

**AUSTRALASIAN COLLEGE  
OF COSMETIC SURGERY  
AND MEDICINE**

**SELECTION TO THE COSMETIC  
SURGERY TRAINING PROGRAM  
POLICY**

## 1. INTRODUCTION

The Medical Board of Australia [Guidelines for medical practitioners who perform cosmetic surgery and procedures](#) stipulate that “Cosmetic surgery must only be provided by medical practitioners with the appropriate knowledge, training and experience to perform the surgery and deal with all routine aspects of care and any likely complications”.

The ACCSM Cosmetic Surgery Training Program is designed to produce cosmetic surgeons who demonstrate high quality skills and safe practice in invasive cosmetic surgical procedures.

Medical practitioners who complete of the ACCSM Cosmetic Surgery Training Program will become endorsed as a cosmetic surgeon in accordance with the Medical Board of Australia’s *Registration Standard – Endorsement of registration of registered medical practitioners for the approved area of cosmetic surgery*.

## 2. PURPOSE

This policy outlines the prerequisites, application requirements, and selection principles and criteria that the ACCSM will use to select candidates for admission into the ACCSM Cosmetic Surgery Training Program.

## 3. SCOPE

This policy applies only to selection for and admission into the ACCSM Cosmetic Surgery Training Program.

## 4. SELECTION POLICY

### 4.1 GOVERNANCE

The ACCSM Board of Censors is responsible for:

- Applying the selection principles
- Selecting applicants based on merit
- Consistently using the selection criteria across all applicants
- Communicating the outcome of the selection process to applicants
- Documenting the applicant assessment and selection process

- Evaluating and improving selection policies, processes and outcomes

## **4.2 SELECTION PRINCIPLES**

In accordance with the Brennan Principles, the ACCSM is committed to adhering to the following selection principles:

- i. Ensure compliance with AMC/ MCNZ accreditation requirements
- ii. Ensure compliance with relevant Australian and NZ laws and regulations
- iii. Are based on procedural fairness and natural justice
- iv. Are Merit based
- v. Are aware of the diversity profile of the Fellowship, and work towards increasing the participation of under-represented groups
- vi. Ensure they are transparent, consistently applied and accountable
- vii. Are inclusive of criteria that relate to the graduate program outcomes of the Cosmetic Surgery Training Program

## **4.3 TRAINEE INTAKE**

### **4.3.1 Trainee Intake Size**

The number of admissions to the training program will be reviewed and determined annually. The intake size must take into account:

- The training capacity of the program
- The number of trainees currently in the program
- The expected number of graduates
- The diversity profile of the Fellowship – preference may be given to under-represented groups during selection (see 4.3.2)

### **4.3.2 Selection From Under-Represented Groups**

Notwithstanding the commitment to recruit on merit, the ACCSM must consider the demographic profile of the ACCSM Fellowship when selecting candidates, in the interests of promoting diversity.

Weighting may be applied to applications in order to prioritise under-represented groups. Alternatively, the Board of Censors may, at its discretion, allocate one or more training positions to applicants from under-represented groups on the proviso that they meet other eligibility and selection criteria.

#### **4.4 CONFIDENTIALITY**

The ACCSM will maintain strict confidentiality in order to protect personal and sensitive applicant information. Only college administrators, interview panelists and Board of Censors members will have access to documentation for the purposes of selection, admission, tracking and record keeping.

Applicants should maintain strict confidentiality about the application and interview process at all times.

#### **4.5 FEES**

The ACCSM charges a non-refundable fee for applications to the training program. The fee is subject to change and is published on the ACCSM website application form. The fee must be paid before the application is considered.

#### **4.6 ELIGIBILITY**

Candidates must meet the following eligibility criteria before applying for selection into the ACCSM training program as Associate Members:

- i. Current Medical Registration
- ii. A Certificate of Good Standing provided by the Australian Health Practitioner Regulation Agency
- iii. Five years postgraduate medical experience including either:
  - a) Fellowship of the Royal Australasian College of Surgeons (FRACS) or equivalent
  - b) Fellowship of the Royal Australasian College of Dermatologists or equivalent
  - c) Three years basic surgical training. This must include at least one of i to iii, and all of iv to vii:
    - i. Successful completion of the RACS basic Cosmetic Surgery Training Program.
    - ii. At least one year in an accredited surgical registrar position.
    - iii. At least one year in an accredited obstetrics and gynaecological registrar position.
    - iv. Pass the ACCS basic surgical science examination, RACS Part I or equivalent such as the MRCS. To be considered equivalent the examination must contain anatomy, physiology, and pathology components.

- v. Surgical log-books, which must contain: date, consultant, operation, level (e.g. assisting, operating with supervision, operating independently), outcome.
  - vi. Advanced life support skills certification – Emergency Management of Surgical Trauma, Advanced Life Support course or equivalent.
- d) Other applications in variance to the above must be made in accordance with the ACCSM Special Consideration Policy.

#### **4.7 APPLICATIONS**

All applications to enter the Cosmetic Surgery Training Program must be made by the published deadline date and in accordance with the *ACCSM Cosmetic Surgery Training Program Selection Procedure*.

#### **4.8 SELECTION MODES AND CRITERIA**

The ACCSM may use a number of methods by which to select appropriate candidates, including CV, applications forms, referee reports and interviews. At its discretion, the ACCSM may elect to use as many selection modes it sees fit and may assign weightings to each component.

The ACCSM will apply the [CANMEDS criteria](#) when assessing applications to the Cosmetic Surgery Training Program. The ACCSM may at its discretion apply a weighting to each of the criteria. See the *ACCSM Cosmetic Surgery Training Program Selection Procedure* for more details.

#### **4.9 CONFLICTS OF INTEREST**

Any actual, perceived or potential conflicts of interest must be managed in accordance with the *ACCSM Conflicts of Interest Policy*.

### **5. EVALUATION**

The ACCSM will evaluate application and selection policies and processes annually to ensure that:

- Selection criteria are applied fairly and free from bias and discrimination
- The selection process is valid and reliable
- Any actual, perceived or potential conflicts of interest are managed according to the *ACCSM Conflict of Interest Policy*

## 6. RECONSIDERATION, REVIEW AND APPEAL

An applicant may, in certain circumstances, seek reconsideration, review or appeal against any decisions or outcomes made in relation to their eligibility for or selection to the ACCSM Cosmetic Surgery Training Program, under the *ACCSM Reconsideration, Review and Appeals Policy*. Applicants should contact the ACCSM for more details about the process and applicable fees.

## 7. RELATED RESOURCES

- ACCSM Trainee Selection Procedure
- ACCSM Codes of Conduct
- ACCSM Conflict of Interest Policy
- ACCSM Reconsideration, Review and Appeal Policy
- ACCSM Cosmetic Surgery Training Program Monitoring and Evaluation Framework
- Medical Board of Australia. [Guidelines for registered medical practitioners who perform cosmetic surgery and procedures](#)

## 8. CONTACT

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

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