

**AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY
AND MEDICINE**

**SPECIAL CONSIDERATION
PROCEDURE**

1. INTRODUCTION

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) promotes high quality cosmetic medical and surgical practice. Its members are expected to adhere to the technical and ethical standards of the ACCSM, The Medical Board of Australia, and the Medical Council of New Zealand.

The ACCSM Cosmetic Surgery Training Program aims to produce safe, competent professionals in the field of cosmetic surgery.

2. PURPOSE

This procedure supports the ACCSM Special Considerations Policy by outlining the process by which applications must be made by trainees, and reviewed and assessed by the ACCSM's Board of Censors (BOC).

The aim is to provide all appropriate supports and alternatives to trainees when they encounter circumstances which are deemed to significantly impact a trainee's attendance at or performance in an ACCSM Cosmetic Surgery Training Program assessment or examination.

3. SCOPE

This procedure applies only to applications for special consideration in relation to the ACCSM Cosmetic Surgery Training Program's assessments and examinations.

4. ELIGIBILITY TO APPLY

Eligible circumstances for special consideration are provided in the *ACCSM Special Considerations Policy*.

Trainees should read and understand the policy and consider carefully whether it is appropriate to apply for special consideration.

5. APPLICATIONS

5.1 REQUIREMENTS

Applications for special consideration MUST:

- Be made on the *ACCSM Special Consideration Application Form*.
- Be complete in all details.
- Include detailed explanation of the grounds for special consideration.
- Include, where relevant, what adjustments the applicant may be seeking.
- Include supporting evidence for the claimed grounds.
- Be accompanied by payment of the relevant ACCSM fee.
- Be made in accordance with applicable timelines in the *ACCSM Special Considerations Policy*

Applications should be submitted to the ACCSM electronically to admin@acasm.org.au.

5.2 LATE APPLICATIONS

Late or incomplete applications will not be accepted.

6. SUPPORTING EVIDENCE

6.1 Applications must include evidence to substantiate the grounds by which special consideration is requested.

6.2 Supporting documentation should be original or a certified copy. Where provided electronically, the ACCSM may request to sight the original/ certified copy.

6.3 The ACCSM may contact third parties in order to clarify or verify the information provided in the supporting evidence.

6.4 Providers of supporting evidence must not be family members, business associates (employer or colleague) or friends. Any actual, perceived or potential conflicts of interest in respect of supporting documentation must be declared in accordance with the *ACCSM Conflict of Interest Policy*.

Examples of supporting evidence may include:

<p>Permanent or chronic illness, impairment or disability</p>	<p>Detailed medical certificate from the current treating practitioner outlining the:</p> <ul style="list-style-type: none"> • Nature and extent of the condition • Time period (or a statement of permanence) of the condition • Treatment details, including frequency and type • Details of any adjunctive supports relevant to the condition (e.g. occupational therapy, NDIS plan)
<p>Religious circumstances</p>	<p>A statutory declaration from the applicant that they have sought and been refused permission to abstain from the religious commitment/ occasion, from the relevant religious organisation. This should include the date and time of the religious circumstance so that it can be cross checked with assessment schedules.</p>
<p>Pregnancy or parental grounds</p>	<p>A medical certificate from the treating practitioner. This must include information (where relevant) about the:</p> <ul style="list-style-type: none"> • Expected stage of pregnancy, • Anticipated date of birth, or • Expected commitments to infant care – e.g. breastfeeding <p>...at the time of the scheduled assessment</p>
<p>Medical conditions</p>	<p>A medical certificate or letter from the treating practitioner including:</p> <ul style="list-style-type: none"> • Date/s of assessment (MUST be prior to the scheduled assessment date) • Diagnosis • Estimate of the severity of the condition and its likely impact on the applicant’s ability to attend or undertake an assessment
<p>Other grounds</p>	<p>Relevant documentation may include:</p> <ul style="list-style-type: none"> • Statutory declaration • Letter from a government authority (e.g. police)

	Other forms of supporting documentation may be considered acceptable or refused at the discretion of the Board of Censors.
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7. ASSESSMENT OF APPLICATIONS

The Board of Censors, or a panel convened by the Board of Censors, will review each application for special consideration.

The BOC applies certain considerations when assessing an application, as outlined in the Special Considerations Policy.

When the Board of Censors has reached a decision, the applicant will be notified in writing within 21 days of the decision.

If the decision required is urgent, for example a new circumstance arising close to a pending assessment date, the BOC may expedite the decision-making process and inform the applicant as soon as possible.

8. OUTCOMES

Decision may include the following:

- Examination Provisions (i.e., advice to examiners, permission to bring food/medication, physical aids/equipment, modification of assessment procedure)
- Allocation within designated exam period
- Permission to withdraw from the assessment without financial penalty
- Outcomes will specify a time extension or other appropriate special arrangement to enable completion and/or submission of the requirement.

9. RECONSIDERATION, REVIEW AND APPEAL

An applicant may seek reconsideration, review or appeal against any decisions or outcomes made in relation to their application for special consideration under the *ACCSM Reconsideration, Review and Appeals Policy*. Applicants should contact the ACCSM for more details about the process and applicable fees.

10. RELATED POLICIES

- Special Consideration Policy
- Reconsideration, Review and Appeals Policy

11. CONTACT

For further information and advice about this procedure please contact the ACCSM office.

admin@accsm.org.au

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