



AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY AND MEDICINE

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SELECTION TO THE COSMETIC SURGERY TRAINING PROGRAM PROCEDURE

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 surgery practitioners who demonstrate high quality skills and safe practice in invasive cosmetic surgical procedures. Selection policies and procedures aim to ensure that this outcome is achieved by admitting only those most suited to achieving the intended outcomes of the program.

2. PURPOSE

This guideline outlines the way in which the ACCSM will assess and select candidates for admission into the ACCSM Cosmetic Surgery Training Program.

3. SCOPE

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

4. SELECTION POLICY

The *ACCSM Cosmetic Surgery Training Program Selection Policy* outlines the governance and eligibility requirements for selection to the training program. It should be read in conjunction with this guideline.

5. APPLICATION AND SELECTION PROCESS

5.1 APPLICATION AND SUPPORTING EVIDENCE

All applications to enter the Cosmetic Surgery Training Program must be made on the **ACCSM Cosmetic Surgery Training Program Application Form**, which is available on the ACCSM website.

Applicants **MUST** meet the eligibility criteria outlined in the *ACCSM Cosmetic Surgery Training Program Selection Policy*.

The application must include:

- A detailed curriculum vitae outlining how the applicant's skills, training and experience align with the expectations of the ACCSM Cosmetic Surgery Training Program
- Evidence of medical qualifications
- Medical registration details
- Evidence of medical indemnity insurance
- Current hospital accreditations for operating privileges
- Complete procedural logbooks
- Reports from at least three surgical referees

5.1.1 Curriculum Vitae (CV)

5.1.1.1 Information in the CV must be current, relevant and verifiable. It should outline all relevant qualifications, training and clinical experience.

5.1.1.2 Substantiating documentation for qualifications (e.g. certificate of completion), training and assessments must be included with the application.

5.1.1.3 The CV must be submitted in electronic format with the application form.

5.1.2 Referee Reports

5.1.2.1 Applicants are required to submit the names and contact details of three referees relevant to the applicants' surgical experience. It is advisable to include only those most appropriate to the ACCSM Cosmetic Surgery Training Program.

5.1.2.2 Referee reports should validate the information in the written application as well as providing their views on the applicant's aptitude in relation to the selection criteria.

5.1.2.3 Referees may include:

- Surgical training supervisors
- Current employing supervising doctor
- A Fellow of the ACCSM, RACS or other relevant institution

5.1.2.4 The ACCSM will contact each referee via email. Referees will be provided with a deadline for response and one reminder, after which it will be the applicant's responsibility to follow up with the referee.

5.1.2.5 If a referee fails to respond or declines to respond with a report, the applicant will be contacted and given the opportunity to nominate another referee, as long as selection deadlines are not breached.

5.1.3 Procedural Logbooks

Procedural logbooks must contain the following information: date, consultant, operation, level (e.g. assisting, operating with supervision, operating independently), outcome, any other reflective notes. Logbooks must be current (show procedures undertaken in the last 24 months) and relevant to cosmetic surgery.

5.2 APPLICATION ATTEMPTS

Applicants are restricted to a maximum of three attempts. This cap will not be applied retrospectively. Applications which are withdrawn after the due date but before the assessment process commences will not be counted towards the cap.

5.3 WITHDRAWAL OF APPLICATION

Applicants who wish to withdraw from the selection process must do so in writing to the ACCSM at admin@accsm.org.au.

6. SELECTION PROCESS

6.1 SELECTION COMPONENTS

The ACCSM will use the following components to assess and select candidates for the training program

- Curriculum Vitae
- Interview
- Referee reports
- Procedural logbooks
- Weighting for under-represented groups in the ACCSM Fellowship

6.2 SELECTION CRITERIA

The ACCSM will apply the CANMeds Domains as a framework when assessing applications to the Cosmetic Surgery Training Program. Applicants must demonstrate their competence in each of these areas in order to be successful. The ACCSM may at its discretion apply a weighting to each of the criteria and add other criteria as it sees fit. Preference will be given to the medical expert domain.

- i. Medical expert – relevant clinical and surgical experience:
 1. Preference is given to candidates who have gained Fellowship of the Royal Australasian College of Surgeons or an equivalent institution.
 2. Applicants who wish to have prior surgical experience and learning assessed as a partial credit towards completion of the Cosmetic Surgery Training Program must provide detailed information about the prior learning and apply in accordance with the *ACCSM Recognition of Prior Learning Policy*.
- ii. Communicator – demonstrated capability to form effective relationships with patients and other health professionals (via interview and referee report)
- iii. Collaborator – demonstrated ability to work effectively with other health care professionals to provide safe, high-quality, patient-centred care (via interview and referee report)
- iv. Leader – e.g. evidence of committee participation, administration, quality improvement CV and referee report
- v. Health advocate – ability to work with patient populations to improve health. Understands contemporary issues in cosmetic surgery. (via interview)
- vi. Scholar – evidence of participation in research, presentations and publications relevant to general or cosmetic surgery CV
- vii. Professional – demonstrated commitment to ethical practice, high personal standards of behaviour, accountability to the profession and society, and maintenance of personal health. (via interview and referee report)

viii. Diversity – Whether the applicant is from an under-represented group in the ACCSM Fellowship.

6.2.1 Application Assessment

6.2.1.1 The college administrator will assess applications for completeness and eligibility. Following this, the application will be sent to a selection panel of three cosmetic surgery fellows (typically these will be members of the Board of Censors, including the Dean, Censor in Chief)

6.2.1.2 The selection panel, will be asked to review the applicants and declare any actual, perceived or potential conflict of interest in accordance with the *ACCSM Conflict of Interest Policy*. They will review all written applications against the selection criteria and make a decision about the suitability of each candidate for progression through the selection process.

6.2.1.3 Applicants who pass the initial review of written applications, logbook verification and referee reports, will be asked to attend an interview.

6.3 INTERVIEW

6.3.1 Interview Panel Composition

6.3.1.1 The selection panel will conduct the interview.

6.3.2 Interview Structure

6.3.2.1 Interviews for all candidates will be structured in the same way to ensure consistency and comparability.

6.3.2.2 Interviews may be conducted in person or via tele/video conference. Applicants will be given notice of the format at the time they are invited for interview.

6.3.2.3 Interviews will not be recorded or minuted, but panelists are expected to make sufficient detailed notes to inform their decision.

6.3.2.4 Panelists will be required to make their own assessment of applicant suitability for the Cosmetic Surgery Training Program. Combined assessments will then be summarised and collated by the college administrator.

6.4 DECISION

The selection panel will make its final decision based on a combination of:

- Written application and CV
- Interview performance
- Referee reports and phone calls
- Logbook verification
- Strength of application relative to other applications
- Other intake considerations such as diversity of the Fellowship

6.5 SELECTION OUTCOME NOTIFICATION

6.5.1 Successful applicants will be notified in writing by the College.

6.5.2 Applicants will be informed about the date and location their training commences

6.5.3 Unsuccessful applicants will be notified in writing. The ACCSM may provide feedback about reasons the application was unsuccessful.

7. 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*

8. 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.

9. RELATED RESOURCES

- ACCSM Cosmetic Surgery Training Program Selection Policy
- ACCSM Cosmetic Surgery Training Program Special Considerations Policy
- ACCSM Codes of Conduct
- ACCSM Reconsideration, Review and Appeal Policy
- Medical Board of Australia. [Guidelines For Registered Medical Practitioners Who Perform Cosmetic Surgery And Procedures](#)

10. CONTACTING ACCSM

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