



## P025 - Fellowship Examination Policy

### 1. Purpose

This policy provides a systematic and comprehensive framework to support the process of conducting Fellowship Examinations in the Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) Specialist Training Program (Training Program). This policy relates to, and should be read in conjunction with, the current ACSEP Curriculum, the current ACSEP Specialist Training Program Training Manual, and all relevant College policies and procedures.

### 2. Background

It is the mission of the ACSEP to provide and promote excellence in the training and continuing professional development of the ACSEP Membership in Australia and New Zealand. Fellowship of the Australasian College of Sport and Exercise Physicians is a specialist qualification, acknowledged by the Australian Medical Council (AMC) and the Medical Council of New Zealand (MCNZ). As a Specialist Medical College, the ACSEP must conduct examinations in accordance with the requirements for accreditation by the AMC, the MCNZ, and fulfil legislative requirements of the Australian Health Practitioner Regulation Agency (AHPRA).

The award of Fellowship of the ACSEP signifies that the individual is a specialist Sport and Exercise Physician practitioner. A Registrar must successfully complete the Fellowship Examinations as part of the requirements for advanced training. The purpose of Fellowship Examinations is to determine whether a Registrar can integrate knowledge, judgement and skills to address realistic Sport and Exercise Medicine scenarios.

### 3. Scope

This policy applies to all Registrars of the Training Program sitting the Fellowship Examinations. This policy also applies to Specialist International Medical Graduates (SIMGs) on the SIMG pathway to specialist recognition in Australia and New Zealand.



#### 4. Eligibility

- a. For Registrars, the following eligibility criteria must be met by the applicant to sit the Written Fellowship Examination:
  - i. Must have completed a minimum of 12 months of full-time equivalent Training Time in stage 2 of training by the examination date.
  - ii. Must have paid all prescribed College fees outstanding as of the application date.
  - iii. Must have submitted a completed Written Fellowship Examination Form to the College by the application deadline.
  - iv. Must have no adverse findings determined, conditions placed on their practice or be under any investigation by any medical authority (such as, but not limited to, AHPRA, AMC, MCNZ, the HIC, Medicare Australia, ACC, or any hospital medical advisory committee).
- b. SIMGs can sit the Written Fellowship Examination at any point in their pathway, unless otherwise specified in requirements set by the SIMG Committee, but must meet the following eligibility criteria:
  - i. Must have paid all prescribed College fees outstanding as of the application date.
  - ii. Must have submitted a completed Written Fellowship Examination Form to the College by the application deadline.
  - iii. Must have no adverse findings determined, conditions placed on their practice or be under any investigation by any medical authority (such as, but not limited to, AHPRA, AMC, MCNZ, the HIC, Medicare Australia, ACC, or any hospital medical advisory committee).
- c. For Registrars, the following eligibility criteria must be met by the applicant to sit the Clinical Fellowship Examination:
  - i. Must be in stage 3 of training by the examination date.
  - ii. Must have paid all prescribed College fees outstanding as of the application date.
  - iii. Must have submitted a complete Clinical Fellowship Examination Form to the College by the application deadline.
  - iv. Must have no adverse findings determined, conditions placed on their practice or be under any investigation by any medical authority (such as, but not limited to, AHPRA, AMC, MCNZ, the HIC, Medicare Australia, ACC, or any hospital medical advisory committee).
- d. SIMGs can sit the Clinical Fellowship Examination at any point in their pathway, unless otherwise specified in requirements set by the SIMG Committee, but must meet the following eligibility criteria:
  - i. Must have passed the Written Fellowship Examination.



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- ii. Must have paid all prescribed College fees outstanding as of the application date.
- iii. Must have submitted a completed Clinical Fellowship Examination Form to the College by the application deadline.
- iv. Must have no adverse findings determined, conditions placed on their practice or be under any investigation by any medical authority (such as, but not limited to, AHPRA, AMC, MCNZ, the HIC, Medicare Australia, ACC, or any hospital medical advisory committee).
- e. Applicants approved to sit the Fellowship Examinations are called candidates.

### **5. Application Overview**

- a. Fellowship Examinations are conducted annually, with the examination of the Written and Clinical parts held separately, at different times during the year. Each part is referred to separately throughout this policy.
- b. The dates for the Written and Clinical Fellowship Examinations are published online on the ACSEP website as soon as practical.
- c. The details of the application form submission and approval process for the Fellowship Examinations are available in the current ACSEP Specialist Training Program Training Manual.
- d. The applicant must submit a completed application form for whichever examination the applicant intends to sit (Written Fellowship Examination or Clinical Fellowship Examination) by the application close date.
- e. The ACSEP Training Committee will review applications and confirm or deny eligibility to sit the Examination after the application close date. All decisions of the ACSEP Training Committee will be communicated to the applicant via email.
- f. If an applicant is approved to sit the Written Fellowship Examination, the applicant must pay the Written Fellowship Examination fee listed on the current ACSEP Fee Schedule.
- g. If an applicant is approved to sit the Clinical Fellowship Examination, the applicant must pay the Clinical Fellowship Examination fee listed on the current ACSEP Fee Schedule.
- h. Applicants who have not met all eligibility criteria (section 4) ahead of the Fellowship Examinations may apply for approval to the Training Committee to sit the examination. This information should be noted in the application form. Applicants who receive approval will be conditionally approved to sit and must abide by an action plan outlining requirements that must be completed.
- i. All travel and associated costs incurred as part of the Fellowship Examinations process are the



candidate's responsibility.

## 6. Examination Structure

- a. The Fellowship Examinations are structured into two parts: a Written Examination and a Clinical Examination.
- b. This structure is indicative and may be subject to change dependent on extenuating circumstances that necessitate modification of the structure.
- c. Final decisions regarding the conduct of the Fellowship Examinations in the year of the Examination are at the discretion of the Examination and Assessment Committee.
- d. A satisfactory standard in all parts of the examinations (i.e., Written and Clinical) is required to pass the Fellowship Examinations in their entirety.

### 6.1 Written Fellowship Examination

- a. The Written Fellowship Examination usually consists of two parts: an MCQ paper and an SAQ paper, each of three hours duration. The MCQ and SAQ papers are to be attempted on the same day and are usually conducted online in electronic format.
- b. The assessed learning outcomes of the Written Fellowship Examination are published in the current ACSEP Curriculum.
- c. The Written Fellowship Examination is usually conducted online through a secure examination portal. If not being invigilated in central locations by the College, candidates are responsible for ensuring adequate devices being available for examination and invigilation.
- d. The Written Fellowship Examination is usually held annually on a Saturday in late May or early June. The scheduled date for the examination will be communicated at least three months prior to the examination date as soon as practical.
- e. Any final decisions relating to examination aims, structure and timing are made at the discretion of the Examination and Assessment Committee and will be communicated to candidates as soon as practical.

### 6.2 Clinical Examination

- a. The Clinical Fellowship Examination usually consists of three parts: a long case station, a short cases station, and a viva voce section. All parts of the Clinical Fellowship Examination are to be attempted on the same day and are conducted in-person.



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- b. The indicative aims of each examination part are as follows:
  - i. Long case: Collation of information into a succinct summary demonstrating synthesis and prioritisation of clinical problems, accurate interpretation of clinical features and investigations, and development of appropriate management plans with clear communication.
  - ii. Short cases: Demonstration of an expert level of physical patient examination exploring interaction with the patient, technique and accuracy, interpretation and synthesis of findings, and investigations and management.
  - iii. Viva voce: Interpretation of investigations, personalised application of investigation findings and management. Other materials unique and applicable to Sport and Exercise Medicine can also be assessed here.
- c. The indicative timing of each examination part is as follows:
  - i. Long case: Approximately 30 minutes preparation time and approximately 20 minutes with the examiners.
  - ii. Short cases: Approximately four stations with approximately 6-9 patients across the four stations and approximately 10 minutes examination time per station.
  - iii. Viva voce: Approximately 30 minutes examination time.
- d. The assessed learning outcomes of the Clinical Fellowship Examination are published in the current ACSEP Curriculum.
- e. The Clinical Fellowship Examination will be conducted at a single nominated venue. All candidates will be required to attend the nominated venue.
- f. The Clinical Fellowship Examination is usually held annually on a Saturday in August. The scheduled date for the examination will be communicated at least three months prior to the examination date as soon as practical.
- g. Any final decisions relating to examination aims, structure and timing are made at the discretion of the Examination and Assessment Committee and will be communicated to candidates as soon as practical.

## 7. Notification of Examination Results

### 7.1 Written Fellowship Examination

- a. Written notification advising the candidate of a pass or fail in each part of the Written Fellowship Examination will be sent to candidates as soon as practical after examination and within 14 days.



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- b. Failure of at least one part of the Written Fellowship Examination will result in the following actions:
  - i. Where a candidate only passes one part of the Written Fellowship Examination, that pass may be carried forward to their next eligible sitting of the examination and the candidate must only re-sit the failed part.
  - ii. Where a candidate fails any component of the Written Fellowship Examination in a third attempt, unless extenuating circumstances apply, the candidate is subject to dismissal from the Training Program.
- c. Candidates can request a review, reconsideration and/or appeal of the outcome/results of the Examination. Candidates should refer to *P019 - Review, Reconsideration and Appeals Policy*.

### **7.2 Clinical Fellowship Examination**

- a. Written notification advising the candidate of a pass or fail in each part of the Clinical Fellowship Examination will be sent to candidates as soon as practical after the examination and within 5 days.
- b. Failure of at least one part of the Clinical Fellowship Examination will result in the following actions:
  - i. Where the candidate has failed at least one part of the Clinical Fellowship Examination, the candidate will be required to re-sit the entire Clinical Fellowship Examination.
  - ii. Where a candidate fails any component of the Clinical Fellowship Examination in a third attempt, unless extenuating circumstances apply, the candidate is subject to dismissal from the Training Program.
- c. Candidates can request a review, reconsideration and/or appeal of the outcome/results of the Examination. Candidates should refer to *P019 - Review, Reconsideration and Appeals Policy*.

## **8. Examination Withdrawal and Fees**

- a. Candidates who withdraw their application from either the Written or Clinical Fellowship Examinations will be charged a non-refundable Withdrawal from Fellowship Examination Administrative Fee as per the current ACSEP Fee Schedule.
- b. Examination fee refunds (less the administration fee) will be determined from the date the withdrawal request is received by the College as per the current ACSEP Fee Schedule.
- c. Candidates who fail to appear for an examination will forfeit fees paid unless the Examination and



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Assessment Committee directs otherwise due to exceptional circumstances or special consideration. Further supportive documentation may be requested in the assessment of exceptional circumstances. Candidates seeking special consideration should refer to *P023 - Special Consideration Policy*.

### 9. Special Consideration

- a. Any applications for special consideration must be lodged in accordance with *P023 - Special Consideration Policy*.

### 10. Monitoring & Evaluation

The ACSEP staff and relevant ACSEP committees are responsible for ensuring that these procedures are followed.

#### 10.1 Reporting

Any additional reporting outside of this policy is outlined in the most recent version of the online ACSEP Specialist Training Program Training Manual.

#### 10.2 Records Management

The ACSEP staff must maintain all records relevant to administering this policy in a recognised ACSEP recordkeeping system.

#### 10.3 Key Documents

- The ACSEP Specialist Training Program Training Manual (most recent online version)
- *P002 - Grievance Policy and Procedure*
- *P004 - Privacy Policy*
- *P012 - Records Management Policy*
- *P019 - Review, Reconsideration & Appeals Policy*
- *P023 – Special Consideration Policy*



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## 11. Feedback

The ACSEP staff and membership may provide feedback about this document by emailing the ACSEP National Office at [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	Applicable ACSEP Committees including but not limited to the Examination and Assessment Committee, Training Committee and Research Committee
Administrator	ACSEP Policy Officer
Next Review Date	February 2027

Approval and Review	Details
Approval and Amendment History	<b>V1 – 01/11/2018 ACSEP CEO / ASCEP Board of Directors</b> <b>V2 – 20/04/2020 Drafted and approved by Training Committee</b> <b>V2 – 03/06/2020 Approved ACSEP CEO / ASCEP Board of Directors</b>
Original Approval Authority	ACSEP CEO / ASCEP Board of Directors
Effective Date	Nov/2018
Version	V3 – 20/2/25 Approved ACSEP CEO / ASCEP Board of Directors
Notes	General review & update by Policy Officer & Training Program Manager