.au)).

### **ACSEP Accredited Training Practice (AATP)**

An ACSEP Accredited Training Practice (AATP) is a practice that has been accredited and approved by the ACSEP to provide training to a Registrar while on the 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. This is also referred to as a placement, training post or Clinical Training Practice.

### **Clinical Training Supervisor (CTS)**

A Clinical Training Supervisor (CTS) is a Fellow of ACSEP and usually works at an AATP. A CTS provides teaching, support, and supervision to a Registrar while on the Training Program. This could be provided daily within an AATP or occasionally for specific requirements such as while working with teams or at events. Some AATPs have one CTS, while others may have several. In all situations, the Registrar must have one primary CTS they refer to during their Training Year. A primary CTS provides a majority (>50%) of a Registrar's supervision; secondary CTSs may be included in a Registrar's training who assist in supervision and report to the primary CTS.

### **Clinical Training Instructor (CTI)**

A Clinical Training Instructor (CTI) is a Fellow from another specialist medical 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 SEM settings such as orthopaedics, hospital surgery, general practice or emergency medicine.

### **Zone Training Coordinator (ZTC)**

A Zone Training Coordinator (ZTC) is an ACSEP Fellow who provides support and guidance to Registrars within a zone in Australia or New Zealand. They also provide approvals for Training Program activities. A ZTC is allocated to Registrars and cannot be the same as the Registrar's CTS.

### **Mentor**

Registrars are required to have a mentor for the duration of the Training Program. A mentor plays a pastoral role; they are there to discuss problems, concerns, learn from and use as a sounding board when needed. A mentor can be useful when seeking independent advice, advocacy or support if issues arise during a Registrar's time in the Training Program. While it is ideal the Mentor has an SEM background, other professions could be considered. A Mentor cannot be another Registrar or be involved in the training of a Registrar.

### **Research Supervisor**

During training, Registrars are required to complete research requirements resulting in certain research outcomes. This is to be completed under the guidance of a Research Supervisor. A Research Supervisor may be a CTS if they have an interest in research and a project they are interested in undertaking, but a CTS is not a Registrar's required Research Supervisor. A Registrar will likely need a Research Supervisor affiliated with a university, hospital or research organisation. They support the Registrar to ensure a research project is completed ethically and successfully.

### **ACSEP committees and sub-committees**

There are several committees and sub-committees within the ACSEP made up of Fellows who contribute to the college's activities. The primary committees and sub-committees for Registrars and the Training Program are the Education Committee, Training Sub-Committee, ZTC Sub-Committee, Research Committee and the Interview, Selection, Placement, Accreditation and STP Committee.

## **Training Program policies**

Policies related to the Training Program can be found on the ACSEP website [here](#).

## **Training Program fees**

Registrars must pay fees for certain Training Program requirements. All required fees must be paid to attain Fellowship. The most recent fee schedule can be found on the ACSEP website [here](#).

## **The Training Year**

The Training Year is of 12 months duration, commencing on 1 February and ending on 31 January the following calendar year. The Training Year consists of two 6-month Training Periods (February-July and August-January). All references to time and Training Program requirements in the Training Manual apply to full-time Training Program completion (1.0FTE) unless otherwise specified.

### **Training Time breakdown**

The Training Program can be undertaken either full-time or part-time. Training Time requirements dictate the minimum time a Registrar must spend completing clinical activities while on the Training Program and the level of supervision required during these times. All Training Time must be completed within an AATP or another approved practice with an SEM focus. The following applies to full-time Training Program completion:

- The Training Program is a minimum of 4 years in duration.
- Each training year consists of a minimum of 44 weeks dedicated to Training Time spread over the 52-week Training Program Year.
- A training week consists of a minimum of 36 hours dedicated to Training Time.
- The remaining weeks (maximum 8 weeks/year) can be used for touring with teams/events and personal leave.
- Training Time cannot be reduced by completing extra time. For example, if the Registrar complete more than the minimum 36 hours/week or 44 weeks/year, these extra hours or weeks do not count towards a subsequent year's Training Time.

### **Training Time accreditation**

A Registrar's Training Time must be clearly presented within their Annual Training Plan (ATP) and be acknowledged by any involved CTSs, CTIs, and be approved by their ZTC. Six-month progress reviews are conducted at the end of each Training Period with the Registrar's ZTC. If the Registrar has made satisfactory progress towards the requirements, the Training Period can be accredited. If the Registrar's progress does not meet the minimum requirements, or other issues arise, the Training Period may not be accredited. Non-accredited Training Periods must be completed again.

### **Yearly leave allowance**

Up to eight weeks per year can be used for event and team coverage and personal leave. Registrars may be allowed to carry forward up to four weeks of unused leave to the subsequent Training Year if they are continuing to work in the same AATP in the subsequent year. Registrars who move placements between years are unable to carry forward leave. Any request to carry forward leave must be negotiated with the Registrar's CTS and AATP and must be reflected in their ATP.

### **Leave from training**

Registrars may apply to take leave from the Training Program, dependent on individual circumstances and the AATP's ability to provide the option. Registrars should refer to the **Change to FTE, Leave from Training, and Withdrawal from Training Policy** for information on leave. If a Registrar takes leave, they will need to extend the time spend in the Training Program to meet minimum completion time.

### **Part-time training**

Registrars may complete the Training Program part-time. Registrars should refer to the **Change to FTE, Leave from Training, and Withdrawal from Training Policy** for information on part-time training. If a Registrar undertake training part-time, they will need to extend the time spent in the Training Program to meet minimum completion time.

## **Training Time – Description of Hours, Placements & Supervision levels**

All Training Time must be completed within an AATP or other approved practice(s) with an SEM focus.

### **Year 1 – Training Time**

Year 1 Registrars must complete a minimum of 36 hours per week 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 SEM Clinical Practices. Of these:
  - a. *A minimum of 20 hours must be spent in an 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 SEM Clinical Practice.
3. Training Program tasks completed outside of the 36 hours include Event and Team Coverage, completing Academic Modules and research.

### **Year 2 – Training Time**

Year 2 Registrars must complete a minimum of 36 hours per week 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 SEM Clinical Practices. Of these:
  - a. *A minimum of 14 hours must be spent in an 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 SEM Clinical Practice.
3. Training Program tasks completed outside of the 36 hours include Event and Team Coverage, completing Academic Modules and research.

### **Year 3+ – Training Time**

Year 3+ Registrars must complete a minimum of 36 hours per week 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 SEM Clinical Practices. Of these:
  - a. *A minimum of 8 hours must be spent in an AATP with a CTS.*
  - b. *A maximum of 4 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 SEM Clinical Practice.
3. Training Program tasks completed outside of the 36 hours include Event and Team Coverage, completing Academic Modules and research.

### **Senior Registrar – Training Time**

A Senior Registrar is a Registrar who has completed their Fellowship Examinations and minimum Training Time (4 years FTE) but has outstanding Training Program requirements requiring completion.

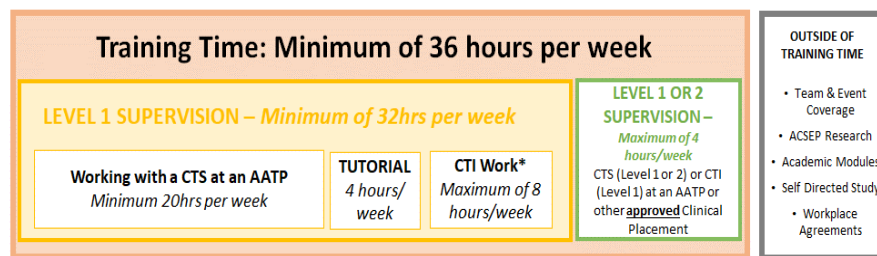
The Senior Registrar must complete a minimum of 36 hours per week within Clinical Practice(s) with a CTS and/or CTI. These 36 hours can be completed at Level 1 OR Level 2 Supervision within an approved SEM Clinical Practice with a CTS and/or a CTI. Of these hours:

1. Attendance at the tutorials is optional (to a maximum of 4 hours), however the Senior Registrar is encouraged to attend.
2. Training Program tasks completed outside of the 36 hours include Event and Team Coverage, completing Academic Modules and research.

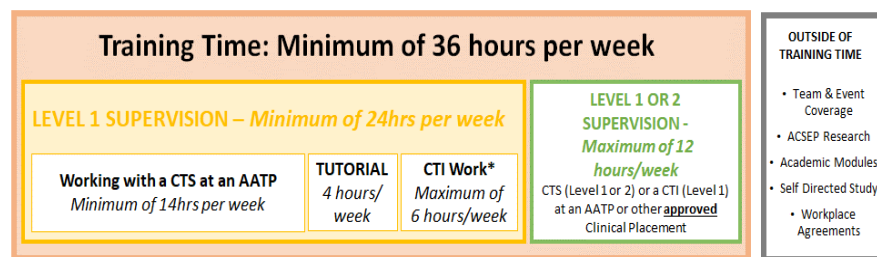
### Placement FTE fractions and minimum time spent in AATPs

If a Registrar is practicing at two AATPs, the minimum time spent at each AATP must reflect the FTE spent at each AATP. For example, a Year 1 Registrar working 0.5FTE at one AATP and 0.5FTE at another AATP must practice a minimum of 10 hours in each practice to make a minimum of 20 hours spent in an AATP.

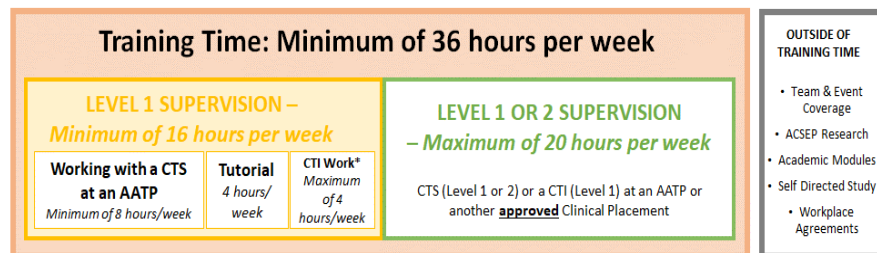
#### Year 1: ACSEP Sport & Exercise training Program - Training Time in Clinical Practice



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



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



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

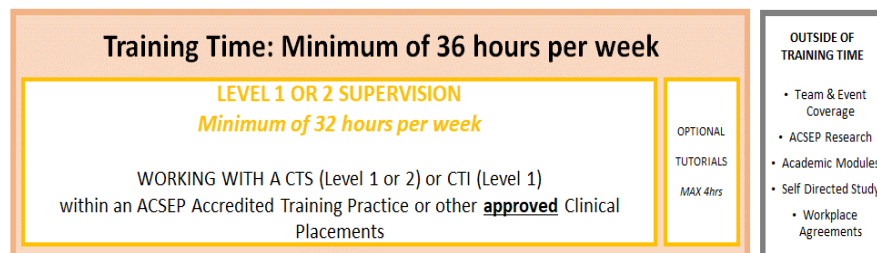


Figure 2: Visual description of Training Time, hours and supervision requirements.

## Training Time – Which requirements are within Training Time?

Table 1: Training Program requirements, Training Time and supervision levels for requirements.

Requirement	Training Time	Supervision level	
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	✓	Level 1
	CTS 6-month Review	✓	Level 1
	CTI 6-month Review (optional)	✓	Level 1
	ZTC 6-month Review	✓	Level 1, 2 or 3
WORKPLACE BASED ASSESSMENTS	Mini-CEX	✓	Level 1, 2 or 3*
	DOPS	✓	Level 1
	CbD	✓	Level 1, 2 or 3*
	MMA**	✓	Level 1, 2 or 3*
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 or 2
	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, 2 or 3
E-LEARNING MODULES	Academic Module: Research Methodology	×	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	×	N/A
	Conduct Research	×	N/A
	Write Research	×	N/A
	Completing RBA Research Portfolio	×	N/A
	Presentation: Registrar Conference	×	N/A
	Presentation: Scientific Conference	×	N/A

	Conference Attendance	✓	N/A
COURSES	MOST Course	×	N/A
FELLOWSHIP EXAMINATION	Written Examination	✓ Examination attendance × Study Time	N/A
	Clinical Examination		N/A

\*With prior approval

\*\*For Registrars commencing in 2024

## Supervision levels

When a Registrar is working at an AATP, working with a team or overseeing an event, they are required to have appropriate supervision.

During a Registrar’s first year of training, the majority of their supervision requires the Supervisor to be at the same place and available to provide immediate in-person advice. As Registrars progress through their training, more off-site supervision is allowed, however the Supervisor must always be available on-call to consult with 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 (e.g., illness, annual leave, team travel), either the absent CTS/CTI must organise other CTSs/CTIs to ensure the Registrar still obtains the correct level of supervision, or alternate measures must be taken such as the Registrar takes a period of leave.

Training Program requirements that do not involve patients, such as completing Academic Modules, do not require supervision. Table 2 outlines supervision levels.

Table 2: Supervision levels for Training Program settings and Supervisors.

	Clinical practice	Events and teams	Hospital/assisting	Other
	CTS	CTS or CTI	CTI	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 or 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.

Table 3 is indicative of the supervision expectations during the Training Program.

Table 3: Supervision expectations during the Training Program.

Year	Supervision requirement
Year 1	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 (e.g., teaching examination skills, leading case discussions etc.).</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Year 3	
Year 4	
Year 5+, Senior	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Timeline of key due dates

Some Training Program Requirements have due dates, and these are outlined in Table 4.

Table 4: Timeline of key due dates for Training Program requirements.

Requirement		Year 1	Year 2	Year 3	Year 4	Year 5+	
CLINICAL	Clinical Training Time	Full time load: 36 hours per week, 44 weeks per year. Training Time will be signed off when Training Period requirements are signed off by ZTC.					
	ANNUAL REQUIREMENTS Due once per year	Placement Notification to the College	31 August (Email to <a href="mailto:registrars@acsep.org.au">registrars@acsep.org.au</a> )				
		Placement Forms (3GA, HW019, 3GN)	31 October Medicare processing times are minimum 20 business days				
		Annual Training Plan & Timetable	30 November				
	TRAINING PERIOD REQUIREMENTS Due 2 x per year	Training Logbook	National Office Portfolio Assessment All documents uploaded by the following times:				
		Log of Procedures	<ul style="list-style-type: none"> <li>• Training Period 1: 14 July</li> <li>• Training Period 2: 14 January</li> </ul>				
		CTS/CTI 6-month Review	Undertaken with CTS/CTI by the following times: <ul style="list-style-type: none"> <li>• Training Period 1: 14 July</li> <li>• Training Period 2: 14 January</li> </ul>				
		ZTC 6-month Review	Undertaken with ZTC by the following times: <ul style="list-style-type: none"> <li>• Training Period 1: 30 July</li> <li>• Training Period 2: 30 January</li> </ul> Emailed to <a href="mailto:registrars@acsep.org.au">registrars@acsep.org.au</a> and uploaded to the Registrar's online portfolio.				
	WBAS	Mini-CEX	At least 3 WBAs each Training Period				3/year
		DOPS					N/A
CbD		3 /year					
MMA*							
EVENT AND	Category 1: Major Event Coverage	Complete during years 1-4.				As required	

	Category 2: Collision Sport Team Coverage	Submit forms to online portfolio once completed.				
	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				
TUTORIALS	College Tutorials	44 sessions per year (85% attendance requirement)				
		<ul style="list-style-type: none"> <li>• Training Period 1 – 22 sessions (during Feb-July)</li> <li>• Training Period 2 – 22 sessions (during July-Dec)</li> </ul>				
E-LEARNING MODULES	Academic Module: Research Methodology	Complete by 30 July in Year 1	N/A			
	Academic Module: Sports Psychology	Complete in any order.				As required
	Academic Module: Sports Pharmacology					
	Academic Module: Biomechanics					
	Academic Module: Sports Nutrition					
	Educational Modules					
RESEARCH	ACSEP Conference and Registrar Conference Attendance	Each year	Each year	Every second year	Every second year	
	Research Based Activity (RBA) requirements	Research Proposal due last Friday in October	Conduct research		Accrue all RBA points	
	Presentation: Registrar Conference	YES	YES	Optional		As required
	Presentation: Scientific Conference	Presentation after Research has been completed				As required
	MOST Course	Completed every 3 calendar years				

EXAMS	Written Examination	All Training Program requirements above must be completed to be eligible to sit the Fellowship Examinations	June	As Required
	Clinical Examination		Sept/ October	

\*For Registrars commencing in 2024 only

# Training Program requirements

This section outlines Training Program requirements that must be completed in the Training Program. There are requirements in areas such as:

- Clinical Practice
- Annual Training Plans
- Training Logbook
- Logbook of Procedural Skills
- Clinical Training Reviews
- Tutorials
- Workplace-Based Assessments
- Event and Team Coverage
- Academic Modules and Education Modules
- Research
- Conference attendance
- Management of Sports Trauma Course
- Fellowship Examinations

These are described in detail below.

## Clinical Training Time

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

### Requirement description

A Registrar’s primary education during the Training Program is via patient consultations in a clinical practice setting. Clinical Training Time is always undertaken with Level 1 or 2 Supervision, mostly with the Registrar’s CTS or CTI. Clinical Training can occur in:

- An AATP;
- At other clinical locations with an SEM focus such as in GP practices or with allied health groups;
- At hospitals, such as providing surgical assisting or working within emergency departments;
- Team environments if set up as a clinic/patient examination environment in a supervised ongoing, recurring basis.

### Within Clinical Training Time, the following activities are included:

- Sitting in with CTSs observing patients
- Sitting in or assisting CTIs with clinical/surgical tasks (e.g., with a radiologist)
- Consulting, reviewing, and assessing a Registrar’s 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 a Registrar’s patient
- Completing a Training Logbook
- Completing a Logbook of Procedures
- Completing Workplace Based Assessments
- Completing CTS/CTI 6-month Progress Reviews
- Participating in tutorials
- If approved by a ZTC – working within other clinical settings or within a reoccurring team clinic/injury clinic environment.

The following requirements cannot be completed in Clinical Training Time, although they can be completed within the Registrar’s practice. They must be completed outside of Clinical Training Time:

- Working with sporting teams or at events, such as game day matches, team meetings, training sessions
- Studying for examinations
- Completing Academic Modules or Education Modules
- Completing Research
- Having discussions with Mentors.

**\*Registrars commencing in 2024 should consult [Appendix 2](#) for information on Entrustable Professional Activity (EPA) Training Program requirements\***

## Placement Forms

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

### Requirement Description

Registrars must inform the College of their practice locations while on the Training Program. In their first year, the College will place Registrars in a practice. Beyond Year 1, the Registrar will be responsible for identifying new AATPs to continue training in. All placements require CTS approval and submission of placement details to the College, which must be provided to the College in the Registrar's ATP.

### Forms – Australian placements

Australian Registrars need a Medicare Provider Number for each practice they work at and may need a number for some hospital work (dependent on the hospital, not the AATP). Provider Numbers connect a Registrar to a place of work and allows the Registrar to provide Medicare rebates to patients. For Registrars requiring a Medicare number, the following forms must be completed and return to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) by 31 October:

1. **Form 3GA – Verification of Approved Training Placement**
2. **HW019 – Application for a Medicare Provider Number**

The College will submit forms to Medicare on behalf of Registrars and notification will be sent to Registrar's home addresses in a minimum of 20 business days.

### Forms – New Zealand placements

For Registrars not requiring a Medicare number (i.e., New Zealand Registrars), the following form must be completed and returned to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) by 31 October:

1. **Form 3GN – Verification of Approved Training Placement**

In New Zealand, most AATPs also require Registrars to sign onto an ACC/ACSEP Agreement. This is the responsibility of the AATP CTS/Practice Manager.

### Two-year placement rule

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

- Registrars may spend a maximum of two years 1.0FTE within an AATP.
- Registrars who are part-time or have taken leave still complete the required time as per 1.0FTE loading e.g., a Registrar training at 0.5FTE could spend up to four calendar years in a placement at 0.5FTE (equivalent to two years 1.0FTE).
- When the two years 1.0FTE has expired, Registrars must move to a new AATP resulting in a change of primary CTS and location.
- This two-year placement rule can be completed consecutively or at different intervals and is until Registrars have completed the minimum Training Time requirement for the Training Program. After this time, there are no restrictions on time spent in AATPs.

- For the full duration of the Training Program, Registrars must discuss and have approval from their ZTC for all AATP movements to ensure the new position meets the needs of the Registrar.
- Any potential conflicts of interest between the Registrar/Supervisor/ZTC/placement must be discussed at Training Sub-Committee level for final approval.

### Exemptions to the two-year placement rule

The expectation is that Registrars entering the Training Program do so with the knowledge the two-year placement rule is a requirement. To support Registrars in their learning and enable a flexible approach if needed, Registrars may apply for an exemption to the two-year placement rule in one or more of the following circumstances after Registrars have commenced the Training Program:

1. **Undue hardship** – Moving from the current placement to a new placement will result in demonstrable socioeconomic hardship to the Registrar, their partner and/or family.
2. **Servicing an area of need (rural or remote)** – The Registrar’s current placement will provide ongoing service to a rural or remote area of need that will not be filled by another Registrar.

In most instances, all Registrars will need to undertake a portion of the Training Program at another site. For example, they might travel to another city and undertake an intensive week of placement with another Fellow, several times in each Training Period.

Registrars must apply in writing to the Training Sub-Committee by emailing [registrars@acsep.org.au](mailto:registrars@acsep.org.au) for consideration and review of the request. Approved requests are subject to annual review to assess the currency of the cited circumstances and the training experience provided in the placement.

### Primary CTS

The Primary CTS provides the majority (>50%) of the Registrar’s SEM training by providing clinical training, supervision, and feedback.

### Secondary CTS

A 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.

Table 5: Responsibilities of supervision of ACSEP Training Program Supervisors

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 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	Yes	Yes

Registrar is feeling supported and assisted for making crucial management decisions at specialist levels of their clinic patients.		
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.	<b>Yes</b>	<b>Yes*</b>
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.	<b>Yes</b>	<b>Yes</b>
6. Assisting and monitoring the Registrar to achieve requisite Workplace Based Assessments at high standards.	<b>Yes</b>	<b>Yes</b>
7. Actively contribute to the tutorial program and conduct sessions with commensurate frequency.	<b>Yes</b>	<b>Yes*</b>
8. Reporting any major concerns or deficits such as Registrars' failure to comply with standards/ethics, failure to attend scheduled meetings/other issues.	<b>Yes</b>	<b>Yes*</b>
9. Providing the Chair of Training and the ZTC with completed CTS reports twice yearly, by the 14 July for Training Period 1 and 14 January for Training Period 2.	<b>Yes</b>	<b>No</b>
10. Noting any issues affecting a Registrar's training and if unable to deal with them refers to ZTC or Training Sub-Committee.	<b>Yes</b>	<b>Yes*</b>
11. Being fully conversant with the provisions of training as contained in the Training Manual and as revised from time-to-time.	<b>Yes</b>	<b>Yes</b>
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.	<b>N/A</b>	<b>Yes*</b>

\*Reports to the Primary CTS

### Approvals

For Registrars requiring a Medicare number, the Registrar's Primary CTS will need to sign the 3GA form before submitting to the College for processing. The College will approve forms and send to Medicare on the Registrar's behalf. Registrars will be notified via letter to their listed home address in a minimum of 20 business days.

## Annual Training Plans (ATP)

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

### Requirement description

An Annual Training Plan (ATP) must be submitted each year and identifies a Registrar's Training Program intentions for the upcoming year, including information on work fraction, placements, CTSs, Mentors, and Event and Team Coverage. An ATP must be developed in consultation with Supervisors, event and team managers and, if required, Training Program staff at the College.

During a Registrar's ATP planning, Training Program requirements completed in previous years should be considered and requirements relevant to the Registrar's Training Program Stage should also be considered to ensure timely progression through the Training Program. The ATP should be discussed at each six-month progress review. Any ATP changes must be approved by a Registrar's CTS, ZTC and any other impacted stakeholders.

### Forms

The following must be completed and emailed to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) and uploaded to the Registrar's online portfolio by 15 November:

- **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

ATPs must be signed by a Registrar's CTS and ZTC. Approved ATPs must be emailed to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) uploaded to the Registrar's online portfolio.

## Training Logbook

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

### Requirement description

Registrars must maintain a Training Logbook to record aspects of training and de-identified patient consult information. Registrars should be reviewing their logbook regularly with their CTS and at 6-month progress reviews with CTSs and ZTCs. A logbook template is provided by the College to capture data in a consistent manner. Training CTSs and ZTCs access Registrar Training Logbooks via their online portfolio.

### Forms

The following must be completed and uploaded to the Registrar's online portfolio or provided to CTSs or ZTCs by 14 July for Training Period 1 and 14 January for Training Period 2 to ensure adequate time for CTS and ZTC review ahead of 6-month Progress Review meetings:

1. **Training Logbook**

### Approvals

The CTS (and CTI if applicable) and ZTC review and approve the Training Logbook during 6-month Progress Reviews. Approved logbooks must be uploaded to the Registrar's online portfolio before the end of the Training Period.

## Logbook of Procedures

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

### Requirement description

Registrars must observe and perform a range of procedural skills to meet Training Program requirements. Registrars should aim to complete a minimum of four procedures per year. Ideally, all procedures will be completed within the first three years of the Training Program. Progress is reviewed at each 6-month Progress Review. Procedure requirements in the Logbook of Procedures are separate to Direct Observation of Procedural Skills (DOPS) Workplace-Based Assessments (WBAs).

Registrars must *observe* the following procedures and record them in their Logbook of Procedures. Registrars are encouraged to perform these if possible.

- **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

Registrars must *observe AND perform* the following procedures and record them in their Logbook of Procedures:

- **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

### Forms

The following must be completed and uploaded to the Registrar's online portfolio by 14 July for Training Period 1 and 14 January for Training Period 2 to ensure adequate time for CTS and ZTC review ahead of 6-month progress review meetings:

1. **Logbook of Procedures Form**

### Approvals

The Registrar's CTS and ZTC review and approve the Logbook of Procedures. Approved Logbook of Procedures must be uploaded to the Registrar's online portfolio.

## Workplace Based Assessments (WBAs)

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

### Requirement description

Workplace Based Assessments (WBAs) enable a continuous method of formative assessment and feedback to inform Registrar progress and learning and are conducted within the workplace setting, such as within the Registrar's AATP. WBAs involve an Assessor, usually an ACSEP Fellow, observing the Registrar interacting with a patient during a consultation. Alternatively, the Assessor will ask the Registrar a series of questions within a discussion environment after presentation of the case. The focus of individual WBAs is on appropriately detailed feedback to assist in targeting areas of learning and growth the registrar requires.

The Assessor may be a Registrar's CTS, another Fellow from their practice or a Fellow from the **WBA Remote Assessment Pool**. Registrars are required undergo WBAs from several Assessors throughout the Training Program. At the completion of a WBA, the Assessor should discuss the outcome of the WBA and direct the Registrar toward any deficiencies in knowledge, skill, or behaviour to guide the individuals further learning. The Assessor is required to complete the relevant WBA Form and provide the completed form to the Registrar.

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

Registrars 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)
- Mini Management Assessment (MMA; for Registrars commencing in 2024 only)

### Forms

The following WBA forms can be downloaded from the Training Program Resources section of the ACSEP website:

- **Mini Clinical Evaluation Exercise Form**
- **Direct Observation of Procedural Skills Form**
- **Case Based Discussion Form**
- **Mini Management Assessment Form (for Registrars commencing in 2024 only)**

### WBAs – Registrar's requirement

Registrars must instigate each assessment by approaching their Assessor and organising the appropriate time and (if necessary) patient for the assessment to occur. Alternatively, the Registrar may conduct a WBA via videoconference, video recording or phone, dependent on the WBA type and outlined in Table 6. Registrars must provide Assessors with the relevant form prior to the WBA taking place.

When organising the WBA assessment, Registrars must consider:

- **Assessors** – Consider who the Assessor shall be. A variety of assessors are required to conduct the WBAs, so be sure that different Assessors are selected. A maximum of 50% of WBAs for each EPA can be completed by the same Assessor. Multiple assessments conducted by the same Assessor in a short period of time will not be accepted toward completion of Training Program requirements.
- **Who** – The Mini-CEX and DOPS must 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- Consultations for Mini-CEX assessments may be videoed and sent to an Assessor. A post review discussion will occur between the Registrar and Assessor subsequently, which ideally occurs within 10 days of the consultation. A consultation involving a patient which is video recorded requires consent from the patient and this must be clearly documented. The patient must understand how the video will be stored and provided to the Assessor. Video recordings involving patients must be de-identified as much as possible (e.g., do not use full patient names). Mini-CEX and DOPS may also be completed when undertaking Event and Team Coverage Training Program requirements if a suitable Assessor is available. CbDs do not require patient involvement, however, the CbD being discussed must be based on a patient the Registrar has recently seen. CbDs may occur via video conference or can be a component of the Tutorial Program, where suitable and possible. MMA does not require patients within the assessment, however, the discussion regarding management of a patient’s consultation should occur at the time the patient is being seen or soon afterwards. MMA may also be carried out via telephone or video conference.
- **When** – WBAs must occur at a time that is suitable for the Registrar, Assessor and (if required) the patient; although if a Mini-CEX or DOPS is videoed, the Assessor can review at a convenient time and provide feedback. Registrars may need to discuss their WBA needs with the Practice Managers 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** – Table 6 advises how a WBA can be conducted.

Table 6: Options for WBA assessment modes.

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

\*For Registrars commencing in 2024 only

WBAs that can be completed by phone, video conference or videoed and assessed later can be complete using the WBA Remote Assessment Pool Fellows.

## **WBAs – Assessor’s requirement**

When assessing Registrars, Assessors must consider the following:

- WBAs are an assessment for learning and identify areas that the Registrar should focus on. The Assessor must consider the Registrar’s level of competency and how much supervision they require to deliver quality patient care. Criterion referenced scales on the WBA forms require the Assessor to rate the Registrar regarding their competency in performing an activity relative to that of a specialist Sport and Exercise Physician. When the Registrar requires no input from the supervisor, or exceeds this requirement, they are deemed to have reached the competency threshold.
- Use the Assessment Criteria in each form 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 form. This is to guide the Registrar on aspects of the encounter that could benefit from further learning and/or practice.
- The completed WBA form should be returned to the Registrar within one week of the completed WBA.

Formative WBAs contribute to the summative achievement of completing the relevant EPA.

## Mini Clinical Evaluation Exercise (Mini-CEX)

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

### Requirement description

The Mini Clinical Evaluation Exercise (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 observes the Registrar taking a focused history and performing a physical examination on a variety of common patient presentations.

Registrars commencing in 2024 should read [Appendix 2](#) for information on Mini-CEX WBA requirements.

### Registrars who commenced prior to 2024 must 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 who commenced prior to 2024 must 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

Mini-CEX WBA forms must be uploaded to the Registrar's online portfolio using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 - Mini-CEX-MA-6

## Direct Observation of Procedural Skills (DOPS)

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

### Requirement description

Direct Observation of Procedural Skills (DOPS) 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.

Registrars commencing in 2024 should read [Appendix 2](#) for information on DOPS WBA requirements.

### Registrars who commenced prior to 2024 must 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 who commenced prior to 2024 must 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

DOPS WBA forms must be uploaded to the Registrar's online portfolio using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 – DOPS-1

## Case Based Discussions (CbD)

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

### Requirement description

Case Based Discussions (CbDs) 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 case 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. Patient notes are also considered as part of this assessment.

Registrars commencing in 2024 should read **Appendix 2** for information on CbD WBA requirements.

### **Registrars who commenced prior to 2024 must satisfactorily complete at least 6 different medical cases (MC) from the topics:**

- 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 who commenced prior to 2024 must satisfactorily complete at least 6 different injury cases (IC) (including one trauma) from the topics:**

- 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**

CbD WBA forms must be uploaded to the Registrar's online portfolio using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 – CbD-IC-1

## Mini Management Assessment (MMA)

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

**\*The MMA WBA type is a requirement for Registrars commencing in 2024 only\***

### Requirement description

Mini Management Assessment (MMA) assesses the performance of a Registrar in managing a patient. This assessment gives an indication of the Registrar's ability to present a succinct history of relevant information, formulate an investigative and/or management plan for a patient and discuss this plan with the assessor in the context of a 'corridor conversation'.

The WBA formalises the common process of discussing planned investigations or management with the Supervisor/assessor in the context of contemporaneous consultation or one that has been recently completed. An MMA should take no more than 10 minutes. The Registrar briefly presents the case by highlighting the salient points from the history and examination, and then discusses their proposed investigative or management plan.

MMA's are best performed in a one-on-one consultation with the assessor at the time of the consultation or at the end of the consulting session.

Registrars commencing in 2024 should read [Appendix 2](#) for information on MMA WBA requirements.

### Submission

MMA WBA forms must be uploaded to the Registrar's online portfolio using the following naming protocol:

- FirstName LastName – CalendarYear YearTraining – WBA code
- E.g. Sally Jones - 2020 Y4 – MMA 1

Event and Team Coverage			
Supervision Level:	Level 1 or 2	Status:	Required
Training Time:	Outside Training Time	Fee:	No

### Requirement description

Registrars must 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 the Registrar’s skills in a range of roles within the event and team coverage environment.

### Types of coverage

There are five categories of Event and Team Coverage with a minimum of 10 events in total to be completed in the 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)

### Approvals

All Event & Team Coverage opportunities must be discussed with the Registrar’s CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any Event or Team coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au).

### Pre-requisites

Year 1 Registrars are required to undertake the Management of Sports Trauma (MOST) Course prior to undertaking any Event or Team Coverage. It is highly recommended that the ACSEP Education Modules Course “Care of Athletes & Teams” be completed prior to participating in these Categories.

### Supervision

All Event and Team Coverage must be appropriately supervised. Each category has different supervisory requirements, and this is outlined in subsequent sections of the Training Manual.

### Roles and forms

Each category has its own requirements for role definitions and reporting forms, and these are outlined in subsequent sections of the Training Manual.

## Category 1: Major Event Coverage

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

### Requirement description

In Category 1 Event and Team Coverage, the Registrar's 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 the Registrar's responsibility to ensure they 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 and Team Coverage opportunities must be discussed with the Registrar's CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any Event or Team coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au).

### Supervision requirements for Category 1 Event and Team Coverage

Level 1 or 2 supervision is required from one of the following:

- 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, the Registrar must have supervision from their primary AATP CTS for this coverage. If this is the case, the CTS is also required to co-sign all documentation relating to this requirement.

### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio:

- **Form TP3.7C Major Event Coverage** must be 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 Registrar's Training Logbook

## **Submission**

Category 1 Event and Team Coverage forms must be uploaded to the Registrar's 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

## Category 2: Collision Sport Team Coverage

Supervision Level:	Level 1 or Level 2	Status:	Required
Training Time:	Outside Training Time. Weekly supervised injury clinic may be included	Fee:	No

### Requirement description

In Category 2 Event and Team Coverage, Registrars must 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 and 5.

Table 7 explains how Registrars can fulfil their Category 2 Event and Team Coverage requirements.

A complete season is usually 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, Registrars are required to complete two seasons bringing it to a total of 12 months 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 with appropriate supervision (i.e., an injury clinic). This time can be included in Training Time for that supervision level and location and must be documented in the Registrar's ATP for that year. All other activities, such as attending game matches and team meetings, fall outside of Training Time.

### Approvals

All Event and Team Coverage opportunities must be discussed with the Registrar's CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any Event or Team coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au). Supervision requirements for Category 2 Event and Team Coverage are outlined in Table 7.

### Exceptions to roles in elite collision teams

Registrars are not allowed to be the CMO of a club at the elite level in: National Rugby League (NRL); Rugby Australia (RA); or the Australian Football League (AFL). Registrars may apply for an exception to undertake a Lead Doctor/CMO Role with Elite level teams by completing **Form TP3.7H (Exception Request for CMO/Lead Doctor Role)** and providing evidence to support the application. Exceptions will be considered by the Training Sub-Committee on a case-by-case basis.

### Supervision

The Registrar must organise weekly/regular review sessions with their Supervisor to review the injury and rehabilitation status of the players they are managing. Sporting teams and any sport and/or role that is not specifically referenced in Table 7 requires approval from the Training Sub-Committee prior to undertaking the role.

## Forms

The following forms must be completed and uploaded to the Registrar's online portfolio:

- **Form TP3.7E Collision Team Sport Coverage** must be completed at the end of the season
- Record of athletes treated are added to the Registrar's Training Logbook

## Submission

Category 2 Event and Team Coverage forms must be uploaded to the Registrar's 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

Table 7: How Registrars can fulfil their Category 2 Event and Team Coverage requirements.

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	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

		observe/assist their senior team doctor in a competition setting.	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 Level 1 and 2 supervised hours allowed for each of year of training.

### Category 3: Team or Event Coverage for Elite Athletes

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

#### Requirement description

In Category 3 Event and Team Coverage, Registrars must undertake a role as a Medical Officer of either an elite team of athletes, or for an elite level event. Suitable elite level teams or events are as follows:

- State Level Sport
- National Level Sport
- International Level Sport
- Institute Level Sport
- Elite Level.

The duration and involvement (e.g., participation in game day events, competition, meetings, etc.) within this category must provide sufficient learning exposure for the Registrar to ensure adequate understanding and knowledge of the sport's common injuries and medical illnesses, and their management. The sport covered in Category 3 must be a different sport to that covered in Category 1, 2 and 5.

#### Approvals

All Event and Team Coverage opportunities must be discussed with the Registrar's CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any event or team coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au).

#### Supervision requirements for Category 3 Event and Team Coverage

Category 3 Event and Team Coverage requires Level 1 or 2 supervision. The Supervisor is expected to be the CMO for the National Sporting Organisation if the Registrar is providing coverage for a national team, or the CMO for the event being covered. If the Supervisor is not an ACSEP Fellow, the Registrar must have approval from their primary CTS and all forms must be signed by their CTS. Level 3 supervision for Category 3 Event and Team Coverage is only possible under unique circumstances and must be approved by the Training Sub-Committee.

#### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio:

- **Form TP3.7F Team and Event Coverage for Elite Athletes** must be completed at the end of the event
- Record of athletes treated are added to the Registrar's Training Logbook

#### Submission

Category 3 Event and Team Coverage forms must be uploaded to the Registrar's 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

## Category 4: Travelling with a Team

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

### Requirement description

In Category 4 Event and Team Coverage, Registrars must travel with a sporting team competing in a tournament internationally (i.e., outside of Australia or New Zealand). Registrars must be the lead or supporting doctor for the team. Travel and supporting a team under this category must be for a minimum of 10 consecutive days from the date of departure from the Registrar's home country to date of arrival back in the Registrar's home country.

If international travel while completing Category 1, 2, 3 or 5 is required, Category 4 Event and Team Coverage can be completed during this time.

### Approvals

Category 4 Event and Team Coverage cannot be completed by Year 1 Registrars. In exceptional circumstances, a request to complete this category may be considered by the Training Sub-Committee via a written application and with CTS support.

All Event and Team Coverage opportunities must be discussed with the Registrar's CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any Event or Team coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au).

### Supervision

Level 3 Supervision is required for Category 4 Event and Team Coverage. The Supervisor is expected to be the CMO for the National Sporting Organisation if the Registrar is providing coverage for a national team. If the Supervisor is not an ACSEP Fellow, the Registrar must have approval from their primary CTS and all forms must be signed by their CTS.

### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio:

- **Form TP3.7G Travelling with a Team** must be completed at the end of the engagement
- Record of athletes treated are added to the Registrar's Training Logbook

### Submission

Category 4 Event and Team Coverage forms must be uploaded to the Registrar's 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

## Category 5: Minor Event Coverage

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

### Requirement description

In Category 5 Event and Team Coverage, Registrars must provide medical coverage as the main or supporting doctor for six different events and sports. Each sport or event must be different a different event or sport as well as being different sports to that covered in Category 1, 2, 3 and 4.

Table 8: Category 5 Event and Team Coverage sporting event requirements.

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 and Team Coverage opportunities must be discussed with the Registrar's CTS and ZTC prior to agreeing to take any role. The Registrar must have written prior approval from their CTS and ZTC via email to undertake any Event or Team Coverage role. This email approval must be forwarded to [registrars@acsep.org.au](mailto:registrars@acsep.org.au).

### Supervision requirements for Category 5 Event and Team Coverage

Category 3 Event and Team Coverage requires Level 1 or 2 supervision. The Supervisor is expected to be the CMO for the National Sporting Organisation if the Registrar is providing coverage for a national team, or the CMO for the event being covered. If the Supervisor is not an ACSEP Fellow, the Registrar must have approval from their primary CTS and all forms must be signed by their CTS. Level 3 supervision for Category 3 Event and Team Coverage is only possible under unique circumstances and must be approved by the Training Sub-Committee.

### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio:

- **Form TP3.7D: Minor Event Coverage** must be completed at the end of each event
- Record of athletes treated are added to the Registrar's Training Logbook

### Submission

Category 5 Event and Team Coverage forms must be uploaded to the Registrar's 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

College Tutorials			
Supervision Level:	Level 1-3	Status:	Required
Training Time:	Inside Training Time	Fee:	No

### Requirement description

Core specialist SEM education in the Training Program is delivered through the College Tutorial Program. The Tutorial Program is delivered through a blend of online and in-person tutorials that align to the Curriculum. Tutorials are delivered by content matter experts who are usually Fellows of ACSEP. The Tutorial Program is structured in a two-year cycle; during these two years, all aspects of the Curriculum will be covered. The tutorial program is aligned to the 2024 Curriculum document and 2024 is the first year of the two-year cycle.

For each tutorial, Registrars are required to do the following:

1. **Complete pre-learning** – Approximately two hours of pre-learning ahead of tutorials must be completed prior to tutorials and may consist of activities such as reading journal articles, watching videos or completing e-learning modules. Tutorial presenters deliver content on the assumption that Registrars have completed pre-learning.
2. **Attend tutorials** – Tutorials are delivered on Fridays, 10:30am-12:30pm AEST/AEDT. Tutorials are largely delivered online with in-person tutorials throughout the Training Period. Online tutorial presenters determine tutorial format, which usually consists of a seminar-style presentation and practical activities such as case studies with question prompts, multiple choice questions or short answer questions to underpin the tutorial topic. In-person tutorials are run in states/territories/provinces across Australasia where key practical knowledge can be learnt and demonstrated.

The Tutorial Program is published on the ACSEP website at the beginning of the first Training Period of each year and is subject to change.

### Attendance requirements

Approximately 44 tutorials are delivered in a Training Year and Registrars are required to attend a minimum of 85% of tutorials. An online tutorial attendance record is maintained in SEM Academy. Both online and in-person tutorials contribute to attendance records. If attendance for the Training Year is less than 85%, the Training Year may not be accredited.

Any Registrar who is unable to attend tutorials must inform the College in writing ahead of the tutorial at [registrars@acsep.org.au](mailto:registrars@acsep.org.au). The Registrar must watch the recording asynchronously on SEM Academy by the following Monday, 12pm AEST/AEDT to have attendance marked as completed. Working by completing patient consults or working with a CTI is not accepted as a reason for watching tutorials asynchronously.

Tutorial exemptions are available if a Registrar is on event or team coverage and is unable to attend live or watch the tutorial asynchronously on SEM Academy. A **tutorial exemption form** must be submitted to the College ahead of the tutorial at [registrars@acsep.org.au](mailto:registrars@acsep.org.au). Tutorial exemptions require CTS approval. The Registrar's tutorial attendance will be marked as completed.

### Supervision

ACSEP Fellows will supervise all aspects of the tutorials, although in some instances, other content matter experts may be sourced such as medical specialists or allied health professionals.

## Attendance at ACSEP Annual Scientific Conference and Registrar Conference

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

### Requirement description

The ACSEP Annual Scientific Conference is held each year in November and is a globally renowned SEM conference. The ACSEP Registrar Conference is held the day before the ACSEP Annual Scientific Conference in the same city and venue. Additional courses are run in the days before or after the conferences (e.g., MOST Course, MSK Ultrasound Course) which may assist in meeting Training Program requirements.

Attendance requirements for Registrars are as follows:

- Year 1: Must attend the Registrar Conference and Scientific Conference each year.
- Year 2: Must attend the Registrar Conference and Scientific Conference each year.
- Year 3+: Must attend the Registrar Conference and Scientific Conference at least every second year.
- Senior: Must attend the Registrar Conference and Scientific Conference at least every second year.

The Conferences represent opportunities for Registrars to complete mandatory Training Program research requirements for presentation of research.

Conference registration typically opens in August with early-bird registration rates available.

E-Learning modules			
Supervision Level:	N/A	Status:	Yes (Academic) No (Education)
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, contains a wide range of e-learning modules. The modules are developed by world-leading experts so Registrars can develop advanced understand of concepts and principles related to each topic. Some modules are Training Program requirements while others are optional unless they have been set as tutorial pre-learning.

### Academic Modules

Academic Module completion is a Training Program requirement. There are five Academic Modules:

1. Research Methodology
2. Sports Nutrition
3. Sports Psychology
4. Sports Pharmacology
5. Sports Biomechanics

The Research Methodology module must be completed within the first Training Period of the Training Program and a minimum of one module per year must be completed during the Training Program. Registrars must pass the end-of-module examination to receive certification.

Fee information can be found on the [ACSEP fee schedule](#).

### Education Modules

Registrars are encouraged to complete the Education Modules in SEM Academy. Some tutorials have Education Modules as pre-reading and these must be completed before tutorials. All modules are mapped to the curriculum and are free via SEM Academy.

### Accessing and purchasing modules

Access modules by selecting *My Training* from the online portfolio to access SEM Academy. To purchase a module in SEM Academy, select *Purchase Certificate Courses* from the navigation bar. Upon payment, the module will be assigned to the Registrar in their *Course Library*.

### Forms

Completion certificates from Academic Modules must be downloaded from SEM Academy and uploaded to a Registrar's online portfolio for the Training Program requirement to be recognised.

## Research Based Activity (RBA)

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

**\*The below information applies to Registrars completing Training Program research requirements as per the Research Based Activity requirements introduced at the beginning of 2023. Please see [Appendix 4](#) for a detailed description of the RBAs\***

**\*Registrars who are completing Training Program research requirements using the requirements in place prior to 2023 should read [Appendix 3](#) for a description of these requirements\***

The research requirement of the Training Program operates using a points-based research competencies assessment framework called Research Based Activity (RBA). The RBA and the competency based 10-point system provides a structure for developing, monitoring and assessing a Registrar's final Portfolio of Research. Each Registrar must undertake approved RBAs as part of their training and demonstrate their individual capacity for original quality research in the field of SEM through a variety of approved outcomes.

A total of 10 points is required for a Registrar to successfully fulfil training research requirements. The 10 points consists of mandatory RBA = 5 points and optional RBA requirements = 5 points. Both Mandatory and Optional RBA requirements can only be submitted once in a Registrar's final Portfolio of Research to be considered for approval and completion.

### Completing the 10-point portfolio

The following mandatory RBAs must be completed to accrue 5 points:

1. Completion of the *Research Methodology E-Module* (2 points)
2. Submission and approval of original research proposal (2 points)
3. Presentation of approved research at ACSEP Annual Scientific Conference (1 point)

One or a combination of several optional RBAs must be completed to accrue 5 points:

1. Original Research Publication - Scimago Ranked Quartile 1 or 2 Journal (5 points)
2. Original Research Publication - Lower Rank/Peer Reviewed Journal (3 points)
3. Completion of Original Research Competencies - Unpublished (1 or 2 points)
4. Co-author in Ongoing or Published Research (1 point)
5. First Author in Other Publication (1 point)
6. Presentation (Verbal) at National/International Conference (Non-ACSEP) (1 point)
7. Presentation (Poster) at National/International Conference (Non-ACSEP) (1 point)
8. Evidence of impact/translation of original research findings (1 point)

Each RBA can only be used in a Registrar's online portfolio once.

A high-level description of the mandatory and optional RBAs is given in Section 11.1 and 11.2 of the Training Manual. Appendix 2 provides more detail on each requirement including processes, forms, letters and approvals.

In addition to completing the 10-point portfolio, Registrars must also deliver the following presentations:

1. A 5-minute presentation on the proposed research project in Year 1 of training at the Registrar Conference
2. A 10-minute presentation providing a progress update on the research project in Year 2 of training at either the Registrar Conference or during a tutorial timeslot (location each year dependent on Conference program and tutorial program)

## Mandatory RBAs

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

To accrue the 5 points of mandatory RBAs, the following activities must be completed:

1. Completion of the *Research Methodology E-Module* (2 points)
2. Submission and approval of original research proposal (2 points)
3. Presentation of approved research at ACSEP Annual Scientific Conference (1 point)

### **Completion of the Research Methodology Academic Module (2 points)**

The Research Methodology module must be completed within the first Training Period of the Training Program. Fee information can be found on the [ACSEP fee schedule](#).

#### *Accessing and purchasing the Module*

Access modules by selecting *My Training* from the online portfolio to access SEM Academy. To purchase a module in SEM Academy, select *Purchase Certificate Courses* from the navigation bar. Upon payment, the module will be assigned to the Registrar in their *Course Library*.

#### *Forms and approvals*

Completion certificates from the Module must be downloaded from SEM Academy and uploaded to a Registrar's online portfolio for the Training Program requirement to be recognised.

### **Submission and approval of original research proposal (2 points)**

Registrars must complete and submit an original research project outlined in a developed research proposal for approval by the ACSEP Research Committee. The research proposal is expected to engage the Registrar as an active researcher in the SEM field and demonstrate understanding of the scope and steps required to undertake high standard research projects.

The research proposal must be submitted, approved and finalised before research activity commences and before the end of the first year (Full time FTE) of the ACSEP Training Program so as not to delay progress throughout the remaining stages of training. The research project must be selected carefully and be achievable within the ACSEP Training Program timeline. Any proposed research project that cannot be arguably achieved within the Training Program timeline will not be approved by the Research Committee.

Prior to starting Registrars are advised to source a Research Supervisor and where possible a Research Team. It is strongly recommended that one of the Research Team is an ACSEP Fellow. Prior to submission Registrars should seek comprehensive advice and input on their research proposal from their CTSs and ZTCs.

A fee is associated with research proposal approval and information can be found on the ACSEP fee schedule.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for approval by the Research Committee:

1. **RS4.2 – RBA Research Proposal Form**

The Research Committee review and approve all Registrar research proposals. Decisions will be made in one of the following four categories:

1. Approved
2. Approved With Recommendations
3. Revise and Resubmit
4. Reject

Registrars must receive an Approved or Approved With Recommendations outcome to proceed with their research project.

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS4.1 – RBA Research Proposal Form
2. Research Proposal Fee payment receipt
3. RS4.1 – Letter of Approval or RS4.1 – Letter of Approval with Recommendations

**Presentation of completed research at the ACSEP Annual Scientific Conference (1 point)**

The topic and timing of presentation of research at an ACSEP Annual Scientific Conference topic is based upon completion of the research undertaken to meet RBA requirements. The presentation must reflect this research and the approved research proposal. If the Registrar has undertaken additional original research relevant to the SEM field and wishes to present this alternate research, this must be approved by the Research Committee

*Forms and approvals*

Registrars must submit their Presentation Abstract as per the ACSEP Annual Scientific Conference's annual submission processes. Call for abstracts open around August each year.

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. Conference presentation abstract or PDF of Conference presentation slides
2. ACSEP Conference Program or copy of approval email from ACSEP Conference Convenor
3. Copy of any requests for written approvals provided by the Research Committee

## Optional RBAs

Supervision Level:	N/A	Status:	Required
Training Time:	Usually outside Training Time.	Fee:	No

Registrars must accrue 5 points of optional RBAs from the following list:

1. RS5.1 Original Research Publication - Scimago Ranked Quartile 1 or 2 Journal (5 points)
2. RS5.2 Original Research Publication - Lower Rank/Peer Reviewed Journal (3 points)
3. RS5.3 Completion of Original Research Competencies - Unpublished (1 or 2 points)
4. RS5.4 Co-author in Ongoing or Published Research (1 point)
5. RS5.5 First Author in Other Publication (1 point)
6. RS5.6 Presentation (Verbal) at National/International Conference (Non-ACSEP) (1 point)
7. RS5.7 Presentation (Poster) at National/International Conference (Non-ACSEP) (1 point)
8. RS5.8 Evidence of impact/translation of original research findings (1 point)

### **RS5.1 Original research publication – Scimago ranked Q1 or Q2 Journal (5 points)**

This RBA refers to any first-author publication in a journal ranked as Q1 or Q2 in at least one Scimago category. The published research must meet the methodological and research competencies requirements outlined and approved in the Registrar’s research proposal.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.1 RBA Publication Q1Q2 Form**
2. A PDF copy of the manuscript

The following must be completed and uploaded to the Registrar’s online portfolio for the Training Program requirement to be recognised:

1. RS5.1 RBA Publication Q1Q2 Form
2. A PDF copy of the manuscript
3. RS5.1 Letter of Q1Q2 Publication Confirmation

### **RS5.2 Original research publication in lower ranking Q3 or Q4 journal (3 points)**

This RBA refers to any first-author publication in a journal not ranked as Q1 or Q2. The published research must meet the methodological and research competencies requirements outlined and approved in the Registrar’s research proposal.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. RS5.2 RBA LR Publication Form
2. A PDF copy of the manuscript

The following must be completed and uploaded to the Registrar’s online portfolio for the Training Program requirement to be recognised:

1. RS5.2 RBA LR Publication Form
2. A PDF copy of the manuscript
3. RS5.2 Letter of LR Publication Confirmation

### **RS5.3 Completion of research competencies: unpublished (1 or 2 points)**

This RBA refers to Registrars who have completed their approved research of which they were a lead or first author but are unable to publish the research. This RBA refers only to completed original research as part of the Training Program where the Registrar has been the lead researcher and where the research meets the methodological and research competencies requirements outlined and approved in the Registrar's research proposal.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.3 RBA Completion of Research Competencies Form** and associated documents

Each application is assessed on its merits and the Research Committee may allocate 1 or 2 RBA points at their discretion.

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.3 RBA Completion of Research Competencies Form and associated documents
2. RS5.3 Letter of Completion of RS5.3 RBA

### **RS5.4 Co-author in ongoing or published research (1 point)**

This RBA refers to receiving recognition for their active and substantial contribution to significant ongoing research projects, or co-authoring published research involving well established and proven research institutions. This RBA refers only to original research completed as part of the Training Program where the Registrar has played an active and demonstrable role and where the research meets the scope and standard already approved in the Registrar's research proposal.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.4 RBA Co-Author in Ongoing or Published Research Form** and associated documents

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.4 RBA Co-Author in Ongoing or Published Research Form and associated documents
2. RS5.4 Letter of Confirmation of RS5.4

### **RS5.5 First author in non-peer reviewed publication (1 point)**

This RBA refers to any first author publication of research that is not peer reviewed, but is original, has currency and is widely read by relevant individuals and is published in a lower level journal or non-peer reviewed literature.

#### *Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.5 RBA First Author in Non-Peer Reviewed Publication Form**

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.5 RBA First Author in Non-Peer Reviewed Publication Form
2. A PDF of the manuscript
3. RS5.5 Letter of Confirmation of RS5.5

**RS5.6 Presentation (verbal) at national/international conference: non-ACSEP (1 point)**

This RBA refers to contribution of a Registrar's original research to the SEM community via a presentation at formal conferences outside of the ACSEP Annual Scientific Conference. The conference must be one listed under the auspices of an appropriate and recognised college of organisation.

*Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.6 RBA Presentation (Verbal) Form**
2. A copy of presentation abstract and/or slides

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.6 RBA Presentation (Verbal) Form
2. A copy of the abstract and/or slides
3. RS5.6 Letter of Confirmation of RS5.6

**RS5.7 Presentation (poster) at national/international conference: non-ACSEP (1 point)**

This RBA refers to contribution of a Registrar's original research to the SEM community via a poster at formal conferences outside of the ACSEP Annual Scientific Conference. The conference must be one listed under the auspices of an appropriate and recognised college of organisation.

*Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.7 RBA Presentation (Poster) Form**
2. A copy of the poster

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.7 RBA Presentation (Poster) Form
2. A copy of the poster
3. RS5.7 Letter of Confirmation of RS5.7

**RS5.8 Evidence of impact/translation of original research findings (1 point)**

This RBA refers to recognition of contribution of original research to the SEM community where the Registrar has been the lead researcher and where the research meets the scope and standard already approved in the Registrar's research proposal.

*Forms and approvals*

The following must be completed and submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee:

1. **RS5.8 RBA Evidence of Impact/Translation Form** and associated documents

The following must be completed and uploaded to the Registrar's online portfolio for the Training Program requirement to be recognised:

1. RS5.7 RBA Presentation (Poster) Form and associated documents
2. RS5.7 Letter of Confirmation of RS5.7

## 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:

The **ACSEP Management of Sporting Trauma (MOST) Course** is a Training Program requirement and 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 Sport and Exercise Physician, covers the rationale behind treatment choices and the adaption of medical management at sporting events and out in the field.

ACSEP runs the MOST Course throughout the year in cities across Australasia and around the ACSEP Annual Scientific Conference.

Registrars must complete the MOST Course in their first year in the Training Program and every three years thereafter. MOST Course participation should be included in a Registrar's ATP.

### Forms

The MOST Course completion certificate must be uploaded to the Registrar's online portfolio for completion of the Training Program requirement to be recognised.

## Clinical Training Reviews

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

### Requirement description

Clinical Training Reviews (Progress Reviews) are conducted to determine the satisfactory progression of Registrars during each Training Period and are conducted with the Registrar and their CTS, CTI and ZTC. Clinical Training Reviews assess Registrar progress throughout the Training Period against their ATP. The outcome of these Reviews, particularly that with the ZTC, determines if the Training Period can be accredited as part of the Training Time.

### Approvals and timeline

- CTS/CTI Review(s) must occur before 14 July for Training Period 1 and before 14 January for Training Period 2. CTSs/CTIs must also complete and sign the review form.
- The College will audit the Registrar's portfolio of completed requirements the following week and send a summary to their ZTC. It is imperative that all requirements completed are uploaded on time to ensure your portfolio summary accurately reflects your progress.
- ZTC Reviews must occur in by 30 July for Training Period 1 and by 30 January for Training Period 2. ZTCs must also complete and sign the review form.

## CTS Progress Review

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

### Requirement description

CTS Progress Reviews are conducted with CTSs toward the end of each Training Period to report on Registrar progress during the Training Period. Registrars and CTSs both complete the form. CTS Progress Reviews can be completed in-person, over the phone or via video conference and the following reports must be completed:

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 practice with one CTS must have their review conducted by that CTS.
- A Registrar situated at one practice with multiple CTSs must have their review conducted by their primary CTS with input from any other CTSs at the practice.
- A Registrar at multiple practices must have a review conducted by the primary CTS at each practice.

### Approvals

The Registrar's CTS assesses progress in the Training Program and must sign the review forms.

### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio by 14 July for Training Period 1 and 14 January for Training Period 2 to ensure forms are available for ZTC review:

- **Form TP3.3A: Clinical Training Supervisor Progress Review Report**

## CTI Progress Review

Supervision Level:	Level 1	Status:	Required (if Registrar completes work with a CTI)
Training Time:	Inside Training Time	Fee:	No

### Requirement description

CTI Progress Reviews are conducted with CTIs toward the end of each Training Period to report on progress during the Training Period. Registrars and CTIs both complete the form.

As working with a CTI in a clinical setting is an optional component of the Training Program, a CTI Progress Review and Form is only required for Registrars completing CTI work during the given Training Period. A CTI Progress Review is required for each CTI a Registrar works with.

### Approvals

The Registrar's CTI assesses progress in the Training Program and must sign the review forms.

### Forms

The following forms must be completed and uploaded to the Registrar's online portfolio by 14 July for Training Period 1 and 14 January for Training Period 2 to ensure forms are available for ZTC review:

- **Form TP3.3B: Clinical Training Instructor Progress Review Report**

## ZTC Progress Review

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

### Requirement description

ZTC Progress Reviews are conducted with ZTCs at the end of each Training Period to report on progress during the Training Period. Registrars and ZTCs both complete the form.

### Approvals

ZTC Progress Reviews will result in one of the following outcomes:

1. **Satisfactory Progress** – Based on progress against Training Program requirements and CTS/CTI reports, the Registrar’s Training Period was completed satisfactorily and the Training Period is accredited.
2. **Satisfactory Progress is Conditional** – Based on progress against Training Program requirements and CTS/CTI reports, the Registrar’s Training Period was not completed satisfactorily, and accreditation of the Training Time is conditional. If this outcome is determined:
  - a. The ZTC must raise the outcome with the Registrar’s CTS, Training Sub-Committee and any others to consider and determine an appropriate action plan.
  - b. After consideration, the outcome will be deemed as either Satisfactory Progress (and the Training Time is accredited) or remain as Satisfactory Progress is Conditional.
  - c. If the outcome remains, the ZTC must meet with the Registrar within the first two weeks of the next Training Period and develop 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 the Registrar must focus on completing during the Training Period.
  - d. The ZTC must 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 to help them meet the performance goals.
  - e. Should the progress of the Registrar be Satisfactory at the next ZTC Progress Review, the Registrar’s Training Period will be accredited.
  - f. If the PIP is not met, the matter will be considered by the Training Sub-Committee to consider an action plan and determine whether the Training Period should be accredited. If performance is below an acceptable standard, the Training Period will not be accredited and the Sub-Committee will consider the Registrar’s ongoing involvement in the Training Program. The Training Sub-Committee may approve a final period of focused performance improvement if the Training Sub-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 Sub-Committee may suggest taking 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 progress may result in dismissal from the Training Program.

### **Forms**

The following forms must be completed and uploaded to the Registrar's online portfolio by 30 July for Training Period 1 and 30 January for Training Period 2:

- **Form TP3.4: Zone Training Coordinator Progress Review Form**

## Fellowship Examinations

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. There are two examinations:

1. **Written Examination** – An examination usually consisting of two sections and held online in June.
2. **Clinical Examination** – An examination usually consisting of three sections and held in-person, usually in September.

Examination questions are based on the Curriculum.

### College Medal

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.

## Written Fellowship Examination

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

### Requirement description

The Written Fellowship Examination component of the Fellowship Examination is held in June and includes two parts:

1. **Multiple Choice Questions (MCQ)** - 120 multiple choice questions
2. **Short Answer Questions (SAQ)** - 10 Short answer questions

The Written Fellowship Examination is administered electronically and is held once in the year. Both parts are completed on the same day. All questions are compulsory. Registrars sitting the Examination for the first time must complete both parts. Registrars not sitting the Examination for the first time due to failure of a previous exam must complete only the failed Examination parts.

### Eligibility

To be eligible to apply for the Written Fellowship Examination, Registrars 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 a Registrar's 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 below.
  - Year 4 – Completed all Training Program requirements except for the number of Work Based Assessments (WBAs). Registrars 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**
Mini-CEX	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 must complete their total minimum requirements for WBAs.

\*\*If a Registrar does not meet these requirements, they must apply for special consideration.

## Forms

To apply to sit the Examination, the following form must be completed and submitted to [registrars@acsep.org.au](mailto:registrars@acsep.org.au). These must be submitted as per the deadlines on the ACSEP website:

- **Form AD2.8: Application for Written Fellowship Examination** & Fee

## Approvals

The Examination and Assessment Sub-Committee consider all Written Fellowship Examination applications and will make one of the following determinations:

- **Approved** – The Registrar can sit the Written Fellowship Examination and is required to pay the Written Fellowship Examination fee.
- **Conditionally approved** – The Registrar can sit the Written Fellowship Examination, but they must abide by an action plan set by the Examination and Assessment Committee or Training Committee outlining Training Program requirements that must be completed and is required to pay the Written Fellowship Examination fee.
- **Not approved** – The Registrar is not approved to sit the Written Fellowship Examination.

## Withdrawals

Registrars withdrawing from the Written Fellowship Examination must email [registrars@acsep.org.au](mailto:registrars@acsep.org.au) Fees may be reimbursed to the Registrar using the following criteria:

- **Withdrawal 8 weeks or more before the Examination date** – Examination fee refunded less the administrative fee
- **Withdrawal within 8 weeks of the Examination date** – 50% of the Examination fee refunded less the administrative fee
- **Withdrawal within 4 weeks of the Examination date** – no refund

## Results

Candidates must pass both sections to pass the Written Fellowship Examination. Results are released to candidates within 14 days of the Examination date via email. Candidates who have passed are eligible to apply to sit the Clinical Fellowship Examination.

## Policies and special consideration

If a Registrar has not completed all eligibility requirements ahead of the Written Fellowship Examination, the Registrar may apply for special consideration to the Examination and Assessment Sub-Committee and Training Sub-Committee to sit the Examination. Special consideration information should be noted in the Written Fellowship Examination Application form. Applicants

who receive special consideration will be conditionally approved to sit and must abide by an action plan outlining Training Program requirements that must be completed.

In the event of illness or bereavement, or any other exceptional circumstances that prevent a Registrar from sitting an examination, the Registrar should advise the College as soon as possible.

Applications for special consideration after the Registrar has sat for examination must be lodged with 72 hours of the Written Fellowship Examination.

## Clinical Fellowship Examination

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

### Requirement description

The Clinical Fellowship Examination involves assessment of capabilities across three assessment sections. These sections are:

1. **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);
2. **Short Cases** – 6-9 cases over 45 minutes
3. **Viva Voce** – 30 minutes.

There is a fourth station – the rest station – the candidates also rotate through; this is a rest station and is not assessed.

### Eligibility

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

- Successfully completed all eligibility criteria applicable to sitting the Written Fellowship Examination (see section 9.1);
- Successfully passed both components of the Written Fellowship Examination
- No adverse findings determined, conditions placed on a Registrar's 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

To apply to sit the Examination, the following form must be completed and submitted to [registrars@acsep.org.au](mailto:registrars@acsep.org.au):

- **Form AD2.8A: Application for Clinical Fellowship Examination & Fee**

### Approvals

The Examination and Assessment Committee consider all Clinical Fellowship Examination applications and will make one of the following determinations:

- **Approved** – The Registrar can sit the Clinical Fellowship Examination and is required to pay the Clinical Fellowship Examination fee
- **Conditionally approved** – The Registrar can sit the Clinical Fellowship Examination, but they must abide by an action plan set by the Examination and Assessment Committee or Training Committee outlining Training Program requirements that must be completed and is required to pay the Clinical Fellowship Examination fee
- **Not approved** – The Registrar is not approved to sit the Clinical Fellowship Examination

### Withdrawals

Registrars withdrawing from the Written Fellowship Examination must email [registrars@acsep.org.au](mailto:registrars@acsep.org.au) Fees may be reimbursed to the Registrar using the following criteria:

- **Withdrawal 8 weeks or more before the Examination date** – Examination fee refunded less the administrative fee
- **Withdrawal within 8 weeks of the Examination date** – 50% of the Examination fee refunded less the administrative fee
- **Withdrawal within 4 weeks of the Examination date** – no refund

## **Results**

Candidates must pass all sections to pass the Clinical Fellowship Examination. Results are released to candidates within five days of the Examination date via email. Successful candidates will be invited to submit their Application for Fellowship if they do not have additional Training Program requirements to meet as per any conditionally approved action plan. Those who are unsuccessful must continue in the Training Program meeting all typical Training Program requirements and may apply to sit the Clinical Fellowship Examination the following year.

## **Policies and special consideration**

If a Registrar has not completed all eligibility requirements ahead of the Fellowship Clinical Examination, the Registrar may apply for special consideration to the Examination and Assessment Committee and Training Committee to sit the Examination. Special consideration information should be noted in the Clinical Fellowship Examination Application form. Applicants who receive special consideration will be conditionally approved to sit and must abide by an action plan outlining Training Program requirements that must be completed.

In the event of illness or bereavement, or any other exceptional circumstances that prevent a Registrar from sitting an examination, the Registrar should advise the College as soon as possible.

Applications for special consideration after the Registrar has sat for examination must be lodged with 24 hours of the Clinical Fellowship Examination.

## Fellowship Application

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

### Requirement description

Registrars may apply for Fellowship once they have completed all Training Program requirements.

### Eligibility

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

- Completed, at a satisfactory or higher level, all requirements of the Training Program
- Passed all Fellowship Examinations
- Completed 4 full-time equivalent Training Program years
- Paid all prescribed College fees in full
- No adverse findings determined, conditions placed on their practice or are under any investigation by any medical authority (including, but not limited, to AHPRA, MCNZ, the HIC, ACC, or hospital medical advisory committees)
- Completed all Training Program requirements within 10 years\*

\*Extensions beyond the 10 years may be granted under exceptional circumstances, as conditioned, and approved by the Training Sub-Committee, Examination & Assessment Sub-Committee, Research Sub-Committee, and/or the CEO.

### Forms

To apply for Fellowship, the following form must be completed and submitted to [registrars@acsep.org.au](mailto:registrars@acsep.org.au):

- **Application for Admission to Fellowship Form**

### Approvals

Application for Fellowship and complete online portfolios will be reviewed by the Training Program Manager. If all requirements have been completed, the approval form will be submitted for approval by the following Sub-Committees:

- ACSEP Training Sub-Committee
- ACSEP Research Sub-Committee
- ACSEP Examination and Assessment Sub-Committee

Once all Sub-Committees have approved the application, the ACSEP Board provides final approval.

### Next steps

Once Fellowship has been notified or awarded:

- The Registrar should attend the next ACSEP Annual Conference to be ceremonially presented with your Fellowship;
- Registrars should ensure they have any relevant copies of College paperwork from their online portfolio and SEM Academy as National Office closes online portfolio access;

- For Australian Registrars: The College contact Medicare to change the Registrar's provider number details;
- For New Zealand Registrars: The College contact MCNZ and ACC to advise of the Registrar's change of status to Fellow;
- The Registrar must update their contact details within the College and must pay the ACSEP Fellowship membership fee;
- The new Fellow commences the ACSEP CPD Program.

# Appendices

## Appendix 1: The revised ACSEP Curriculum (Registrars commencing in 2024)

The sport and exercise medicine Curriculum (2024) defines the overall scope of the specialty for sport and exercise physicians working in Australia and New Zealand. The Curriculum details the knowledge and skills Registrars need to acquire during the training program, plus the attitudes essential to becoming a competent Sport and Exercise Physician.

### Broad learning outcomes

The overall goal of the College is to produce Sport and Exercise 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 and 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 and those from a culturally diverse background 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:
  - Minimise injury and illness.
  - Reduce risk factors of chronic disease, and
  - Support the management of medical and mental health problems, including chronic disease.
- Provide patient-centred care, demonstrating effective communication skills and professionalism.
- Develop the skills of self-awareness and reflection to reduce the effect of bias on clinical practice.
- 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.
- Contribute to committees and organisations to facilitate change to enhance healthcare services and outcomes in sport and exercise medicine and the wider community.
- 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.

The Curriculum has eight domains which are divided into topic areas. The domains of the Curriculum are:

- **Domain 1** – Injury and illness prevention and principles of management
- **Domain 2** – Assessment and management of sport and exercise related injuries
- **Domain 3** – Internal medicine as it relates to physical activity
- **Domain 4** – Exercise as medicine
- **Domain 5** – Physical activity in specific populations
- **Domain 6** – Care of athletes
- **Domain 7** – Teams and events
- **Domain 8** – Fundamental competencies

Domains 1-7 are centred around the establishment and maintenance of clinical knowledge and skills, relevant to the practice of sport and exercise medicine. Domain 8 encompasses the Fundamental Competencies which ensure that physicians function effectively as consultants, integrating knowledge of sport and exercise medicine, clinical decision-making skills, and fundamental competencies to provide optimal, ethical and patient-centred medical care.

Fundamental competencies always underlie the work of a Sport and Exercise Physician. The learning outcomes in this section are based on the CanMEDS framework and are presented within seven topic areas.

The Curriculum document can be found under the [Training Program Resources section](#) of the ACSEP website.

## 2024 Training Program overview

In 2025, the ACSEP is introducing a revised, competency-based Curriculum with a trial of some components of the program with Registrars commencing in 2024.

The Training Year for 2024 will remain as 12 months duration, commencing on 1 February and ending on 31 January the following calendar year. The Training Year consists of two 6-month Training Periods (February-July and August-January). All references to time and Training Program requirements in the Training Manual apply to full-time Training Program completion (1.0 FTE) unless otherwise specified.

Registrars commencing in 2024 will trial some requirements of the revised Training Program. Specifically, Registrars commencing in 2024 will be required to complete Entrustable Professional Activities (EPAs) 1, 2 and 3, which require competence to be demonstrated with clinical and work activities. Other Training Program requirements may be completed in the Registrar's first year of training in accordance with the current Training Program requirements.

### Revised Training Program (commencing 2025)

In the revised Training program, Registrars will progress through the program in three stages. To progress from one stage to the next, Registrars must complete the Training Program requirements for that stage and demonstrate their competence, as well as a minimum period of time as a Registrar in the program. Registrars will transition into the revised Training program in 2025 and

more information about transition arrangements will be provided during 2024. Information in the table below is information only; more detailed information will be provided in the first half of 2024 and be included in a revised Training Manual for the 2025 Training Year.

Table 9: Anticipated Training Program requirements for the revised Curriculum being introduced in its entirety in 2025.\*

	Stage 1	Stage 2	Stage 3
<b>Duration of Training</b>	Minimum: 1 year Maximum: 2 years	Minimum: 2 years Maximum: 5 years	Minimum: 6 months Maximum: Total duration of program
	Minimum Training Time: 3.5 years Maximum Training Time: 10 years		
<b>Clinical Practice</b>	<b>Patient consults</b> <b>Training Logbook</b> <b>Logbook of Procedures</b>	<b>Patient consults</b> <b>Training Logbook</b> <b>Logbook of Procedures</b>	<b>Patient consults</b> <b>Training Logbook</b> <b>Logbook of Procedures</b>
<b>Learning</b>	<b>Tutorial Program</b> <b>Education Modules</b> <ul style="list-style-type: none"> <li>• Cultural Safety and Awareness</li> <li>• Ethics I, II and III</li> </ul> <b>MOST Course</b>	<b>Tutorial Program</b> <b>Education Module</b> <ul style="list-style-type: none"> <li>• Ultrasound Module</li> </ul> <b>MOST Course once every three years</b>	<b>Tutorial Program</b> <b>MSK Ultrasound Course</b> <b>MOST Course once every three years</b>
<b>Assessment</b>	<b>Academic Modules</b> <ul style="list-style-type: none"> <li>• Biomechanics</li> <li>• Research Methodology</li> </ul> <b>EPAs</b> <ul style="list-style-type: none"> <li>• 1 - Assess patients presenting with common MSK injuries and trauma</li> <li>• 2 - Manage the care of patients with acute MSK injuries</li> <li>• 3 - Manage the care and rehabilitation of patients with overuse and chronic injuries</li> </ul>	<b>Academic Modules</b> <ul style="list-style-type: none"> <li>• Sports Nutrition</li> <li>• Sport Psychology</li> <li>• Sport Pharmacology</li> </ul> <b>EPAs</b> <ul style="list-style-type: none"> <li>• 4 - Provide medical care to a sporting team</li> <li>• 5 - Manage care of travelling athletes or teams</li> <li>• 6 - Assess and manage care of female athletes</li> <li>• 7 - Manage the care of older athletes</li> <li>• 8 - Prescribe exercise and lifestyle modification for good health</li> <li>• 9 - Assess and manage care of paediatric patients with MSK injuries and medical conditions</li> </ul> <b>Written Fellowship Examination</b>	<b>EPAs</b> <ul style="list-style-type: none"> <li>• 10 - Medical coverage of major and minor events</li> <li>• 11 – Manage the care of athletes with chronic MSK and health conditions</li> </ul> <b>Clinical Fellowship Examination</b>
<b>Research</b>	<b>Research Proposal</b> <b>Presentation at Registrar Conference</b>	<b>Presentation to Registrar cohort on research progress</b>	<b>Complete Research Based Activity Portfolio</b> <b>Presentation at Scientific Conference</b>

<b>Conference</b>	<b>Attend Registrar and Scientific Conference every year</b>	<b>Attend Registrar and Scientific Conference at least every two years</b>	<b>Attend Registrar and Scientific Conference at least every two years</b>
<b>Monitoring and Review</b>	<b>Annual Training Plans</b> <b>Placement Forms</b> <b>Monitoring Review with CTS</b> <b>Progress Review with ZTC</b>	<b>Annual Training Plans</b> <b>Placement Forms</b> <b>Monitoring Review with CTS</b> <b>Progress Review with ZTC</b>	<b>Annual Training Plans</b> <b>Placement Forms</b> <b>Monitoring Review with CTS</b> <b>Progress Review with ZTC</b>

\*Information on the revised Training Program is provided for informational purposes only; detailed information will be provided in 2024 and be included in a revised Training Manual for the 2025 Training Year.

## Appendix 2: Entrustable Professional Activities (Registrars commencing in 2024)

Entrustable Professional Activities (EPAs)			
Supervision Level:	Depends on assessment requirements of the EPA	Status:	Required
Training Time:	Inside Training Time	Fee:	No

**\*Registrars commencing in 2024 should note information provided below pertains to EPAs in Stage 1 only\***

### Requirement description

An Entrustable Professional Activity (EPA) is a unit of work, or task, that when successfully completed, ensures the Registrar has the required knowledge, skills and behaviours to be trusted to carry out similar work in an unsupervised manner. That is, the Registrar can be entrusted to the unsupervised execution of the task. Entrustment decisions require observation of proficiency, usually on more than one occasion, and involves the individual being aware of their own limitations and knowing when to ask for help.

An EPA is a descriptor of work in which a Registrar must achieve competency and can be achieved at the Registrar's own pace (within a minimum and maximum timeframe). A variety of WBAs completed by multiple Assessors are used as evidence toward each EPA.

Registrars will progress through the Revised Training Program in three Stages. Information is provided in this appendix for EPAs 1-3, which relate to Stage 1 of the Training Program (and will be trialled by Registrars commencing in 2024):

- EPA 1 – Assess patients presenting with common musculoskeletal injuries and trauma
- EPA 2 – Manage the care of patients presenting with acute musculoskeletal injuries
- EPA 3 – Manage the care and rehabilitation of patients presenting with overuse and chronic injuries

### EPA completion forms

The following EPA completion forms must be completed and uploaded to the Registrar's online portfolio to meet EPA Training Program requirements:

- **EPA 1 – Assess patients presenting with common musculoskeletal injuries and trauma**
- **EPA 2 – Manage the care of patients presenting with acute musculoskeletal injuries**
- **EPA 3 – Manage the care and rehabilitation of patients presenting with overuse and chronic injuries**

EPA completion forms for submission for approval can be accessed under the Training Program Resources section on the ACSEP website. A description, competence that must be demonstrated and assessment requirements for EPAs 1-3 is included below.

### Approvals

EPAs must be reviewed and approved by the Registrar's primary CTS and ZTC. During the review and approval process, the Registrar must present the EPA form, all WBA forms associated with that EPA and Training Logbook evidence to the CTS or ZTC.

If the evidence presented to the Registrar's CTS and ZTC indicates the Registrar is competent in that EPA, the EPA will be approved. EPA forms require signoff from the Registrar's CTS and ZTC.

If the evidence presented to the Registrar's CTS and ZTC does not indicate the Registrar is competent in that EPA, the Registrar must continue learning and completing WBAs and re-present for assessment and completion of the EPA. The CTS and ZTC should provide feedback to the Registrar on areas for improvement in the EPA form.

## EPA 1 – Assess patients presenting with common musculoskeletal injuries and trauma

Supervision Level:	Depends on assessment requirements of the EPA	Status:	Required
Training Time:	Inside Training Time	Fee:	No

The EPA 1 completion form can be found under the Training Program Resources section of the ACSEP website.

### Description

The Registrar can obtain a comprehensive history, conduct a physical examination, and select necessary investigations for patients presenting with common musculoskeletal injuries and determine a diagnosis.

The Registrar can perform this activity independently and demonstrates the following competencies:

- Identify and prioritise issues to be addressed in a patient encounter, including the patient's context (e.g. cultural background, involvement in physical activity/sport, past medical history, psychosocial background) and preferences.
- Apply knowledge of the pathophysiology of injuries.
- Evaluate the mechanism of injury, and/or extrinsic and intrinsic contributing factors to the injury.
- Elicit a concise, relevant and accurate history and perform a focused examination.
- Use patient-centred interviewing skills to gather information and listen effectively.
- Where appropriate, utilise patient reported outcomes measures (PROMS) questionnaires as part of clinical assessment, follow up care and audit of outcomes.
- Assess upper limb, lower limb, pelvis and spine joint range of motion, muscular flexibility and function.
- Evaluate biomechanics in individual patients (e.g. including gait assessment, elbow, knee and foot alignment and faulty sporting technique/footwear/equipment).
- Order appropriate investigations (including special radiological views) that can be used to refine a diagnosis responsibly, being mindful of the effective use of healthcare resources and 'Choosing Wisely' guidelines to minimise harm.
- Recognise conditions/presentations that may masquerade as sporting injuries (e.g. tumours, non-accidental injuries, rheumatological conditions)
- For traumatic injuries:
  - Recognise suspected fractures and dislocations/instability events,
  - Assess neurovascular status.
- Recognise conditions that are life threatening, require urgent care or conditions that are likely to deteriorate.
- Communicate accurately, clearly, promptly and comprehensively with relevant colleagues by means appropriate to the urgency of the situation (telephone, letter), especially where responsibility of patients' care is transferred.
- Maintain clear, accurate and appropriate written or electronic records of clinical consultations, encounters and plans.
- Liaise and collaborate with allied health professionals.

- Be aware of one's own religious and cultural beliefs, their inherent biases and the influence they have on interaction with others.
- Access and use resources available to support cross-cultural practice.

### **Workplace-based assessments**

To demonstrate competency in EPA 1, the Registrar must complete the following WBAs:

#### **Mini CEX**

- Minimum of 4 assessments on musculoskeletal injuries—i.e. the wrist, elbow, forearm, shoulder, lumbar spine, pelvis, hip/groin, knee, ankle, thigh, leg, foot. Mix of acute and chronic injuries.
- Minimum of 1 trauma-related assessment, e.g. facial trauma.
- Minimum of 1 concussion assessment.

TOTAL MINIMUM – 6

WBAs for EPA 1 must include different body areas and be completed by at least 2 different assessors with a maximum of 50% of the assessments completed by any one Assessor.

## EPA 2 – Manage the care of patients presenting with acute musculoskeletal injuries

Supervision Level:	Depends on assessment requirements of the EPA	Status:	Required
Training Time:	Inside Training Time	Fee:	No

The EPA 2 completion form can be found under the Training Program Resources section of the ACSEP website.

### Description

The Registrar can integrate findings from the assessment to formulate a management plan for patients presenting with acute musculoskeletal injuries.

The Registrar can perform this activity independently and demonstrates the following competencies:

- Develop and implement patient centred management plans to address patient problems, integrating information from the history, physical examination and investigations.
- Establish goals of care with patients, which may include improving performance or function, treating symptoms and underlying conditions, or preventing injury.
- Provide explanations about the implications of the patients' diagnosis, treatment options, and complications that are clear and adapted to the patients' level of understanding and need.
- Prescribe appropriate analgesics and anti-inflammatories to alleviate pain and inflammation.
- Ensure appropriate informed consent is obtained and documented for therapies and/or procedures.
- Appropriately document procedures performed and their outcomes.
- Prescribe and apply splints, protective equipment, therapeutic and preventative braces, where relevant, advise the patient or athlete on their use and modify fit accordingly.
- Utilise various sling and taping techniques for a variety of musculoskeletal problems.
- Refer patients for appropriate physiotherapy and other therapies based on their diagnoses.
- Establish and maintain healthy inter- and intra-professional working relationships to provide collaborative care for patients, athletes, sporting groups or teams.
- Recognise when surgery is a potential treatment option, counsel patients on the pros and cons of surgical management and refer patients for a surgical opinion when indicated.
- Assess an injured athlete during play/competition/event and evaluate their injury to determine if they can continue to play/resume playing or need to be substituted for further investigation and management.
- Re-evaluate patients and athletes to determine their readiness for return to activity/sport or if therapeutic exercise programs should be continued.
- Apply knowledge of a patient's cultural and religious background, values/attitudes and beliefs when developing a management plan for a patient.

### Workplace-based assessment

To demonstrate competency in EPA 2, the Registrar must complete the following WBAs:

#### MMA

- Minimum of 3 management plans for acute injury—i.e., the wrist, elbow, forearm, shoulder, lumbar spine, pelvis, hip/groin, knee, ankle, thigh, leg, foot.
- Minimum of 1 trauma-related plan, e.g. shoulder dislocation.

**CbD**

Minimum of 1 each of the following:

- Injury resulting from faulty/inappropriate technique, biomechanics or equipment, or training error.
- Minimum of 1 trauma-related discussion, e.g. suspected spinal trauma.

TOTAL MINIMUM – 6

WBAs for EPA 2 must include different body areas and be completed by at least 2 different assessors with a maximum of 50% of the assessments completed by any one Assessor.

## EPA 3 – Manage the care and rehabilitation of patients presenting with overuse and chronic injuries

Supervision Level:	Depends on assessment requirements of the EPA	Status:	Required
Training Time:	Inside Training Time	Fee:	No

The EPA 3 completion form can be found under the Training Program Resources section of the ACSEP website.

### Description

The Registrar can integrate findings from the assessment to formulate a management plan for patients presenting with overuse and chronic musculoskeletal injuries, overseeing their progress to recovery.

The Registrar can perform this activity independently and demonstrates the following competencies:

- Apply knowledge of the pathophysiology of overuse injuries and injuries which have become chronic.
- Integrate information from the patient’s assessments together with knowledge of a patient’s cultural and religious background, values/attitudes and beliefs when developing a management plan with them.
- Foster discussion to encourage shared decision-making with the patient.
- Effectively manage overuse or chronic injuries listed in the *Assessment and Management of Sport and Exercise Related Injuries domain*.
- Identify patients with poor biomechanics, both structural and mechanical/poor sporting technique/equipment and explain how this contributes to injury and suggest how these predisposing factors can be managed, where possible.
- Incorporate evidence-based methods to augment the recovery process (including types of activity, therapies, nutrition, and psychological strategies).
- Prescribe graduated rehabilitation programs to regain aerobic fitness, muscle strength, power and endurance for a variety of injuries to enable the patient to progressively meet the physiological and skill demands of their chosen activity.
- Oversee comprehensive rehabilitation programs for patients suffering from any of the injuries listed in the *Assessment and Management of Sport and Exercise Related Injuries domain*.
- Negotiate overlapping and shared responsibilities with inter-and intra- professional health care providers for episodic or ongoing patient care.
- Re-evaluate patients to determine when they can return to training and full involvement in their activity or competition.
- Maintain clear, accurate and appropriate written or electronic records of clinical consultations, encounters and plans.
- Counsel patients when they may need to consider sporting career termination due to injury or illness and refer as appropriate.

### Workplace-based assessment

To demonstrate competency in EPA 2, the Registrar must complete the following WBAs:

**MMA**

- Minimum of 2 management plans for chronic injury—i.e., the wrist, elbow, forearm, shoulder, pelvis, hip/groin, knee, thigh, leg.

**DOPS**

Minimum of 1 each of the following:

- Subacromial space
- Acromioclavicular
- Knee joint
- Ankle joint

**CbD**

Minimum of 1 each of the following:

- Lower back pain, dancer, gymnast, fast bowler
- Non-surgical management of chronic ankle pain

## Appendix 3: Description of ACSEP Training Program research requirements prior to 2023

Research			
Supervision Level:	N/A	Status:	Required
Training Time:	Usually outside Training Time	Fee:	Yes

### 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

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](mailto:research@acsep.org.au) and [registrars@acsep.org.au](mailto:registrars@acsep.org.au)

## 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.

The following table highlights the presentation timing & topic requirements:

Year	Required	Duration	Topics
1 <sup>st</sup> Year	YES	5min	Outline of their research project and their progress (preferable) Well-researched literature review An interesting case study
2 <sup>nd</sup> Year	YES	10min	
3 <sup>RD</sup> YEAR +	OPTIONAL	15min	

### Approvals

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.

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 to 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

### 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](mailto: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 1<sup>st</sup> 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.

## 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](mailto:Research@acsep.org.au)

### Evidence of completion

Publication: Once you receive written notification of approval for publication, please notify [research@acsep.org.au](mailto:research@acsep.org.au) and [registrars@acsep.org.au](mailto: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.

## 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

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](mailto:research@acsep.org.au) and [registrars@acsep.org.au](mailto:registrars@acsep.org.au)

Please upload your letter or email to your online portfolio (required).

## Appendix 4: Research Based Activity (RBA) Training Program requirements Training Manual supplement

A critical factor in the development of the Sport and Exercise Medicine (SEM) as a distinct discipline has been the performance and publication of high standard academic research. The result of this work is a growing cross-disciplinary knowledge base that informs treating clinicians, public policy and research practice and, more importantly, contributes to enhanced patient outcomes.

Fulfilling the ACSEP approved research competencies is a requirement of the ACSEP Training Program and a prerequisite for ACSEP Fellowship. Detailed in this document section are the research competencies and the new submission and assessment framework established at the beginning of the training year 2023. All information outlined here supersedes prior research requirements detailed in previous ACSEP Training Manuals and historical sources listed elsewhere.

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### Research Based Activity (RBA) Competency Framework

**Competency Based Research Assessment** - From 2023, the research requirement of the ACSEP Training Program operates using a points-based research competencies assessment framework called 'Research Based Activity (RBA)'. The RBA and the competency based 10 point system provides a structure for developing, monitoring and assessing a Registrar's final **Portfolio of Research**. Each Registrar must undertake approved RBAs as part of their specialised Sports and Exercise Medicine

training and demonstrate their individual capacity for original quality research in the field of SEM through a variety of approved outcomes.

**A total of 10 points** is required for a Registrar to successfully fulfil training research requirements. The 10 points consists of mandatory RBA = 5 points and optional RBA requirements = 5 points. Both Mandatory and Optional RBA requirements **can only be submitted once in** a Registrar's final **Portfolio of Research** to be considered for approval and completion.

**RBA Submission and Approval** - Final approval on all RBAs is provided by the ACSEP Research Committee with reporting oversight by the ACSEP Training and Education Committees under the provision of all current ACSEP appeals policy and procedures. All submission procedures must be followed as directed below to be considered for approval and endorsement of RBA points.

**Recognition of Prior Learning (RPL)** - Some of the listed, approved RBAs can be considered for 'Recognition of Prior Learning' (RPL), according to the parameters and requirements outlined in each of the sections below.

**Registrars must have a Research Team** - In initiating and fulfilling the RBA requirements, Registrars are expected to create their own Research Team which includes Research Supervisor(s) as well as seeking research development advice and ongoing feedback from their ACSEP Clinical Training Supervisors and ACSEP Zone Training Coordinators, and/or supervision or mentorship from other ACSEP Fellows- or experts.

**Regular reporting** - Registrars are required to report on their research progress and give feedback (positive and/or negative) as part of their 6 monthly reviews with Clinical Training Supervisors and Zone Training Coordinators. If required, this reporting may form part of final RBA assessment/evaluation.

**Evidence-Based Online Research Portfolio and payment of RPL and research fees** - Fulfilling the RBA requirement includes Registrars upload all submitted and approved documents in the *ACSEP Training Profile Research Activity Portfolio*, including proof of payment of all relevant ACSEP fees.

**Completion of RBA** – A Registrar's Research Portfolio will not be endorsed as complete until all RBA submissions are confirmed as approved, all documents uploaded by Registrars to online *ACSEP Training Profile Research Activity Portfolio* and all associated ACSEP fees have been paid. An endorsed and evidenced 10 point research portfolio or equivalent approved RPL is a prerequisite to completing the Training Program and receiving ACSEP Fellowship.

Any queries, communication or issues related to RBA must be directed via email to [research@acsep.org.au](mailto:research@acsep.org.au)

### **Research Based Activity (RBA) Portfolio Requirements**

**The fulfilment of the ACSEP Training Research Requirement is achieved once the Registrar's Research Based Activity Portfolio**

**= 10 points**

\*Each RBA (mandatory and optional) can only be submitted/approved once

**Mandatory RBA = 5 points**

1. Completion of the *Research Methodology E-Module* (2 points)
2. Submission and approval of original research proposal (2 points)
3. Presentation of approved research at ACSEP Annual Scientific Conference (1 point)

**Optional RBA = 5 points \*Registrar to choose from RBA selection**

1. Original Research Publication - Scimago Ranked Quartile 1 or 2 Journal (5 points)
2. Original Research Publication - Lower Rank/Peer Reviewed Journal (3 points)
3. Completion of Original Research Competencies - Unpublished (1 or 2 points)
4. Co-author in Ongoing or Published Research (1 point)
5. First Author in Other Publication (1 point)
6. Presentation (Verbal) at National/International Conference (Non-ACSEP) (1 point)
7. Presentation (Poster) at National/International Conference (Non-ACSEP) (1 point)
8. Evidence of impact/translation of original research findings (1 point)

**Total Research Portfolio = 10 points**

## Research ACSEP Training Program Timeline\*

\*Timeline based on revised Curriculum stages commencing beginning of 2024

RESEARCH BASED ACTIVITY (RBA) ACSEP TRAINING PROGRAM TIMELINE							
RESEARCH BASED ACTIVITY (RBA) REQUIREMENTS				STAGE 1	STAGE 2	STAGE 3	
RESEARCH BASED ACTIVITY (RBA) ACSEP TRAINING PROGRAM TIMELINE	<b>Mandatory RBA = 5 points</b>	<b>Research Methodology Academic Module</b>	Completed by <b>end of Training Period 1</b> in First Year of training	Completed and uploaded to online research portfolio	Must be complete	Must be completed before advancing to Fellowship	
		<b>Original Research Proposal</b>	Proposal Submitted & Approved by <b>last Friday of October</b> in First Year of training	Submitted/Approved and uploaded to online research portfolio	Must be complete	Must be completed before advancing to Fellowship	
		<b>Presentation of Research at main ACSEP Annual Scientific Conference</b>	Approved research project results presented at conference	N/A	Optional	Must be completed before advancing to Fellowship	
	<b>Original Approved Research Project</b> Ongoing Through Training Program						Must be completed before advancing to Fellowship
	<b>Optional RBA = 5 points</b>	<b>RBA Portfolio Submissions</b>	RBA forms submitted for Review & Approval and uploaded to online research portfolio	Submission timeline relevant to RBA	Submission timeline relevant to RBA		Must be completed before advancing to Fellowship

<b>RBA Portfolio = 10 points</b>	<b>Research Complete</b>	Full 10 points RBA Portfolio completed with all approvals, fees paid and requested submission evidence uploaded to registrar online research portfolio. All research must be complete before advancing to Fellowship.
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## Submission, Assessment and Approvals Explained

Detailed in this section are each of the ACSEP Training Program research competencies listed as Mandatory and Optional Research Based Activities (RBA) and their submission and assessment framework of procedures established at the beginning of the training year 2023. All information outlined here supersedes prior research requirements detailed in previous ACSEP Training Manuals and historical sources listed elsewhere.

The RBA submission framework and processes explained here have been introduced to create an equitable framework of review and assessment for all Registrars seeking to gain recognition for research undertaken and obtain ACSEP Fellowship. Parallel aims for developing these processes are also the provision of clear records for ongoing review, minimisation of error through misinformation, avoidance of historical loss of data and the removal of the stresses associated with reporting on years of research without documentation at the end of the Training Program.

**Accuracy & Evidence:** Completing all RBA submissions correctly and uploading all requested documents and approval letters to online training research folders is a vitally important step. Doing so provides evidence of the research work completed, confirms through records that all research work has been reviewed and approved by ACSEP Research Fellows and presents a full documentary record for when a Fellowship application is under review.

### First Section: The 5 points of Mandatory RBA

#### **Mandatory Research Based Activity (RBA) Requirements**

Registrar to **complete each Mandatory RBA** listed below **for a total of 5 points** towards the 10 point research portfolio total \*unless granted RPL

1. Completion of Research Methodology E-Module (2 points)
2. Submission and approval of original Research Proposal (2 points)
3. Presentation of Research at ACSEP Scientific Conference (1 point)

#### **Research Methodology Academic Module RBA (2 points)**

The Research Methodology module provides a comprehensive review of aspects of research and evidence based medicine for Sport and Exercise Physicians and Sport and Exercise Physician Registrars, to assist with developing research project concepts, performing research and interpreting the results of research. The module covers the topic areas of Epidemiology including study types and bias, Biostatistics, Meta-analysis and Systematic Reviews and Aspects of Evidence Based Medicine and Critical Appraisal

- The Research Methodology Module must be completed by the end of the first 6 month training period of the first year of training
- To remain relevant to the changing SEM landscape the content of the module will change as part of ongoing ACSEP educational processes of curriculum review
- Registrars may apply for Recognition of Prior Learning (RPL) if able to demonstrate equivalent previous learning or formal education as per each topic of the module

**Forms and Submission:** Access to the module is through the ACSEP SEM Academy. Progress is also monitored through the ACSEP SEM Academy. A certificate of completion is automatically generated when the module is finished which must be uploaded by the Registrar to their online Research portfolio as evidence of completion of this mandatory RBA

\*For information on application for Recognition of Prior Learning please email [research@acsep.org.au](mailto:research@acsep.org.au).

**Fees:** Both the Research Methodology Module of the application for RPL (Recognition of Prior Learning) each have an associated fee. Please refer to the current fee schedule on the ACSEP website.

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. SEM Academy provided Certificate of Completion
2. If RPL approved - All application information and confirmation of approval

**Original Research Proposal: Submission and Approval (2 points)**

As a core element of postgraduate SEM education provided by the ACSEP Training Program, Registrars must complete and submit an original research project outlined in a developed research proposal for approval by the ACSEP Research Committee. The research proposal is expected to engage the Registrar as an active researcher in the SEM field and demonstrate understanding of the scope and steps required to undertake high standard research projects. The research proposal must factor in provision of evidence of the lead role played by the Registrar throughout the research journey with expectation that the approved proposed research will drive the research outputs contributing to the final 10 point RBA portfolio.

- The research proposal must be submitted, approved and finalised before research activity commences and before the end of the first year (Full time FTE) of the ACSEP Training Program so as not to delay progress throughout the remaining stages of training
- **Registrar's may apply for Recognition of Prior Learning (RPL)** if able to demonstrate equivalent previous learning or formal education as per **ACSEP RPL Policy requirements**
- The research project must be selected carefully and be achievable within the ACSEP Training Program timeline. Any proposed research project that cannot be arguably achieved within the ACSEP Training Program timeline will not be approved by the Research Committee
- Prior to starting Registrars are advised to source a Research Supervisor and where possible a Research Team. It is strongly recommended that one of the Research Team is an ACSEP Fellow
- Prior to submission Registrars should seek comprehensive advice and input on their research proposal from their ACSEP Clinical Training Supervisors and ACSEP Zone Training Coordinator

- Registrars can submit a draft proposal for review and feedback from the ACSEP Technical Advisor during its development and prior to its final submission by making a request through the ACSEP Training Research Officer via email [research@acsep.org.au](mailto:research@acsep.org.au)
- Research project proposal submission to the ACSEP Research Committee must use the required RS4.2 proforma detailed in the **Forms & Submissions** section listed below and include:
  - A review of the relevant literature
  - Background and context for the research
  - Clearly articulated research goals/aims
  - An identified rationale for the research including its contribution to sport and exercise medicine
  - A detailed methodology and research timeline
  - Outline of data collection i.e., subjects, methods, analysis, outcomes
  - Intended site of publication, authors and author order
  - Potential or foreseeable RBA outcomes (see eight Optional RBA)
  - Bibliography/List of references cited throughout proposal
- Approved research methodologies for original research include but are not limited to:
  - Randomised controlled trial
  - Systematic review and/or Meta-Analysis
  - Cohort study
  - Cross-sectional study
  - Case-control study
  - Retrospective case control study
  - Case series (atypical or notable conditions, minimum of three cases)
  - Cochrane review
  - Other (as required with advance discussion)

All proposals will be reviewed by the ACSEP Research Committee and outcomes provided will include written feedback and will be one of the four listed decisions

- **Approved:** The Registrar will be provided a **RS4.2 Letter of Approval**
- **Approved with Recommendations:** The Registrar will be provided **RS4.2 Letter of Approval with Recommendations** the details of which must be noted, and updates given by Registrar as to where these have been incorporated into the proposed research.
- **Revise & Resubmit:** The Registrar must review and make the relevant or recommended changes to their RS4.2 Research Proposal and clearly highlight any modifications within their resubmission. The Registrar should seek advice and oversight of the changes to their proposal from their supervisors and Research Team and where necessary the ACSEP Technical support. The Registrar must communicate an intended resubmission date and submit the amended RS4.2 Research Proposal for re-assessment before the end of the first Training Year (where and when logistically possible)
- **Reject:** Depending on circumstances a Registrar may be required to establish a new research topic and submit a brand new research proposal. When possible, the Registrar must submit their new RS4.2 Research Proposal for review and re-assessment by the Research Committee before the end of the first training year. Registrars in this situation should work with their research team to establish new timelines

**Forms & Submission:** The RS4.2 Research Proposal submission form can be obtained from the ACSEP website or requested from the ACSEP Training Research Officer via email [research@acsep.org.au](mailto:research@acsep.org.au).  
\*For Recognition of Prior Learning (RPL) the same applies.

RS4.2 Research Proposal form must be submitted to [research@acsep.org.au](mailto:research@acsep.org.au) for distribution to the Research Committee for review, evaluation and feedback. The anticipated assessment timeline of this process is 3 weeks, but this may be longer in extenuating circumstances. Registrars will be notified via email of any extended delays.

**Fees:** There is an associated Research Proposal fee as well as any application for Recognition of Prior Learning (RPL) – please refer to the ACSEP Fee Schedule or email the Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au)

**Approvals:** To finalise this Mandatory RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. RS4.2 Research Proposal plus associated documents
2. Research Proposal Fee Payment Receipt
3. RS4.2 Letter of Approval or RS4.2 Letter of Approval with Recommendations

If RPL approved - All application information and confirmation of RPL approval

**Presentation Completed Research at ACSEP Annual Scientific Conference (1 point)**

This mandatory research competency refers to preparation and undertaking of high standard presentation of the completed approved research project publicly given by all Registrars at the ACSEP Annual Scientific Conference. The ACSEP considers it an important part of SEM training to professionally engage with ACSEP Fellowship by regularly attending the annual ACSEP Scientific Conference and learning how to actively share in promoting good research amongst the ACSEP fellowship and larger SEM field. The presentation of research at an ACSEP Annual Scientific Conference topic and timing is based upon completion of the Registrar led research and must reflect the submitted and approved research proposal. If the Registrar has undertaken additional original research relevant to the SEM field and wishes to present this alternate research, this must be approved by the Research Committee

- This RBA does not refer to Registrar research project presentations or presentations at other non-ACSEP conference
- **Registrars may not apply for Recognition of Prior Learning (RPL)** as If RPL has been granted for the overall Research Project, the expectation is the Registrar will present their RPL approved research or subsequent original research
- Registrars must present at an ACSEP Annual Scientific Conference in person unless the ACSEP Annual Scientific Conference is being held online for any reason in a calendar year and in these circumstance when there is no ability to present in person, an online conference presentation will be accepted as having filled the requirement to present
- Registrars must present at an ACSEP Annual Scientific Conference in person unless there are significant barriers to attendance in person. If a Registrar intends to present at the ACSEP Scientific Conference **via zoom or video** recording they must submit a written request including a clear rationale via email to the Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au) for approval of the Research Committee prior to submitting the abstract to the Conference Committee. Each case will be evaluated based on its circumstances and merits

- Registrars close to Fellowship are given preference to present but those who finish their approved research earlier in their ACSEP Training Program and who wish to present can seek approval from the ACSEP Research Committee by emailing [research@acsep.org.au](mailto:research@acsep.org.au). Confirmation of presentation slot availability will be provided by the ACSEP Conference Convenor beforehand (decision is based on number of Final Stage Registrars presenting and the Conference Program)
- Prior to submission of presentation abstracts Registrars should confirm content with their Research Supervisor, Clinical Training Supervisor and/or Zone Training Coordinator (ZTC)
- Approval of any requests for changes to the mandatory nature of this RBA lies with the Research Committee and must be granted prior to any scheduled conference with full knowledge that fulfilment of this RBA is an expectation for ACSEP Fellowship

**Forms & Submission:** Registrars are required to submit their Presentation Abstract as per the ACSEP Scientific Conference's annual submission process. Call for abstracts open from August each year and the ACSEP Conference Convenor will publicly communicate each year's submission process and guidelines for registering and submitting presentation topic

**Fees:** There is no presentation fee assigned to this mandatory RBA, but Registrars must pay the applicable ACSEP Scientific Conference registration fee. **See ACSEP Fee Schedule**

**Approvals:** To finalise this Mandatory RBA Registrars must upload the requested documents to their online Research portfolio

**Documents to be uploaded by Registrar to their Research Portfolio:**

1. Conference presentation abstract or PDF of conference presentation slides
2. ACSEP Conference Program or Copy of approval email from ACSEP Conference Convenor
3. Copy of any requests and written approvals provided by the Research Committee

## Second Section: The 5 points of Optional RBA

### Optional Research Based Activity (RBA) Requirements

Registrar to **choose one each** from the 8 approved optional RBA below **for a total of 5 points** with repeated RBA submissions not considered

1. RS5.1 Original Research Publication - Scimago Ranked Q1 or Q2 Journal (5 points)
2. RS5.2 Original Research Publication - Lower Rank/Q3/Q4 Journal (3 points)
3. RS5.3 Completion of Original Research Competencies – Unpublished (1-2 points)
4. RS5.4 Co-author in Ongoing or Published Research (1 point)
5. RS5.5 First Author in Other Publication (1 point)
6. RS5.6 Present (Verbal) National/International Conference (Non-ACSEP) (1 point)
7. RS5.7 Present (Poster) National/ International Conference (Non-ACSEP) (1 point)
8. RS5.8 Evidence of impact / translation of original research findings (1 point)

### RS5.1 RBA Research Publication in a Scimago Ranked Q1 or Q2 Journal (5 points)

The RS5.1 RBA refers to any first-author publication in a journal ranked as Q1 or Q2 in at least one SCIMAGO category. A journal also qualifies if it is listed as Q2 in one category and Q3 in another category whilst a Q3/4 ranking does not qualify for this RBA. A journal qualification of Q2 may be achieved in either the year (prior to) submission or the year (prior to) publication; such that a journal listed as Q2 when the paper was submitted qualifies even if it has dropped out prior to publication. Registrars can refer to **APPENDIX A** at the end of this document for an example list of accepted Q1 and Q2 journals. This is not a comprehensive list as the status of journals is constantly being reviewed and all Registrars should do their own checking of the journal's Quartile ranking and carefully consider their journal submission as part of their research methodology development

- **Registrars may apply for Recognition of Prior Learning (RPL)** for this RBA if able to demonstrate equivalent previous publication of original research only if the publication and journal make a relevant and current contribution to the field of Sport and Exercise Medicine
- The published research must meet the methodological and research competencies requirements outlined and approved in the mandatory Original Research Proposal RBA Requirement
- Submission should follow the steps provided in the **Forms & Submission** section below and must include details and evidence of final acceptance, current journal status, a copy of the final research manuscript and all other relevant information
- The following research publications **do not** meet the necessary scope and requirements for this RBA, but may be used as supportive publications towards the completion of other listed Optional RBA:
  - Published research methodology
  - Individual case reports
  - Letters to the editor correspondence
  - Book chapters
  - Editorials
  - Narrative reviews without a systematic review of the literature
- A relevant but shorter research paper in a highly-ranked/high impact journal (e.g. JAMA/NEJM/BMJ) may qualify for this RBA only on a case by case basis and upon application to the Research Committee

**Forms & Submission:** Registrars are required to submit the RS5.1 RBA Publication Q1Q2 Form via email to the Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au) with all sections completed and all requested evidence provided for review by the Research Committee. After Research Committee approval the Research Officer will provide the Registrar with an ACSEP Letter of Q1/2 Publication Confirmation

**Fees:** If fees are requested by the Journal to publish, the Registrar is responsible for payment. Failure to do so, despite preliminary Journal acceptance, will invalidate allocation of the 5 RBA points. \*Application for Recognition of Prior Learning (RPL) has an associated fee – please refer to the ACSEP Fee Schedule or email the Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au)

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

**Documents to be uploaded by Registrar to their Research Portfolio:**

1. RS5.1 RBA Publication Q1Q2 Form and PDF of original manuscript
2. ACSEP Letter of RS5.1 Q1/2 Publication Confirmation

3. If RPL approved - All application information and confirmation of approval

### **RS5.2 Original Research Publication in Lower Ranking Q3 or Q4 Journal (3 points)**

The ACSEP recognises that there are sometime unavoidable factors that prevent publication of research in a Q1 or Q2 ranked journal. The RS5.2 RBA Original Research Publication in Lower Ranking Journal accepts first-author publication in Non Q1/Q2 journals relevant to sport and exercise medicine. The published research must meet the methodological and research competencies requirements outlined and approved in the mandatory RBA Research Proposal Requirement

- **Registrars may apply for Recognition of Prior Learning (RPL)** for this RBA if able to demonstrate equivalent previous publication of original research only if the publication and journal make a relevant and current contribution to the field of Sport and Exercise Medicine
- The following research projects **do not** meet the necessary requirements for this RBA, but may be used as supportive publications towards the completion of other approved and listed Optional RBA:
  - Published research methodology
  - Individual case reports
  - Letters to the editor correspondence
  - Book chapters
  - Editorials
  - Narrative reviews without a systematic review of the literature

**Forms & Submission:** Registrars are required to submit the [RS5.2 RBA LR Publication Form](#) via email to the Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au) for review by the Research Committee. Submission should include details of final acceptance, current journal status, a copy of the final research manuscript and all other relevant information. After approval from the Research Committee Registrars will be provided with an [ACSEP Letter of RS5.2 LR Publication Confirmation](#)

**Fees:** If fees are requested by the Journal to publish, the Registrar is responsible for payment. Failure to do so, despite preliminary Journal acceptance, will invalidate allocation of the 3 RBA points. \*Application for Recognition of Prior Learning (RPL) has an associated fee – please refer to the [ACSEP Fee Schedule](#) or email [research@acsep.org.au](mailto:research@acsep.org.au).

**Approvals** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio.

#### ***Documents to be uploaded by Registrar to their Research Portfolio:***

1. [RS5.2 RBA LR Publication Form](#) and PDF of published manuscript
2. ACSEP Letter of RS5.2 LR Publication Confirmation
3. If RPL approved - All application information and confirmation of approval

### **RS5.3 Completion of Research Competencies: Unpublished (1 or 2 points)**

The ACSEP recognises that there are sometime unavoidable factors that can obstruct the final publication of original research. The RS5.3 RBA allows for potential allocation of 1 or 2 points to Registrars who have completed their approved research (of which they were a lead or first author) but who have subsequently been unable to publish. This RBA refers only to completed original research as part of the Training Program where the Registrar has been the lead researcher and where the research meets the scope and standard already approved.

- **Registrars may not apply for RPL (Recognition of Prior Learning) for this RBA**
- Relevant research competencies may include evidence of:
  - Formulation of a research question in addition to and clinically/technically distinct from previously submitted Research Proposal RBA
  - Identification of an appropriate, helpful and engaged research supervisor and/or research team and demonstrated engagement by the Registrar with this team
  - Development of a comprehensively researched and written research hypothesis extending beyond what was initially provided in the mandatory Original Research Proposal RBA
  - Completion of a critical appraisal of the literature that informs a comprehensively written literature review
  - Evidence of the development and application of an appropriate research protocol
  - Evidence of consideration and resolution of ethical considerations and the preparation of an appropriate ethics application
  - Evidence of comprehensive research planning and development of research time frames for data collection, analysis, write-up and submission
  - Evidence of active and actual sourcing of research funding and outcomes
  - Evidence of collection, collation and analyses of data
  - Evidence of collaboration with established research networks
  - Evidence of preparation of a manuscript for publication and effectively completing a journal submission process
  - Evidence of dissemination of results and facilitation of translation of findings
- Applications for Completion of Research Competencies: Unpublished RBA should include:
  - Completed RS5.3 RBA Completion of Research Competencies submission form
  - Copy of the original approved research proposal (where appropriate)
  - Evidence of completed research (e.g. the completed manuscript)
  - Evidence of role and scope of engagement of the Registrar
  - Evidence of submission/re-submission (including reviewer or editors' comments and revisions)
- Each application as assessed on its merits and at their discretion may allocate either 1 or 2 RBA points; determined in response to the scope of the original research undertaken, developed and/or completed and based upon evidence provided
- If the Registrar's application for this RBA is not approved feedback will be given and the Registrar will be advised of the possibility(s) for reapplication or a suggested alternate RBA.

**Forms & Submission:** Registrars must submit an RS5.3 RBA Completion of Research Competencies via email [research@acsep.org.au](mailto:research@acsep.org.au). Submission of this form provides the format for a comprehensive explanation of the reasons behind inability to publish as well as provision of an equitable framework for assessment and endorsement of the research competencies undertaken and completed. The outcome of the submission will be communicated via email. If approved The Registrar will be provided with an ACSEP Letter of Completion of RS5.3 RBA containing the stated allocation of 1 or 2 points.

**Fees:** There is no fee associated with this RBA.

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. [RS5.3 RBA Completion of Research Competencies](#) and associated documents
2. [ACSEP Letter of Completion of RS5.3 RBA](#) (1 or 2 points)

#### **RS5.4 Co-Author in Ongoing or Published Research (1 point)**

The ACSEP recognises the value in Registrars effectively contributing to extensive research projects that may not be able to be completed within the Training Program timeline. This allows Registrars to receive recognition for their active and substantial contribution to significant ongoing research projects, or co-authoring published research involving well established and proven research institutions. This RBA refers only to completed original research as part of the Training Program where the Registrar has played an active and demonstrable role and where the research meets the scope and standard already approved

- Registrars may not apply for Recognition of Prior Learning (RPL) for this RBA
- As this RBA recognises another research lead or first author, the ACSEP Research Committee will consider each application on its merits and based upon evidence provided on scope of the role undertaken in the research by the Registrar and quality of the research undertaken
- The completed application must include documentary evidence of the Registrar's role and direct contribution to an ongoing research project including:
  - The research proposal and ethics assessment
  - Clear articulation of the role and expectations on the Registrar
  - Evidence of work completed by the Registrar to the time of the application
  - Timeline for completion of the project
  - Letter of support from the Lead Author / Institution

**Forms & Submission:** Registrars must submit [RS5.4 RBA Co-Author in Ongoing or Published Research](#) via email [research@acsep.org.au](mailto:research@acsep.org.au) and if approved the ACSEP Training Research Officer will provide an [ACSEP RS5.4 RBA Letter of Confirmation](#). If the Registrar's application for this RBA is not approved, feedback will be given, and the Registrar will be advised of the possibility(s) for reapplication or a suggested alternate RBA

**Fees:** There is no fee associated with this RBA

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

#### ***Documents to be uploaded by Registrar to their Research Portfolio:***

1. [RS5.4 RBA for Co-Author in Ongoing or Published Research](#) and associated documents
2. [ACSEP 5.4 RBA Letter of Confirmation](#)
3. If RPL approved - All application information and confirmation of approval

#### **RS5.5 First Author in Non-Peer Reviewed Publication (1 point)**

The ACSEP recognises the value in Registrars contributing to the dissemination of evidence-based research to the broader Sports and Exercise Medicine community, and the role that minor journals and non-peer reviewed literature can play in this. The RS5.5 RBA allows Registrars to be recognised for their evidence-based contributions to publications that are not peer reviewed, but are original, have currency and are widely read by relevant individual. To be eligible for the First Author in Non-Peer Reviewed Publication RBA a Registrar must be the first author of a publication in a lower level journal (for example, coaching journals) or non-peer reviewed literature. The Research Committee will consider each application on its merits and based upon the evidence provided.

- **Registrars may apply for Recognition of Prior Learning (RPL)** for this RBA if able to demonstrate equivalent previous publication of original research only if the publication makes a relevant and current contribution to the field of Sport and Exercise Medicine
- Submission for First Author in Non-Peer Reviewed Publication may include:
  - Published research methodology
  - Individual case reports
  - Letters to the editor correspondence
  - Book chapters
  - Editorials
  - Narrative reviews without a systematic review of the literature
- Submission for First Author in Non-Peer Reviewed Publication must include documentary evidence of contribution to an ongoing research project including:
  - Details of final acceptance
  - Current journal status
  - Copy of the final research manuscript
  - All other relevant information

**Forms & Submission:** Registrars must submit RS5.5 RBA First Author in Non-Peer Reviewed Publication to the ACSEP Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au). The outcome will be communicated via email and if approved the Registrar will be provided an ACSEP Letter of RS5.5 RBA Confirmation. If the Registrar's application for this RBA is not approved feedback will be given and Registrar advised of reapplication or suggested alternate RBA.

**Fees:** If fees are requested by the organisation or publisher the Registrar is responsible for payment. Failure to do so and failure to complete as a result, despite preliminary acceptance, will invalidate allocation of the 1 RBA point. \*Application for Recognition of Prior Learning (RPL) for this RBA has no fee

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. RS5.5 First Author in Non-Peer Reviewed Publication RBA and associated docs
2. ACSEP Letter of RS5.5 RBA Confirmation
3. If RPL approved - All application information and confirmation of approval

**RS5.6 Presentation (Verbal) at National/ International Conference: Non-ACSEP (1 point)**

The ACSEP recognises the importance of the dissemination of research findings to the broader sport and exercise medicine community and the RS5.6 RBA Presentation (Verbal) of Original Research at a National or International Conference: Non-ACSEP (1 point) allows for Registrars to be recognised for their contribution of original research to the SEM community at formal conferences outside of the annual ACSEP Scientific Conference. To be eligible the National or International Conference must be one listed under the auspices of an appropriate and recognised professional college or organisation (e.g. Sports Medicine Australia, RACGP, Orthopaedic Colleges or Organisations, or International Sports Medicine/ Physician Colleges or Organisations) and the Research Committee will consider each application on its merits and quality of both research presentation and conference. The presentation must be evidence of current or ongoing original research undertaken during the ACSEP Training Program.

- **Registrars may not apply for Recognition of Prior Learning (RPL) for this RBA**
- Given the purpose of this RBA is information sharing across the SEM research community the expectation for this RBA is for 'in person' presentations. This means the Registrar must attend and present in person unless there are significant barriers to do so
- The RS5.6 RBA Presentation (Verbal) of Original Research at a National or International Conference: Non-ACSEP does not refer to Registrar Conference presentations to Registrar peers

**Forms & Submission:** Registrars must submit RS5.6 RBA Presentation (Verbal) form to the ACSEP Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au). The submission must contain conference details along with a copy of presentation abstract and/or slides. The outcome will be communicated via email and if approved the ACSEP Training Research Officer will provide an ACSEP Letter of RS5.6 RBA Confirmation. If the Registrar's application for this RBA is not approved feedback will be given and the Registrar will be advised of possibility(s) for reapplication or suggested alternate RBA

**Fees:** Any Conference registration fees are the responsibility of the Registrar

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

**Documents to be uploaded by Registrar to their Research Portfolio:**

1. RS5.6 RBA Presentation (Verbal) form and associated documents
2. ACSEP Letter of RS5.6 RBA Confirmation

**RS5.7 Presentation (Poster) at National/International Conference: Non-ACSEP (1 point)**

The ACSEP recognises the importance of the dissemination of research findings to the broader sport and exercise medicine community and the RS5.7 RBA Presentation (Poster) of Original Research at a National or International Conference: Non-ACSEP (1 point) allows for Registrars to be recognised for their contribution of original research to the SEM community at formal conferences outside of the annual ACSEP Scientific Conference. To be eligible the National or International Conference must be one listed under the auspices of an appropriate and recognised professional college or organisation (e.g. Sports Medicine Australia, RACGP, Orthopaedic Colleges or Organisations, or International Sports Medicine/ Physician Colleges or Organisations) and the Research Committee will consider each application on its merits and quality of both research presentation and conference. The presentation must be evidence of current or ongoing original research undertaken during the ACSEP Training Program

- **Registrars may not apply for Recognition of Prior Learning (RPL) for this RBA**
- Given the purpose of this RBA is information sharing across the SEM research community the recommendations for this RBA are for Registrars to attend the conference in person unless there are significant barriers to do so
- The RS5.7 RBA Presentation (Poster) of Original Research at a National or International Conference: Non-ACSEP **does not refer to Registrar Conference** presentations to Registrar peers

**Forms & Submission:** Registrars must submit RS5.7 RBA Presentation (Poster) form to the ACSEP Training Research Officer [research@acsep.org.au](mailto:research@acsep.org.au). The submission must contain conference details along with a copy of presentation abstract and/or slides. The outcome will be communicated via email and if approved the ACSEP Training Research Officer will provide an ACSEP Letter of RS5.7 RBA

**Confirmation.** If the Registrar's application for this RBA is not approved feedback will be given and the Registrar will be advised of possibility(s) for reapplication or suggested alternate RBA

**Fees:** Any Conference registration fees are the responsibility of the Registrar.

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. [RS5.7 RBA Presentation \(Poster\) form](#) and associated documents
2. [ACSEP Letter of RS5.7 RBA Confirmation](#)

**RS5.8 Evidence of Impact / Translation of Original Research Findings (1 point)**

The ACSEP recognises the importance of acknowledging the positive and tangible impacts and variety of ways to translate research findings and dynamically affect change within the SEM field. The RS5.8 RBA Evidence of Impact / Translation of Original Research (1 point) allows for Registrars to be recognised for their contribution of original research to the SEM community. This RBA refers only to completed original research as part of the Training Program where the Registrar has been the lead researcher and where the research meets the scope and standard already approved. The ACSEP Research Committee will consider each application on its merits determined by the scope of the Registrar's research contribution and evidence provided.

- **Registrars may not apply for RPL (Recognition of Prior Learning) for this**
- The RS5.8 RBA Evidence of Impact/Translation of Research may reflect outcomes such as:
  - Sharing of information with sporting bodies
  - Development of information sheets
  - Development and sharing of protocols
- The RS5.8 RBA Evidence of Impact/Translation of Research should include:
  - Evidence of the role and scope of Registrar's research contribution
  - Evidence of the impact of original research outcomes
  - Evidence of translation of original research outcomes

**Forms & Submission:** Registrars must submit the [RS5.8 RBA Evidence of Impact/Translation form](#) to the ACSEP Training Research Officer via email [research@acsep.org.au](mailto:research@acsep.org.au). This submission form provides an equitable format for translating, reviewing and assessing this RBA across all submissions. The outcome will be communicated via email and if approved the ACSEP Training Research Officer will provide an [ACSEP Letter of RS5.8 RBA Confirmation](#). If the Registrar's application for this RBA is not approved, feedback will be given, and the Registrar will be advised of possibility(s) for reapplication or suggested alternate RBA

**Fees:** There is no fee associated with this RBA

**Approvals:** To finalise this RBA Registrars must upload the requested documents to their online Research portfolio

***Documents to be uploaded by Registrar to their Research Portfolio:***

1. [RS5.8 RBA form](#) and associated documents
2. [ACSEP Letter of RS5.8 RBA Confirmation](#)

\*END of RBA list – See below for Schedule of Q1 and Q2 journals (as at date) in **Appendix A** and List of RBA Forms and Letters in **Appendix B**

**Schedule A – Scimago Q1 and Q2 journals (as at this document creation date)**

<https://www.scimagojr.com/journalrank.php?category=2732>

<https://www.scimagojr.com/journalrank.php?category=3612>

<https://www.scimagojr.com/journalrank.php?category=3699>

\*Note green highlighted represents the most used journals by ACSEP Registrars

Acta Orthopaedica	Adapted Physical Activity Quarterly	African Journal of Disability
American Journal of Physical Medicine and Rehabilitation	American Journal of Sports Medicine	Annals of Physical and Rehabilitation Medicine
Applied Ergonomics	Applied Physiology, Nutrition and Metabolism	Archives of Orthopaedic and Trauma Surgery
Archives of Osteoporosis	Archives of Physical Medicine and Rehabilitation	Arthroplasty Today
Arthroscopy - Journal of Arthroscopic and Related Surgery	Arthroscopy, Sports Medicine, and Rehabilitation	Asian Spine Journal
Biology of Sport	BMC Musculoskeletal Disorders	BMC Obesity
BMC Sports Science, Medicine and Rehabilitation	BMJ Open Sport and Exercise Medicine	Bone and Joint Journal
Bone and Joint Research	Bone Reports	Brazilian Journal of Physical Therapy
British Journal of Sports Medicine	Calcified Tissue International	Cartilage
Chiropractic and Manual Therapies	Clinical Biomechanics	Clinical Journal of Sport Medicine
Clinical Orthopaedics and Related Research	Clinical Rehabilitation	Clinical Reviews in Bone and Mineral Metabolism
Clinical Spine Surgery	Clinics in Orthopaedic Surgery	Clinics in Sports Medicine
Connective Tissue Research	Current Reviews in Musculoskeletal Medicine	Current Sports Medicine Reports
Curriculum Studies in Health and Physical Education	Disability and Rehabilitation: Assistive Technology	Education Sciences
EFORT Open Reviews	Ergonomics	European Journal for Sport and Society
European Journal of Applied Physiology	European Journal of Orthopaedic Surgery and Traumatology	European Journal of Physical and Rehabilitation Medicine
European Journal of Sport Science	European Journal of Trauma and Emergency Surgery	European Physical Education Review
European Spine Journal	European Sport Management Quarterly	Evidence and Policy
Exercise and Sport Sciences Reviews	Exercise Immunology Review	Foot and Ankle Clinics

Foot and Ankle International	Foot and Ankle Specialist	Foot and Ankle Surgery
Gait and Posture	German Journal of Exercise and Sport Research	Global Spine Journal
Hand	Hand Clinics	HIP International
HSS Journal	Human Movement Science	Injury
International Journal of Behavioural Nutrition and Physical Activity	International Journal of Orthopaedic and Trauma Nursing	International Journal of Performance Analysis in Sport
International Journal of Rehabilitation Research	International Journal of Spine Surgery	International Journal of Sport and Exercise Psychology
International Journal of Sport Nutrition and Exercise Metabolism	International Journal of Sports Medicine	International Journal of Sports Physiology and Performance
International Orthopaedics	International Review for the Sociology of Sport	International Review of Sport and Exercise Psychology
JBJS Essential Surgical Techniques	JBJS Open Access	JBJS Reviews
JBMR Plus	JMIR Rehabilitation and Assistive Technologies	JMIR Serious Games
Joints	JOR Spine	Journal of Adventure Education and Outdoor Learning
Journal of Aging and Physical Activity	Journal of Applied Biomechanics	Journal of Applied Physiology
Journal of Applied Sport Psychology	Journal of Arthroplasty	Journal of Athletic Training
Journal of Biomechanics	Journal of Bodywork and Movement Therapies	Journal of Bone and Joint Infection
Journal of Bone and Joint Surgery - Series A	Journal of Bone and Mineral Metabolism	Journal of Bone and Mineral Research
Journal of Cachexia, Sarcopenia and Muscle	Journal of Children's Orthopaedics	Journal of Clinical Densitometry
Journal of Developmental and Physical Disabilities	Journal of Exercise Rehabilitation	Journal of Exercise Science and Fitness
Journal of Experimental Orthopaedics	Journal of Foot and Ankle Research	Journal of Foot and Ankle Surgery
Journal of Functional Morphology and Kinesiology	Journal of Hand Surgery	Journal of Hand Therapy
Journal of Head Trauma Rehabilitation	Journal of Human Kinetics	Journal of Knee Surgery
Journal of Manual and Manipulative Therapy	Journal of Motor Learning and Development	Journal of Neurologic Physical Therapy
Journal of Orthopaedic and Sports Physical Therapy	Journal of Orthopaedic Research	Journal of Orthopaedic Science
Journal of Orthopaedic Surgery and Research	Journal of Orthopaedic Translation	Journal of Orthopaedic Trauma
Journal of Orthopaedics	Journal of Orthopaedics and Traumatology	Journal of Outdoor and Environmental Education
Journal of Paediatric Orthopaedics	Journal of Physical Activity and Health	Journal of Physical Education and Sport

Journal of Physical Education, Recreation and Dance	Journal of Physiological Anthropology	Journal of Physiology
Journal of Physiotherapy	Journal of Rehabilitation Medicine	Journal of Science and Medicine in Sport
Journal of Shoulder and Elbow Surgery	Journal of Spine Surgery	Journal of Sport and Health Science
Journal of Sport Management	Journal of Sport Rehabilitation	Journal of Sports Economics
Journal of Sports Medicine and Physical Fitness	Journal of Sports Science and Medicine	Journal of Sports Sciences
Journal of Strength and Conditioning Research	Journal of Teaching in Physical Education	Journal of the American Academy of Orthopaedic Surgeons, The
Journal of the International Society of Sports Nutrition	Kinesiology	Kinesiology Review
Knee	Knee Surgery and Related Research	Knee Surgery, Sports Traumatology, Arthroscopy
Measurement in Physical Education and Exercise Science	Medicine and Science in Sports and Exercise	MicroRNA (Sharqiyah, United Arab Emirates)
Musculoskeletal Care	Musculoskeletal Science and Practice	Musculoskeletal Surgery
Neurorehabilitation	Orthopaedic Journal of Sports Medicine	Orthopaedic surgery
Orthopaedics and Traumatology: Surgery and Research	Orthopaedic Clinics of North America	Orthopaedic Research and Reviews
Orthopaedics	Osteoarthritis and Cartilage	Patient Safety in Surgery
Paediatric Exercise Science	Paediatric Physical Therapy	Performance Enhancement and Health
Physical and Occupational Therapy in Paediatrics	Physical Education and Sport Pedagogy	Physical Medicine and Rehabilitation Clinics of North America
Physical Therapy	Physical Therapy in Sport	Physician and Sportsmedicine
Physiotherapy	Physiotherapy Research International	Physiotherapy Theory and Practice
PM and R	Polish Journal of Sport and Tourism	Psychology of Sport and Exercise
Qualitative Research in Sport, Exercise and Health	Quest	Rehabilitacia
Rehabilitation Nursing	Rehabilitation Psychology	Research in Sports Medicine
Research Quarterly for Exercise and Sport	Scandinavian Journal of Disability Research	Scandinavian Journal of Medicine and Science in Sports
Science and Medicine in Football	Scoliosis and Spinal Disorders	Sexuality and Disability
Shoulder and Elbow	SICOT-J	Skeletal Muscle
Sociology of Sport Journal	Spine	Spine Deformity
Spine Journal	Spine Surgery and Related Research	Sport Management Review
Sport, Education and Society	Sport, Ethics and Philosophy	Sport, Exercise, and Performance Psychology
Sports	Sports Biomechanics	Sports Engineering

Sports Health	Sports Medicine	Sports Medicine - Open
Sports Medicine and Arthroscopy Review	Sports Medicine and Health Science	Strength and Conditioning Journal
Teoria ta Metodika Fizicnogo Vihovanna	Therapeutic Advances in Musculoskeletal Disease	Topics in Spinal Cord Injury Rehabilitation
Women in Sport and Physical Activity Journal	World Journal of Orthopaedics	

## Schedule B – List of Forms and Letters

	Mandatory RBA	RPL	Forms	Letters
1	Research Methodology Module (2 points)	Yes	SEM Academy Certificate of Completion	Online payment receipt
			AD2.3 RPL Application for Academic Modules	AD2.3 RPL E-Module Letter of Approval
2	Original research proposal (2 points)	Yes	RS4.2 Research Original Proposal Form	RS4.2 Letter of Approval for Original Research Proposal
			AD2.5 RPL Application for Research Project	AD2.5 RPL Research Project Letter of Approval
3	Presentation ACSEP Annual Scientific Conference (1 point)	N/A		

	Optional RBA	RPL	Forms	Letters
1	Research Publication - Scimago Quartile 2 Journal (5 points)	Yes	RS5.1 RBA Q1/2 Publication	RS5.1 Letter of Q1/2 Confirmation
			AD2.5 RPL Application for Research Project	AD2.5 RPL Research Project Letter of Approval
2	Original Research Publication - Lower Rank/Peer Reviewed Journal (3 points)	Yes	RS5.2 RBA LR Publication	RS5.2 Letter of LR Confirmation
			AD2.6 RPL Application for LR Publication	AD2.6 Letter LR Publication RPL Approval
3	Completion of Research Competencies (1 or 2 points)	N/A	RS5.3 RBA Completion of Research Competencies: Unpublished	RS5.3 Letter of Completion of Research Competencies Confirmation
4	Co-author in Ongoing or Published Research (1 point)	N/A	RS5.4 RBA Co-Author in Ongoing or Published Research	RS5.4 Letter of Co-Author in Ongoing or Published Research Confirmation
5	First Author in Other Publication (1 point)	Yes	RS5.5 RBA First Author in Non-Peer Reviewed Publication	RS5.5 Letter of NPR Publication Confirmation
			AD2.7 RPL Application First Author Other Publication	AD2.7 Letter First Author Other Publication RPL Approval

6	Presentation (Verbal) at National International Conference (Non-ACSEP) (1 point)	N/A	RS5.6 RBA Presentation (Verbal) at Non-ACSEP Conference	RS5.6 Letter of Presentation (Verbal) Non-ACSEP Conference Confirmation
7	Presentation (Poster) at National International Conference (Non-ACSEP) (1 point)	N/A	RS5.7 RBA Presentation (Poster) of Original Research: Non-ACSEP Conference	RS5.7 ACSEP Letter of Non-ACSEP Presentation (Poster) Confirmation
8	Evidence of impact / translation of findings (1 point)	N/A	RS5.8 RBA Evidence of Impact/Translation of Research	RS5.8 ACSEP Letter of Confirmation of Impact / Translation of Original Research