



## P013 – Training Program Selection & Deferral Policy

### 1. Purpose

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

### 2. Background

The Training Program Selection Policy defines the requirements for the selection of applicants for entry into the Australasian College of Sport and Exercise Physicians (ACSEP) Specialist Training Program (The Training Program). The Policy is underpinned by the following general principles, which the ACSEP are committed to:

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

### 3. Scope

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

### 4. Selection Policy

#### 4.1 Eligibility Criteria

Determination of applicant eligibility for the Training Program is undertaken by the Interview and Selection Committee (ISC), in consultation with the Training Committee. Applicants must provide suitable evidence for each of the following eligibility criteria by the closing date for their Application



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to the Training Program.

- i. Current, unconditional, Medical Registration from the applicable Medical Board or Council in Australia or New Zealand.
- ii. Completion of suitably acceptable postgraduate first and second years (PGY01, PGY02) and the commencement of, at minimum, PGY03 or a suitably acceptable third year of medical training. Applicants who have not yet completed PGY03 will anticipate its completion prior to the date of commencement on the Training Program.
- iii. Permanent Residency or Citizenship of Australia or New Zealand.

## 4.2 Selection Criteria

Applicants who have met the following criteria are eligible for consideration for selection into the Training Program. Applicant knowledge, skills and behaviour, clinical experience, academic, and other achievements will be assessed in the selection criteria. Consideration will also be given to Sport and Exercise Medicine workforce diversity priorities outlined on the Selection to the Training Program page on the ACSEP website.

Selection criteria will be addressed by the applicant and assessed by the ISC. Selection for the Training Program is based on:

- i. An applicant meeting the eligibility criteria listed in Section 4.1.
- ii. Successful completion of the ACSEP Entrance Examinations (as per policy *PO24 – Entrance Examination Policy*). Successful candidates will be invited to apply to the program in August each year.
- iii. Submission of the ACSEP Application Form which includes the curriculum vitae (CV) template and names of three referees. The information provided must be supported by a portfolio of evidence (e.g., proof of qualifications, rural background, sporting event coverage, awards, SEM-specific clinical work, sitting in with ACSEP Fellows etc.). All referees must be from people directly involved in an aspect of the applicant's work/training from the last five years.
- iv. Attending ACSEP selection interviews if invited. Applicants' scores are summed across a series of stations, which enables a total score and ranking of performance against other applicants.
- v. Applicants who satisfy workforce diversity priorities will be given preference for interview up to 60% of interview places offered after which applicants will be assessed using their CV score.



## 5. Selection Process

This section outlines the selection process for applicants applying for the ACSEP Specialist Training Program. The process applies to all involved in the selection of applicants. This process is reviewed regularly to ensure it complies with the general principles outlined in Section 2 of this policy, and that the projected needs of the ACSEP Sport and Exercise Physician workforce are met.

### 5.1 Training Program Selection Process

- a. To apply for the ACSEP Training Program, applicants must complete the following selection process on the basis of the eligibility criteria outlined in Section 4.1 and selection criteria outlined in Section 4.2 of this policy.
- b. All applicants must complete the ACSEP Application Form and CV template by the required due date and provide an organised portfolio of evidence to support their application (e.g., qualifications, rural background, sporting event coverage, awards etc.). All applicants must provide the full names of three referees for a referee check.
- c. The information in this application and CV template will be reviewed independently by two members of the ISC and scored according to an approved ISC template. If two markers vary by more than 20% total score, a third marker from the ISC will score the CV. CV scores will be ranked to determine applicants that will proceed to interview.
- d. Referee checks will be conducted by members of the ISC prior to the offer of interview for applicants that may proceed to interview. Any concerns raised by referees as per Section 5.3 of this policy may apply here and impact an applicant's ability to proceed to interview.
- e. The number of applicants interviewed will equal the number of ACSEP Accredited Training Practices (AATPs) available for placement plus 50% one week prior to the interview. Applicants must arrange to attend the ACSEP selection interviews at their own expense if held in-person. The time, date, location and format of the interviews will be determined by the ISC by 1 July each year and published on the ACSEP website.
- f. Interviews are conducted using a Multiple Mini Interview (MMI) format. Applicants move through a series of stations of between 6-10 minutes in length where an interviewer will ask a series of pre-determined questions based on the domains of practice. The domains of practice that are evaluated during the interview may include, but are not limited to, Communication; Collaboration; Management, including Quality, Safety and Health Advocacy; Research, Teaching and Learning; and Professionalism, including Cultural Awareness and Safety. Scores for each station are summed and contribute to the applicant's



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final score. Any concerns about an applicant that arise during the MMI are guided by the process detailed in section 5.2 of this policy.

- g. The following will contribute to an applicant's score, which will be summed and applicants ranked at the completion of interviews:
  - i. CV score.
  - ii. Interview score.
  - iii. Workforce diversity priorities for that year as listed on the ACSEP website.
- h. Ranking of applicants and recommendation of suitability for the Training Program is then provided to the ACSEP Placement Committee for offers and placement.

## 5.2 Applicant Selection Concerns

- a. Referee Check Concerns – pre-interview offer:
  - i. A minimum of two referees provided by applicants will be contacted by members of the ISC. If there is a negative reference received for an applicant, the third referee must be contacted. The outcome of the referee checks may have an impact on an applicant's subsequent selection for the Training Program.
  - ii. If there is one negative reference received for an applicant, this will be discussed between the Chair of ISC and the Chair of the TC. Any concerns will be discussed and, if possible, resolved on a case-by-case basis.
  - iii. If there is more than one negative reference received for an applicant, the ISC will convene to discuss concerns and possible actions. A recommendation will be made regarding the applicant proceeding to interview, and may be fed back to the applicant.
- b. Interview Concerns
  - i. Interview concerns may be raised by interviewers related to an applicant, but not related to their sport and exercise medicine knowledge, that would deem them unsuitable for the Training Program.
  - ii. If an interviewer has a concern about an applicant, this will be discussed at the ISC level.
  - iii. If three interviewers have concerns about the same applicant, this will be discussed at the ISC level and a recommendation may be made to the Placement Committee that the applicant is unsuitable for the Training Program.
  - iv. Information about concerns will be documented and provided with rankings and recommendations to the Placement Committee, and may be fed back to the applicant.



### 5.3 Training Program Placement Process

- a. The number of AATPs available two weeks prior to the interview determines the number of applicants that can be offered a position for entering the Training Program. The number of applicants interviewed will equal the number of AATPs available one week prior to the interview date plus 50%. At least one New Zealand AATP will be made available to at least one New Zealand-based applicant. The applicants will be notified of the AATPs available for the placement in the week prior to the interview date.
- b. AATPs must indicate their availability no later than one week prior to the interview date. AATPs who indicate their availability later than this date will not be guaranteed to be included in the placement process for that year. Their inclusion in the placement process for that year will be at the sole discretion of the ISC. AATPs who indicate their availability, then withdraw their availability, then re-indicate their availability at a later date will not be included in the placement process for that year.
- c. First-round offers will be made to applicants ranked at or above the number of AATPs available. Applicants below the number of AATPs will not receive a first-round offer. Those who receive a first-round offer will preference AATPs they would like to be placed in from most preferred to least preferred. AATPs will preference applicants they would like to take for placement from most preferred to least preferred. A matching process is conducted by the Placement Committee to place applicants at the most appropriate AATP, dependent on applicant and AATP preference.
- d. Applicants will be made a first-round placement offer on the basis of the matching process. Applicants must make a decision to accept or reject the first-round placement offer by the date specified in the placement offer letter.
- e. Second-round offers may be made to initially unsuccessful applicants should an applicant who receives a first-round offer reject their offer and placement. Second-round offers are made at the discretion of the Placement Committee.
- f. Offers may be made to initially unsuccessful applicants up to six months into the commencement of the Training Program should an initially successful applicant withdraw from the Training Program. These offers are made at the sole discretion of the ISC and TC.



## 6. Deferral from Commencement of Training Program

### 6.1 Definition

Deferral is defined as postponing commencement of the first year of the ACSEP Specialist Training Program.

### 6.2 Eligibility

All applicants who have received an offer to commence the ACSEP Specialist Training Program and offered placement in an AATP are eligible to apply for deferral.

### 6.3 Policy on Deferral from Commencement of Training Program

- a. Deferral is for a period of 12 months as both the ASCEP Selection Process and Training Program commencement occurs once per calendar year. Applicants who choose to defer are not considered ACSEP Registrars until they formally commence training.
- b. Applicants who have their request for deferral approved are required to inform ACSEP National Office by 31 July the following year of their plan to commence training the following year.
- c. Applicants will re-enter the ACSEP Selection Process after their deferral period and will retain their designated score for the ranking process. However, applicants will not retain their ranking (as per Section 5.1(g)) from the previous year and must go into the general pool of applicants to be re-ranked.
- d. Applicants should note that the selection process is merit based, and participation in a subsequent year's selection process does not guarantee a placement offer or placement at the AATP offered in the previous year's selection process.
- e. Placement offers vary each year depending on availability of number of placements. Should the candidate wish to apply to re-interview and re-submit their updated CV, they will forfeit their previous CV and Interview score and must use the new CV and interview scores, even if this new interview score is lower than the previous score, to determine their ranking for selection.
- f. If an applicant who has successfully received a placement defers due to unforeseen personal circumstances and has provided appropriate documentation regarding this, that candidate



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may be able to retain their selection for the Training Program for the following year. Approval in this instance is made at the discretion of the Chair of the TC. The applicant will re-enter the placement matching process detailed in section 5.4 of this policy and may not be placed at the AATP offered in the previous year's selection process.

## 6.4 Deferral Application Process

- a. Applicants seeking to defer should complete the form *AD011 - Deferral from Training application* and send to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) by the date specified in the first-round offer placement letter.
- b. The applicant is required to submit the form and pay a deferral fee of \$1,500 AUD.
- c. The deferral application will be considered by a group consisting of the Chair of the TC, another member of the TC and the ACSEP Training Program Manager.
- d. Applicants will be notified of the outcome of their deferral application by email.
- e. An applicant may request an exemption from the deferral fee if they can demonstrate undue hardship or other special circumstances. This request should be addressed in writing to the ACSEP Chief Executive Officer, who will respond within 10 business days via email.
- f. Those with exceptional circumstances may apply for an extension of their deferral period. Requests for extension must be received by National Office before 1 July each year. These applications will be assessed by the Chair of the TC and a response will be provided within 10 business days via email.

## 7. Review, Reconsideration and Appeals

- a. Unsuccessful applicants may seek individualised feedback on any aspect of this selection process by emailing [registrars@acsep.org.au](mailto:registrars@acsep.org.au).
- b. Any applicant dissatisfied with any part of this process is referred to *P019 - Review, Reconsideration and Appeals Policy*.
- c. Applicants may request a review, reconsideration or appeal to the selection process. Outcomes of any applicant's successful review, reconsideration or appeal will not result in a revision of the selection outcome for the given year. Outcomes of an applicant's successful review will be applied to the following year's selection process (e.g., if a review results in the applicant being awarded an interview, they will be interviewed in the following year's selection process).



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## Key Documents

- Selection to the Training Program – ACSEP website page
- Best Practice Framework for Trainee Selection into Australian Medical Colleges
- *P005 - Training Practice Accreditation Regulation*
- *P019 - Review, Reconsideration and Appeals Policy*
- *P024 - Entrance Examination Policy*

## Feedback

College staff, membership or any other interested person may provide feedback about this document by emailing [nationaloffice@acsep.org.au](mailto:nationaloffice@acsep.org.au).

## Approval and Review Details

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