



The Australasian College of Podiatric Surgeons

ADVOCACY | EDUCATION | RESEARCH

COMPENDIUM FOR CANDIDATES

**Process for Selection to the
ACPS Training Program**

Changes to the Eligibility Criteria – Master Degree

Completion of a Master degree is no longer a minimum requirement necessary to apply for a training position. However, candidates who have completed a Master degree in the fields of Podiatric Medicine, Podiatric Surgery, Public Health or Medical Science are eligible to gain additional ranking points towards their overall candidate ranking score.

Changes to the Eligibility Criteria – BSSET Course

Completion of the Basic Surgical Skills Education and Training course is now a requirement to apply for a training position. The BSSET has been designed to provide a professional, accessible and supportive method of engaging health professionals in basic surgical skills training. Following the BSSET course, it is expected that graduates will be confident and proficient foot and ankle surgical assistants.

For more information on the BSSET: <https://acps.teachable.com/p/acps-bsset-course/>

Introduction

This compendium is derived from ACPS documents and policies on selection and admission into the Training program. The aim of this compendium is to provide candidates with a concise overview of the ACPS selection and admission process. It should be noted that, at all times, the college source documents take precedence to this compendium. The source documents are:

- ▶ *Selection to Podiatric Surgery Education and Training Policy*
- ▶ *Registration for Selection to Podiatric Surgery Education and Training Policy*
- ▶ *The ACPS Fellowship Training Handbook*
- ▶ *ACPS Affiliate Logbook of Clinical and Surgical Experience*
- ▶ *ACPS Clinical Rotation Assessment Form*
- ▶ *ACPS Application for Registration for Training Position*
- ▶ *ACPS Applicants Interview Guide*
- ▶ *ACPS Selection Marking Guide*

The ACPS Training Program has a three-part structure, which takes a minimum of three years of fulltime equivalent work to complete (although much of the assessment is competency-based, and so is not necessarily related to a fixed time period). Full-time equivalent is defined as a minimum of 38 hours a week for 48 weeks of a year. The principle features of the Training Program are as follows:

- ▶ Each stage is based on an approximately one-year full time equivalent work load
- ▶ There are a broad range of learning activities employed
- ▶ Appropriate documentation must be kept in order to audit and assess progress
- ▶ Progression through each stage is dependent upon Satisfactory completion of all prerequisite activities and assessments
- ▶ Registrars are obliged to comply with satisfactory progress requirements in order to remain in the training program.

There is a substantial amount of structured, self-directed learning in the Training Program, and Registrars should anticipate that the Program will require a great deal of time and effort over a long period. A commitment of this type must be considered carefully (whilst taking into consideration all other work and personal responsibilities) by all prospective candidates before deciding to apply for entry into the Program. Potential candidates who are not based in a major city where Supervising Fellows are available will need to consider relocating to a suitable city for the duration of their training.

Entry into the ACPS Training Program is highly competitive and applicants should be aware that not all candidates seeking admission will be successful in obtaining a training position.

Presently in Australia, there are a limited number of training positions for podiatric surgeons, with a particular lack of positions available in the public sector. For this reason, only a small number of training positions may be available in any given year. It is possible that no training positions may be offered in some years.

Selection into the Training Program is governed by the principles of equal opportunity, and will be based solely on merit. Where the ACPS is unable to identify appropriately qualified candidates to fill an available training position the place will remain vacant.

The selection process is designed to identify the abilities, qualifications, experience and emotional intelligence of applicants that would enable them to perform all the required duties of a podiatric surgical Registrar, achieve all the objectives of the Training Program and become a skilled and highly competent podiatric surgeon.

To be selected for a training (Registrar) position with the ACPS candidates must have confirmed eligibility for selection through the attainment of a list of minimum requirements.

Selection into the ACPS Training Program

Selection into the Training Program is governed by the principles of equal opportunity, and will be based solely on merit. Where the ACPS is unable to identify appropriately qualified candidates to fill an available training position the place will remain vacant.

There are multiple pre-requisite elements that a candidate must achieve, prior to submitting an application to a training position with the ACPS. These required elements serve several purposes:

- Familiarisation of the candidate with the reality of ACPS Training Program.
- Assessment of the candidate's base knowledge of podiatric medicine and surgery.
- Determination whether a candidate has developed skills and professionalism to a level which will enhance their ability to successfully complete the training program.

The pre-requisite elements have been determined by the ACPS Selection Committee and Education Board.

No application for admission into the Training Program can be considered unless all of the eligibility criteria are met by the applicant.

Some candidates may have additional training or experience in podiatric surgery. This does not exempt candidates from fulfilling minimum eligibility criteria.

Selection will be based on performance in the required criteria of the selection process (outlined below).

Minimum eligibility criteria for application for selection into the ACPS training program

- | | |
|---|---|
| Permanent resident or citizen of Australia or New Zealand | Completed the minimum podiatric surgical clinical rotations |
| Current general registration with the Podiatry Board of Australia | 3-clinical rotation assessment forms |
| Undertaking Endorsement for Scheduled Medicines ¹ | Completed logbook of office based and surgical cases |
| 2-years of clinical experience working as a podiatrist ² | Completed the ACPS entrance examination ³ |
| Affiliate membership with the ACPS | Completed psychometric and motor skills testing |
| Up-to-date curriculum vitae | Completed ACPS BSSET Course |

¹ Must have submitted 3 clinical cases for PBA approval and have approval to complete remaining portfolio of cases. Refer to Podiatry Board of Australia endorsement for scheduled medicines:
<http://www.podiatryboard.gov.au/Registration-Endorsement/Endorsement-Scheduled-Medicines.aspx>

² Refer to Podiatry Board of Australia registration standard for podiatric surgery
<http://www.podiatryboard.gov.au/Registration-Standards.aspx>

³ Applicants must achieve >50% pass mark on the ACPS entrance examination to be eligible

Overview of the Selection Process

The selection process is designed to identify candidates with the abilities, qualifications, experience and emotional intelligence to successfully complete the Training Program and ultimately, become a skilled and highly competent podiatric surgeon. As such, the selection criteria is multiple and the process of selection is rigorous to ensure the best possible candidates are identified.

The process contains elements of further education which will provide valuable additional knowledge and skills to the practitioner irrespective of the success or otherwise of an application.

The process is transparently managed by the Selection Committee of the ACPS. A simplified flow chart outlining the selection process is illustrated below.



Basic Overview of the ACPS selection process

STEP 1

- Candidate completes all the minimum eligibility criteria *prior* to making application for a training position (refer to over page for elaboration of minimum selection criteria).

STEP 2

- Candidate completes Application for Registration for a Training Position and submits the application to the ACPS Selection Committee via assistant secretary.

STEP 3

- Selection committee reviews applications. Candidate is invited to sit ACPS selection interview process. The interview process is the final element in the selection process.

STEP 4

- Selection committee score candidates based on Application and Interview scoring criteria. Candidate/s with the highest rating score will be offered available training position/s.

STEP 1

Minimum Eligibility Criteria

Before completing a formal application for registration for a training position, a candidate must have completed the minimum eligibility criteria.

Criteria 1

Permanent Resident or Citizen of Australia or New Zealand

The candidate must be a permanent resident or citizen of Australia or New Zealand. This requirement is necessary to ensure the successful candidate is able to complete the entire Training Program. In some circumstances, training may take between 4-8 years.

Criteria 2

Registration with the Podiatry Board of Australia

The candidate must hold general registration with the Podiatry Board of Australia. Podiatrists registered in New Zealand are eligible for Australian registration under mutual recognition.

Criteria 3

Undertaking Endorsement for Scheduled Medicines

The candidate must be currently hold endorsement for scheduled medicines or be undertaking their Endorsement for Scheduled Medicines under Podiatry Board of Australia (PBA). To be eligible for a training position, the candidate must have submitted three clinical case studies to the PBA and provide written confirmation of approval from the PBA to proceed with completion of their portfolio. For more information on Endorsement for Scheduled Medicines under registration with the Podiatry Board of Australia, please refer to: <http://www.podiatryboard.gov.au/Registration-Endorsement/Endorsement-Scheduled-Medicines.aspx>

Criteria 4

2-Years Clinical Experience

Candidates must have a minimum of two years of actual clinical experience working as a podiatrist. Working in a non-clinical role (such as an administrator, lecturer, or researcher) is not considered to be practical experience. The applicant will need to provide a minimum of two references from colleagues with whom they have worked indicating their suitability for surgical training. Please refer to Podiatry Board of Australia registration standard for podiatric surgery: <http://www.podiatryboard.gov.au/Registration-Standards.aspx>

Criteria 5

Affiliate Membership with the ACPS

The ACPS offers a separate membership category (Affiliate) to registered podiatrists who wish to gain broader clinical experience within a mentored environment, expand scope of practice and or develop skills that will assist an application into the Training Program. All candidates for the ACPS Training Program must obtain a basic familiarity with the ACPS and its work, including making contact with podiatric surgeons in order to gain an appreciation of the work of a podiatric surgeon. Candidates seeking Application for Registration for a Training Position must be a current affiliate member of the ACPS.

Criteria 6

Curriculum Vitae

A candidate needs to ensure an up to date curriculum vitae prior to application. The curriculum vitae is supplied as supporting documentation with their Application for Registration for a Training Position. The curriculum vitae should be a maximum of two single sided pages.

Criteria 7

Podiatric Surgical Clinical Rotations

Candidates are required to organise clinical rotations in podiatric surgery. The candidate must be a current affiliate member of the college to participate in clinical rotations. A minimum of twelve (12) sessions (each of four hours, or one-half day) must be spent with fellow of the college. This experience should be gained by visiting three (3) separate Fellows. It is a requirement that candidates spend a minimum of four (4) sessions per Fellow. The sessions should be split equally between office consulting sessions and operating theatre sessions. Using the actual cases observed in these sessions, the Fellow will provide feedback to the candidate on their knowledge skills and professionalism. Feedback will be provided to the candidate in the form of a completed Clinical Rotation Assessment Form (CRAF) from each of the clinical rotation:

► 3-Clinical Rotation Assessment Forms

Using the actual cases observed in the podiatric surgical clinical rotations, the respective Fellow of the ACPS will provide feedback to the candidate on their knowledge, skills and professionalism. Feedback will be provided to the candidate in the form of a Clinical Rotation Assessment Form (CRAF). Given that the candidate will spend time between three separate Fellows of the college, a total of three (3) separate CRAF forms will be completed. It should be noted that the CRAF assessment involves no actual decision-making or clinical intervention on any patient, however actual patients and cases are used as the basis for clinical discussion that forms part of interactive process. Candidates must organise to bring bank copies of the CRAF form to the podiatric surgical clinical rotation. The candidate must submit the 3 CRAF forms as supporting documentation with the Application for Registration for a Training Position. The CRAF form can be downloaded from the ACPS website. A copy of the CRAF form is attached (Appendix 2).

► Affiliate Logbook of Office Based and Surgical Cases

All the podiatric surgical rotations must be recorded on the ACPS Affiliate logbook. The logbook should contain details of all relevant clinical and surgical experience of the candidate. The log-book should include the date of each rotation and all cases observed during their office based and surgical rotations. The logbook is submitted as supporting documentation with the Application for Registration for a Training Position. The Affiliate Logbook can be downloaded from the ACPS website. A copy of the Affiliate Logbook is attached (Appendix 3).

Criteria 8

The ACPS Entrance Examination

The ACPS entrance examination is conducted when a training position will be available during the subsequent 12 months. Dates for the examination will be posted on the ACPS website and affiliate members of the ACPS will receive notification of the examination date at least 3 months prior to an examination to allow preparation time. The examination is structured to assess the candidate's knowledge of core sciences. The examination tests the knowledge of undergraduate or Master of podiatry domains:

- ▶ Anatomy
- ▶ Physiology
- ▶ Pathology
- ▶ Pharmacology
- ▶ Biomechanics

The examination contains 120 multiple-choice questions and must be completed in two hours. The pass mark is 50%. A candidate must pass the ACPS entrance examination to be eligible to submit an Application for Registration for a Training Position. A candidate should review their podiatry syllabus as it relates to the core domains above, prior to sitting the examination.

Criteria 9

Psychometric and Motor Skills Testing

Candidates must undertake the Emotional Quotient Inventory (EQ-i®). The EQ-i® is a scientifically validated, widely used Emotional Intelligence assessment tool. It is based on more than 20 years of research. The EQ-i® examines an individual's social and emotional strengths and weaknesses. Respondents self-report on their life and workplace performance in 15 key areas of emotional skill that have been proven to contribute to proficiency in complex activities such as conflict resolution and planning.

Candidates also have to perform the VTS MLS (Motor Performance Series) Test and VTS 2 HAND (Two-hand coordination) Test. The VTS MLS measures fine motor abilities through static and dynamic tasks for finger, hand and arm movement. The VTS 2HAND measures visuomotor coordination (eye-hand and hand-hand coordination).

Candidates can obtain the location of approved testing sites from the ACPS Selection Committee secretariat.

Criteria 10

ACPS Basic Surgical Skills, Education and Training (BSSET) Course

The BSSET has been designed to provide a professional, accessible and supportive method of engaging health professionals in basic surgical skills training. Following the BSSET course, it is expected that graduates will be confident and proficient foot and ankle surgical assistants.

Fulfilling the course requirements will result in certification by the ACPS of successful completion of the BSSET. For more information on the BSSET: <https://acps.teachable.com/p/acps-bsset-course/>

STEP 2

Application for Registration for Training Position

Selection into the Training Program is governed by the principles of equal opportunity, and is based solely on merit. Applicants will not be discriminated against on the grounds of age, gender, marital status, sexual orientation, race, religion, or State of residence. Only those applicants who meet the minimum eligibility criteria will be considered for appointment to the ACPS Training Programme.

When a candidate has fulfilled the minimum eligibility criteria for selection, they must complete and submit an Application for Registration for a Training Position. This application is for the purposes of formally registering candidacy for the available training position with the ACPS Selection Committee.

The Application for Registration for a Training Position can be downloaded from the ACPS

website (a copy of the application is attached in Appendix 4). The application has fifteen (15) sections, many of which require certified copies of supporting documentation. An outline of the fourteen sections that form the Application for Registration for Training Position is illustrated below. The application and supporting documentation must be submitted to the ACPS Selection Committee via the assistant secretary by the application closing date. The application closing date is advertised on the ACPS website and is emailed to all affiliate members of the ACPS.

The selection committee will assess each candidates Application for Registration for a Training Position and score the candidates application out of a maximum mark or sixty (60). A selection marking guide is used by the selection committee for this purpose and the marking guide is available on the ACPS website (Appendix 5).

Fourteen sections comprising the Application for Registration for Training Position

- | | |
|--|---|
| ACPS Affiliate Member Record | ACPS Basic Surgical Skills and Education Training |
| Undergraduate Education | Surgery Courses and Workshops |
| Post Graduate Education | Seminars and Conference Attended |
| Podiatry Board of Australia Registration | Other Achievements or Awards |
| Podiatry Work Experience | Personal and Community Experience |
| Research Experience | Advanced Standing |
| Presentations and Publications | Supporting Documentation |
| | References |

Section 1

ACPS Affiliate Member Record

The candidate must be a current affiliate member with the ACPS at the time of submitting the Application. In this section, only the affiliate member number is required.

Section 2

Undergraduate Education

In this section, the candidate must stipulate the university name, location and title of all undergraduate degrees, including the date completed. In addition, it should be stipulated whether the candidate has completed an Honours year of study, including the title of the honours thesis. The candidate must attach certified copies of their undergraduate academic record, including their grade point average (GPA) or weighted average mark (WAM).

Section 3

Post Graduate Education

In this section, the candidate must stipulate all post graduate education. The candidate must stipulate the university name, location and title of all postgraduate degrees, including the date enrolled and date of completion. The candidate must attach certified copies of their postgraduate academic record, including their grade point average (GPA) or weighted average mark (WAM).

Section 4

Podiatry Board of Australia Registration

Candidates must submit their registration number and stipulate whether they have any history of suspensions, restrictions or disciplinary actions by the board. If a candidate has had any suspensions, restrictions or disciplinary actions by the Podiatry Board of Australia, then they must detail an account of the event and outcome. All candidates must attach a copy of their registration, including their endorsement for scheduled medicines.

Section 5

Podiatry Work Experience

As outlined in criteria 4 of the minimum eligibility criteria for Application, candidates must have a minimum of two years of actual clinical experience working as a podiatrist. In this section of the Application, candidates must detail the name and address of the institution, office or workplace where they have had previous employment working as a podiatrist. The dates of employment and contact details of the each workplace is required. In addition, the candidate will need to provide a minimum of two references from colleagues with whom they have worked indicating their suitability for surgical training (see section 14, below).

Section 6

Research Experience

In this section, the candidate must provide information pertaining to any research that they have been involved in (or are currently engaged in). Candidates must stipulate the research topic, institution articulated with the research project, date of research project and research supervisors. The candidate should confirm any details submitted in the Application (as it pertains to their research experience) with all listed supervisors prior to submitting the Application. A retrospective letter from the principle research supervisor notifying of research project is required. Where applicable, the manuscript of research project must be supplied at request.

Section 7

Presentations and Publications

The candidate should list any previous continuing education or professional presentations that they have presented. Poster presentations will not be eligible. The presentation must have been personally delivered by candidate at the following:

- ACPS or foot surgery seminar or conference
- A.Pod.A State Special Interest Group
- A.Pod.A. State Conference
- A.Pod.C. National Conference
- Specialty Specific Group (i.e. High Risk Foot, Sports Medicine, Paediatrics)

Documentary evidence of meeting program (including cover page, contents pages, index pages and abstract page where these are available) showing meeting name and candidates name printed against presentation title, date and location must be provided. Alternatively, a retrospective letter from the conference organiser notifying of acceptance to present or confirming presentation will be accepted.

In addition, the candidate should list any publications that they have published or have accepted for publication. Documentary evidence including PubMed citation and link to article, or full citation and ISBN, or retrospective letter of acceptance for publication by publisher must be provided. The letter of acceptance must specify candidate's authorship. Excludes abstracts, case report and letters to the editor. Literature reviews and book chapters are eligible.

Section 8

ACPS Basic Surgical Skills and Education Training (BSSET)

Completion of the ACPS BSSET course is a pre-requisite for registration for the Application process. The candidate must supply a certified copy of the BSSET certification with their Application. For more information on the BSSET, please refer to: <https://acps.teachable.com/p/acps-bsset-course/>

Section 9

Surgery Courses and Workshops

If the candidate has previously attended any courses or workshops that *relate to surgical practice*, then they should provide the details of these courses or workshops in this section. The educational institution and dates attended must be stipulated.

Documentary Only surgical skills courses or workshops that are run by recognized educational bodies are eligible. Courses or workshops must explicitly relate to surgical skills and/ or the practice of surgery of the foot and ankle. Evidence of official transcript, certificate of completion/ attendance or retrospective letter confirming completion/ attendance from the educational activity must be provided. Confirmation of registration (inc. receipt of payment) will not be accepted as evidence of meeting attendance.

Section 10

Seminars and Conferences Attended

If the candidate has attended any seminars or conferences that relate to surgical practice, then they should detail these in this section. The name of the seminar or conference, location and date of the event must be listed in the Application. Documentary evidence of official certificate of attendance or retrospective letter confirming attendance from the educational activity must be provided.

Section 11

Other Achievements and Awards

This section provides an opportunity for candidates to detail any particular achievements and accomplishments that demonstrate academic or professional experience. Examples of other academic or professional achievements may include scholarships, school or university prizes or formal recognition of contribution to a profession. The details of the achievement or award, including the institution or setting and date of the achievement should be stipulated in the Application.

Section 12

Personal and Community Experience

This section provides an opportunity for candidates to set out personal and community experience that they feel supports the Application for Registration for a Training Position. Candidates are encouraged to list and prioritise activities and experiences that have played a role in personal development. Candidates are required to provide a contact person who can verify the experience. It is vital that all candidates confirm these details with all listed people prior to submission of the Application.

Section 13

Advanced Standing

It is accepted that candidates may have gained prior surgical training or experience which is comparable to elements of the ACPS training program. During the application process the candidate should indicate an intention to apply for Advanced Standing. Evidence of previous experience including a mapping document which outlines learning outcomes and competencies achieved which are of direct comparison to the ACPS competencies and syllabus must be submitted. Such applications will be considered on a case-by-case basis by the Training Committee of the ACPS and subject to recommendations may be offered advanced standing by the Education Board.

Candidates with podiatric surgical qualifications gained outside of Australia should refer to Appendix seven (7) of the ACPS Fellowship Training Handbook for more information on advanced standing.

Section 14

Supporting Documentation

In addition to the aforementioned certification and supporting documentation required to accompany the candidates Application, this section of the Application requires each candidate to attach copies of:

- ▶ **Curriculum vitae.**
Each candidate must supply a short curriculum vitae. The curriculum vitae should be a maximum of two single sided pages. It should not be a substitute for information already required and supplied in the previous sections 1-13 of the Application form.
- ▶ **Clinical rotation assessment forms (CRAFs).**
As outlined in criteria 7 of the minimum eligibility criteria, three (3) completed CRAFs are required. These must be submitted with the Application form.
- ▶ **Logbook of office based and surgical cases.**
As outlined in criteria 7 of the minimum eligibility criteria, the affiliate logbook of office and surgical cases must be submitted with the Application form.
- ▶ **Results of Emotional Quotient Inventory (EQ-i) and VTS MLS Test and VTS 2 HAND Test.**
As outlined in criteria 9 of the minimum eligibility criteria, the results of the EQ-i, and VTS MLS Test and VTS 2 HAND Test must be submitted with the Application form.
- ▶ **BSSET Certification.**
As outlined in criteria 10, a certificate of completion of the BSSET course must be submitted with the Application form.
- ▶ **Advanced Standing Supporting Documentation.**
As outlined in section 13, the candidate must supply mapping document and certified copies of previous certification and qualifications obtained to support their application for advanced standing within the training program. This section includes a copy of the candidates training logbook and post qualification logbook of cases and experience.

Section 15

References

In this section, candidates must provide four professional references, including at least one podiatric surgeon and at least two from individuals who have known, worked with or supervised the candidate. Candidates must supply the name, address and contact details of the referee. The candidate should confirm the eligibility and appropriateness of the professional references listed in the Application prior to submitting the Application.

All candidates references will be checked via telephone conference. The telephone reference check is outlined in the *Applicants (candidates) Interview Guide*.

STEP 3

Interview Process for Selection

The final element of the application will be a formal interview process. Any candidate who has successfully fulfilled all the selection requirements, compiled an application and paid all relevant fees is invited to present for an interview. Please note that the training position/s may not be necessarily based in the location the applicant currently resides in. The applicant should not proceed with an application unless they are prepared to relocate for the purposes of training.

The interview will be conducted by the ACPS Selection Committee. The interview panel will generally be made up of 4 – or more – members, comprising a minimum of:

- ▶ Chair of the selection committee
- ▶ Registrar representative
- ▶ Supervising Fellow of the available training position
- ▶ ACPS education officer

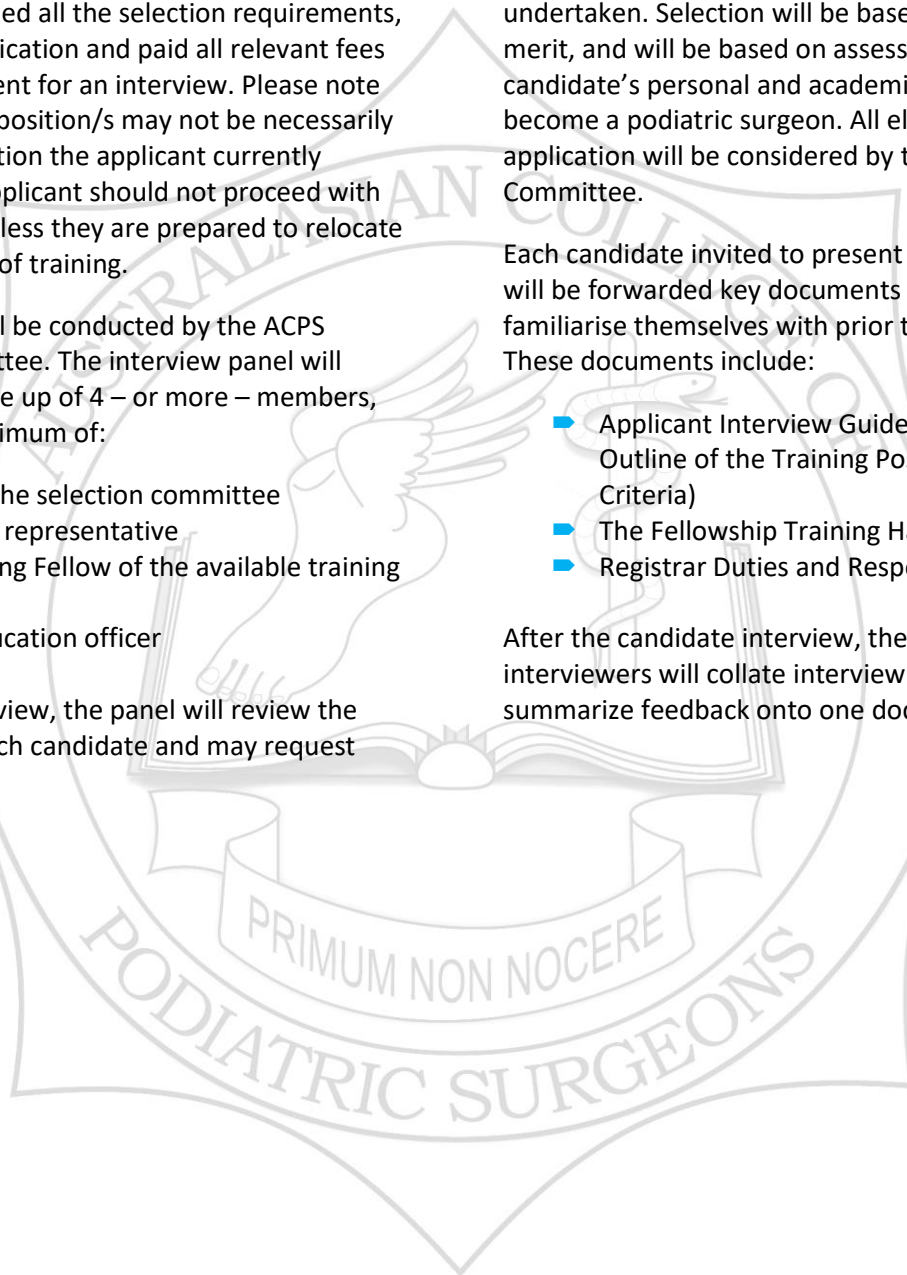
Prior to the interview, the panel will review the Application of each candidate and may request

further information from the candidate. Both pre– and post– interview reference checks will be undertaken. Selection will be based solely on merit, and will be based on assessment of the candidate’s personal and academic suitability to become a podiatric surgeon. All elements of the application will be considered by the Selection Committee.

Each candidate invited to present for an interview will be forwarded key documents that they should familiarise themselves with prior to the interview. These documents include:

- ▶ Applicant Interview Guide, (including an Outline of the Training Position and Key Criteria)
- ▶ The Fellowship Training Handbook
- ▶ Registrar Duties and Responsibilities

After the candidate interview, the selection interviewers will collate interview scores and summarize feedback onto one document.



STEP 4

The Selection Marking Guide

Each candidate's Application and Interview is scored using the ACPS Selection Marking Guide (see Appendix 5). Each candidate is scored in a total of 7 domains, with a total score out of 100. Each domain and correlating sub score is summarised below.

Following this process, the Selection Committee will make a recommendation to the Education Board on which of the candidates should be offered a training position. Candidates with the highest ranking score will be recommended to the Education Board.

The ACPS is under no obligation to select a candidate for any training position if none of the applicants are deemed suitable for that training position.

The ACPS selection process aims to ensure that candidates from across Australia and New Zealand have an equal opportunity to apply for training positions and that the best candidates are selected. The process is transparently managed by the Selection Committee of the ACPS.

The ACPS Selection Marking Guide Summary

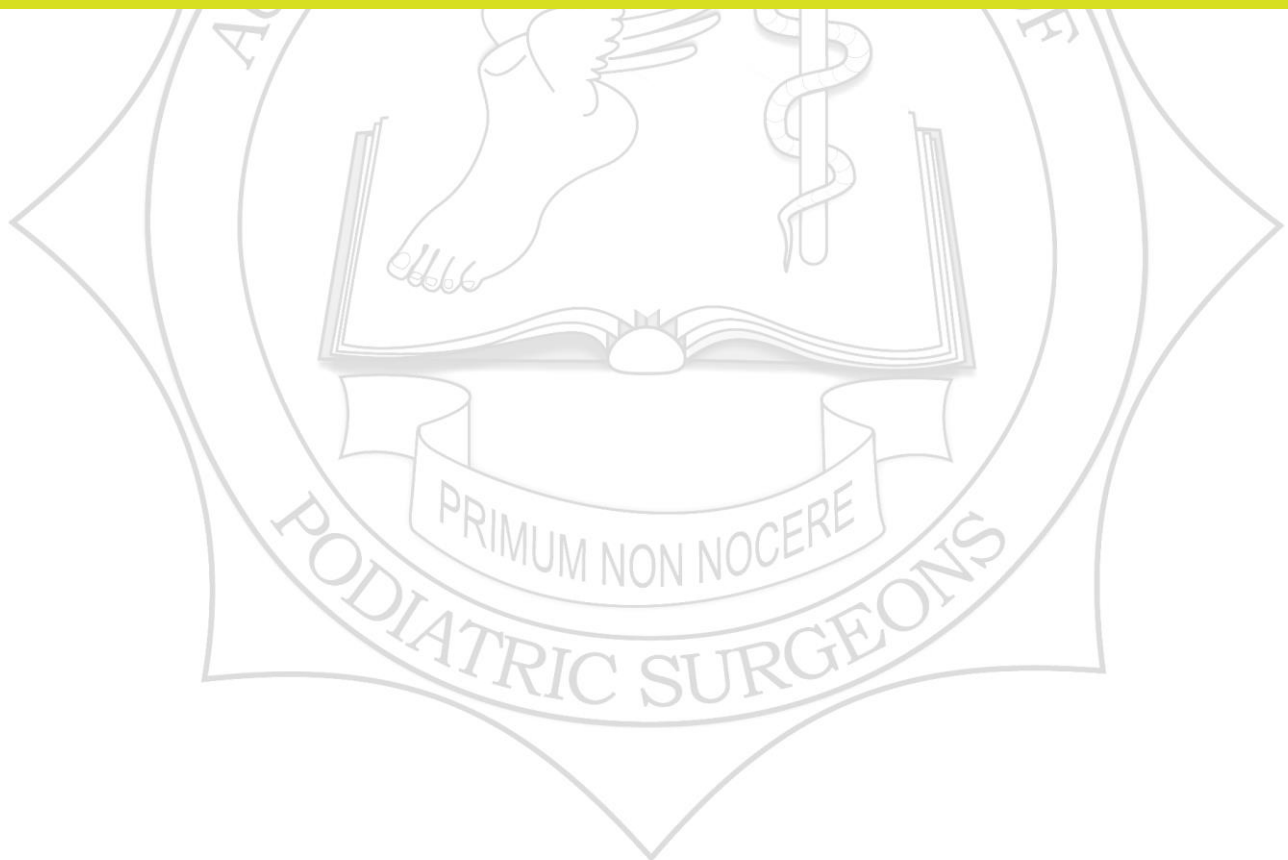
Domain	Score
Higher Education	10
Research, Publication & Presentation	8
ACPS Entrance Examination	10
Psychometric & Motor Skills Testing	20
Skills & Surgery Courses, Workshops & Seminars	2
Clinical Rotations Assessment Form (CRAF)	10
Interview – Key Criteria Score	40
Total	100

Appeals

Written appeals in respect to decisions of the selection committee or concerns about process can in the first instance be lodged with the Selection Committee who must then forward the matter to the Appeals Committee. Any appeals should outline the reasons for the appeal and provide any supporting documentation. The appeal will be considered by the Appeals Committee of the ACPS, a decision will be provided within two months of the appeal being lodged. The decision of the appeals committee is final.

Currency of the Selection Process

If a candidate completes the selection process and is not selected at final interview for a position they may apply directly to interview for subsequent positions without having to repeat the other criteria.



List of Appendices

Appendix 1 Clinical Rotation Assessment Form (CRAF)

Appendix 2 Affiliate Logbook of Clinical and Surgical Experience

Appendix 3 Application for Registration for Training Position

Appendix 4 ACPS Selection Application Marking Guide



- e. Manual Dexterity
- f. Ability to apply padding, dressings and casts
- g. Ability to listen and communicate with patients
- h. Ability to elicit adequate and relevant information
- i. Ability to organise and present patient information

Please explain any rating Marginal or Below:

3. Professionalism

- | | No interaction | Unsatisfactory | Marginal | Satisfactory | Excellent | Superior |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Does the candidate observe and follow established protocol? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Attendance and time management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Motivation to learn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Respect for patients and colleagues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Ability to work in a team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Recognition of own limitations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Balancing external commitments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please explain any rating Marginal or Below:

ACPS Fellow Signature:

Date: ___/___/___

Candidate Signature:

Date: ___/___/___

APPENDIX 2



Logbook of clinical and surgical experience

ACPS Affiliate logbook – for the purpose of application to training position

ⓘ Instructions on completing logbook

During the podiatric surgical clinical rotations, the candidate is required to keep a log-book that includes the date of each rotation and all cases observed during their office based and surgical rotations. The office based and surgical experience diarised in the logbook is used as part of the application process for entry into the ACPS Training Program.

1. Office Based Logbook Entries

A candidate must maintain a concise log book of each patient encounter observed during their office based rotation. The candidate must note the date and location of the rotation. Anonymizing the patient encounter by noting the patient Urn is required. The candidate must provide a brief description of the patient encounter. The case description must be no longer than 8 lines (arial 8 font). The candidate is required to have the ACPS Fellow initial each entry within 1-week of the case observation. A minimum of 20 office based case descriptions is required.

2. Surgery Based Logbook Entries

A candidate must maintain a concise log book of each surgery case observed during their surgical rotation. The candidate must note the date and location of the surgery. Anonymizing the patient encounter by noting the patient hospital Urn is required. The candidate must list the procedures performed for each case observed. The candidate is required to have the ACPS Fellow initial each entry within 1-week of the case observation.

Example of how to complete you logbook:


Date	Location	Case Identifier (Pt. URN)	Brief Case Description	ACPS Fellow Initial
Office Based Logbook Example:				
01/01/2014	Surgeon Private Rooms 1 One Street Melbourne VIC 3000	011111	New Patient. 35 year old female. Presented for surgical opinion of painful left hallux valgus (HV) deformity and intractable corn on the 5 th digit. Systemically well. No medications. Physical and radiographic examination performed. Diagnosis of moderate flexible left HV with semi rigid 5 th clawtoe deformity. Discussed conservative and surgical management. Discussed chevron osteotomy and soft tissue balance for HV correction and arthroplasty for 5 th digital deformity. Risks and convalescence explained.	Fellow Initial Fellow Surname
Surgery Based Logbook Example				
01/02/2014	X-Private Hospital	011112	<ol style="list-style-type: none"> 1. General Anaesthetic/ Day Case Procedure 2. Left 1st Metatarsal Chevron Osteotomy 3. Left 1st Proximal Phalangeal Akin Osteotomy 4. Left 5th Proximal Interphalangeal Joint Arthroplasty 	Fellow Initial Fellow Surname

IMPORTANT NOTE: The clinical and surgical experience diarised in the logbook is used as part of the application process for entry into the ACPS Training Program. This experience cannot be used as part of the ACPS training requirements. In other words, once a candidate is accepted into the training Program, they will be required to start a new logbook that is used for the duration of the training Program.

APPENDIX 3



Application for Registration for Training Position

 Pre Application Checklist				
<i>This application is for the purposes of registering your candidacy for a training position. Applicants must be familiar with the eligibility process for surgical training as described in the ACPS Fellowship Training Handbook (pages 8-11). Before completing this application, you must meet the following requirements:</i>			Yes	No
1	Are you a permanent resident or citizen of Australia or New Zealand?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you have current general registration with the Podiatry Board of Australia?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are you currently undertaking your endorsement for Scheduled Medicines?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do you have a minimum of 2-years of actual clinical experience working as a podiatrist?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are you an affiliate member with the ACPS?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Do you have an up-to-date curriculum vitae?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Have you completed the minimum podiatric surgical clinical rotations?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Do you have a minimum of 3 clinical rotation assessment forms (CRAFs)?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Have you completed your logbook of office based and surgical cases?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Have you successfully completed the ACPS Entrance examination?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Have you completed the psychometric and motor skills testing?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Have you completed the ACPS BSSET course?	<input type="checkbox"/>	<input type="checkbox"/>	

If you have answered **NO** to any of the above questions, then you are not eligible to apply for a training position.

i Selection into the Training Programme is governed by the principles of equal opportunity, and is based solely on merit. Applicants will not be discriminated against on the grounds of age, gender, marital status, sexual orientation, race, religion, or State of residence. Only those applicants who meet the entrance criteria will be considered for appointment to the ACPS Training Programme. Where the ACPS is unable to identify a sufficient number of qualified candidates to fill the quota of positions in any given year, places will remain vacant.

Application for Registration for Training Position

Insert Passport Photo Here	Name:		
	Date of Birth:		
	Street Address: (Home)		
	City/ State/ Post Code:		
	Street Address: (Work)		
	City/ State/ Post Code		
	Contact Details:	Home	
Work			
Mobile			
Email			

1. ACPS Affiliate Membership

ACPS Affiliate Member Number:

2. Undergraduate Education (attach certified copies of academic record)

University		Date Completed	Title of Degree
1.	Name:		
	Location:		
	Honours: Yes No	If yes, provide title of thesis:	
2.	Name:		
	Location:		
	Honours: Yes No	If yes, provide title of thesis:	

3. Post-Graduate Education

(for candidates who have completed a Master degree, please attach certified copies of academic record)
(for candidates currently enrolled in a Master degree, but are yet to complete the degree, please attach a certified letter from the respective academic institution confirming current enrolment in respective Master degree)

University		Date Completed	Title of Degree
1.	Name:		
	Location:		
	Provide title of thesis (if applicable):		
2.	Name:		
	Location:		
	Provide title of thesis (if applicable):		

4. Podiatry Board of Australia Registration (attach a certified copy of your registration and endorsement certificate)

Registration Number:

Any suspensions, restrictions, disciplinary actions? (please circle) Yes No

If yes, please attach details of event, including outcome.

5. Podiatry Work Experience

Please note that a minimum of 2-years of actual clinical podiatry practice is required. This does not include 2-years of clinical experience gained within the Master of Podiatry curriculum.

	Institution/ Office: Name and Address	Contact Number(s)	Dates of Employment
1.			
2.			
3.			

6. Research Experience

Provide information below pertaining to any research that you have been involved in. It is vital that you confirm these details with all listed supervisors prior to submission of your application.

	Institution:	Research Supervisor(s):	Date(s) of Research:
1.			
	Research topic:		
2.			
	Research topic:		
3.			
	Research topic:		

7. Presentations and Publications

Attach a separate list (if necessary). Please attach copies of any publications.

	Name of publication(s) or presentations :	Date:
1.		
2.		
3.		

8. ACPS Basic Surgical Skills and Education Training (BSSET)

Completion of the ACPS BSSET course is a pre-requisite for registration for application to podiatric surgery training. Affiliate members of the ACPS can register for the BSSET course. Please refer to the ACPS website for registration for the next available BSSET course.

1.	Please attach a copy of certificate of completion of the BSSET Course.
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9. Surgery Courses and Workshops (attach certified copies of any course or workshop certification)

	Course/ Workshop Name:	Institution:	Dates Attended:
1.			
	Course/ Workshop description:		
2.			
	Course/ Workshop description:		
3.			
	Course/ Workshop description:		

10. Seminars or Conferences Attended

Please provide a list of seminars or conferences that you have attended that relate to surgical practice.

	Name of seminar/ conference:	Location:	Date:
1.			
2.			
3.			

11. Other Achievements or Awards (attach certified copies of any special awards)

This section provides an opportunity for you to detail any particular achievements and accomplishments that demonstrate academic or professional experience. Examples of other academic or professional achievements may include scholarships, school or university prizes or formal recognition of contribution to a profession.

	Achievement/ Award:	Institution/ Setting:	Date:
1.			
2.			
3.			

12. Personal and Community Experience (attach copies or relevant contact details where applicable)

In this section you have the opportunity to set out personal and community experience that you feel supports your application. While you are encouraged to list and prioritise your activities and experiences, the emphasis should be on those that you think have been most significant in your personal development. You are required to provide a contact person who can verify your experience. It is vital that you confirm these details with all listed people prior to submission of your application.

	Experience:	Institution/ Setting:	Contact:	Date:
1.				
2.				
3.				

13. Other supporting documentation

In addition to the aforementioned certification and supporting documentation required to accompany this application (e.g. academic record, registration certification, etc.), please ensure that you also attach:

1. Curriculum vitae. Your curriculum vitae should be a **maximum** of two single sided pages. It should not be a substitute for information required in this application form
2. Clinical rotation assessment forms (CRAFs). Three (3) CRAFs are required.
3. Logbook of office based and surgical cases
4. Results of Emotional Quotient Inventory (EQ-i) and VTS MLS Test and VTS 2 HAND Test.
5. Copy of the ACPS BSSET certificate of completion.

14. REFERENCES

Provide four professional references below, including at least one podiatric surgeon and at least two from individuals who have known, worked with or supervised the candidate

	Name	Address	Contact Details	
1.			Ph.	
			Mob.	
			Email.	

2.			Ph.	
			Mob.	
			Email.	

3.			Ph.	
			Mob.	
			Email.	

4.			Ph.	
			Mob.	
			Email.	

15. Declaration

- I Insert name declare that the information I have provided above is accurate and complete.
- I declare that I understand that the Australasian College of Podiatric Surgeons is relying on information provided by me to assess my application for admission. I undertake to notify the Australasian College of Podiatric Surgeons if there is any change to my circumstances that means that the information supplied above is no longer accurate or complete.
- I also acknowledge that the Australasian College of Podiatric Surgeons is required to verify independently any information supplied by me in relation to this application.

Signature _____

Date _____

① Applicants must submit certified copies of any supporting documents with this application form.

Please send this application and supporting documentation to:

Australasian College of Podiatric Surgeons
PO Box 248
Collins Street West
VICTORIA 8007



PODIATRIC SURGEONS



Application for Training Position – SELECTION MARKING GUIDE

Section 1 – CURRICULUM VITAE

HIGHER EDUCATION		
<p>Page 6-7 of the Fellowship Training Manual Section 2 & 3 on Application for Registration for Training Position.</p>		
<p>Notes: A maximum of 10 points will be counted in this section For undergraduate podiatry degree (or Master degree that leads to general registration as a podiatrist) For Master degree (or academic units leading towards a doctoral qualification)</p>		
Requirement	Points Rating (Max. 10)	Documentary Evidence
<p>Undergraduate Podiatry Degree</p>	<p>5 points WAM - >80% GPA - High Distinction/ Distinction</p> <p>2.5 point WAM - 60-80% GPA - Credit</p> <p>1 point WAM- <60% GPA Pass</p>	<p>certified copies of academic record</p>
<p>Master Degree</p>	<p>5 points WAM - >80% GPA - High Distinction/ Distinction</p> <p>2.5 point WAM - 60-80% GPA - Credit</p> <p>1 point WAM- <60% GPA Pass</p> <p>0 point Enrolled in Master degree, but not completed</p>	<p>certified copies of academic record (if completed Master Degree) or certified letter from respective academic institution confirming current enrolment in Master Degree</p>
		/10

RESEARCH, PUBLICATION & PRESENTATION

Section 6 & 7 on Application for Registration for Training Position.

Notes:

Research

A maximum of 2 points will be counted for this section

Must have been lead investigator involved in the research project.

Presentations

A maximum of 2 points will be counted for this section

Must have been personally delivered by applicant at the following:

- ACPS or foot surgery seminar or conference
- A.Pod.A State Special Interest Group
- A.Pod.A. State Conference
- A.Pod.C. National Conference
- Specialty Specific Group (i.e. High Risk Foot, Sports Medicine, Paediatrics)

Poster presentations will not be eligible for points

Publications

A maximum of 4 points will be counted for this section

Excludes abstracts, case report and letters to the editor

Articles accepted for publication pending revisions will not be accepted

Must be published, or in press for publication

Literature reviews and book chapters are eligible

Requirement	Maximum 8 Points	Documentary Evidence
Research	<p>Maximum Points (Max. 2) 1 Point – Applicant is lead author in research project.</p>	<p>A retrospective letter from the principle research supervisor notifying of research project. Where applicable, manuscript of research project to be supplied at request.</p>
Presentations	<p>Maximum Points (Max. 2) 1 Point - Presentation personally delivered by applicant at a foot surgery conference or seminar. 1 Point - Presentation personally delivered by applicant at national A.Pod.C conference. 0.5 Point - Presentation personally delivered by applicant at A.Pod.A. state-based meeting. 0.5 Point - Presentation personally delivered by applicant at national or state specialty specific group.</p>	<p>Documentary evidence of meeting program (including cover page, contents pages, index pages and abstract page where these are available) showing meeting name and Applicants name printed against presentation title, date and location must be provided. Alternatively, a retrospective letter from the conference organiser notifying of acceptance to present or confirming presentation will be accepted.</p>

Publications	Maximum Points (Max. 4)	
	2 points - Article in a peer-reviewed journal, with minimum impact factor 1 or above, where applicant is the first author	
	1 point - Article in a peer-reviewed journal, with minimum impact factor 1 or above, where applicant is the latter author	<i>Documentary evidence including PubMed citation and link to article, or full citation and ISBN, or retrospective letter of acceptance for publication by publisher must be provided. The letter of acceptance must specify Applicant's authorship.</i>
	1 point – Literature review article in a peer-reviewed journal, with minimum impact factor 1 or above, where applicant is the lead author	
0.5 points – Book Chapters published online or in print.		
		/8

ACPS ENTRANCE EXAMINATION

Page 9 of the Fellowship Training Manual.

Notes:

A maximum of 10 points will be counted in this section.

Requirement	Points Rating (Max. 10)	Documentary Evidence
Successful Pass Mark of ACPS Entrance examination (>50%).	10 points - >90% 8 points - 80-90% 5 points – 70-80% 0 points – 50-70%	<i>ACPS Administration to supply copies of ACPS entrance examination mark</i>
		/10

PSYCHOMETRIC & MOTOR SKILLS TESTING

Page 9 of the Fellowship Training Manual.

Notes:

A maximum of 20 points will be counted for this section.

- The Emotional Quotient Inventory (EQ-i®) is a scientifically validated, widely used Emotional Intelligence assessment tool.
- The VTS MLS measures fine motor abilities through static and dynamic tasks for finger, hand and arm movement. A maximum of 5 points will be counted for this section.
** An average percent score will be determined from the sum of the subgroup scores.
- The VTS 2HAND measures visuomotor coordination (eye-hand and hand-hand coordination).
** An average percent score will be determined from the sum of the subgroup scores.

Requirement	Maximum 20 Points	Documentary Evidence
EQ-i	Maximum Points (Max. 10) 10 points - >130, Very Much Above Average 8 points - 110-130, Above Average 5 points - 90-110, Average No points - 70-90 – Below Average 50-70 – Very Much Below Average	<i>Documentary evidence of official report from external consulting or educational service must be provided.</i>
VTS MLS	Maximum Points (Max. 5) 5 points – High >84% 3 points – Average 50-84% 1 point – Average 16-49% 0 point – Low <16%	
VTS 2HAND	Maximum Points (Max. 5) 5 points – High >84% 3 points – Average 50-84% 1 point – Average 16-49% 0 point – Low <16%	
		/20

SKILLS & SURGERY COURSES, WORKSHOPS & SEMINARS

Section 8-10 on Application for Registration for Training Position.

Notes:

A maximum of 2 points will be counted for this section

Conferences and seminars

The following seminars and conferences are eligible for points:

- ACPS annual seminar
- American College of Foot and Ankle Surgeons Annual Scientific Conference
- Faculty of Podiatric Surgery (UK) Annual Conference

Surgical Skills Courses and Workshops

Only surgical skills courses or workshops that are run by recognized educational bodies are eligible for points. Courses or workshops must be explicitly related to surgical skills and/ or the practice of surgery of the foot and ankle.

A list of recognized educational bodies follows:

- ACPS
- American college of Foot & Ankle Surgeons (ACFAS)
- The Podiatry Institute
- AO foundation/ AO North America
- American Academy of Foot and Ankle Osteosynthesis

Requirement	Maximum 2 Points	Documentary Evidence
		<p><i>Documentary evidence of official transcript, certificate of completion/ attendance or retrospective letter confirming completion/ attendance from the educational activity must be provided.</i></p> <p><i>Note – confirmation of registration (inc. receipt of payment) will not be accepted as evidence of meeting attendance.</i></p>
Surgical Skills Courses & Workshops	<p>Maximum Points (Max. 1)</p> <p>1 point – per course/ workshop</p>	
Conferences & Seminars	<p>Maximum Points (Max. 1)</p> <p>0.5 points – per seminar or conference</p>	
		/2

CLINICAL ROTATIONS ASSESSMENT FORM (CRAF)

Page 10 of the Fellowship Training Manual.

Notes:

*A maximum of 10 points will be counted in this section
3 CRAF forms are to be submitted. Each CRAF form totals a score out of 98 (total overall mark achievable from 3 CRAF forms is 294). A total overall mark is given as a percentage.*

Requirement	Points Rating (Max. 10)	Documentary Evidence
Clinical Rotation Assessment Forms (x3)	<p>10 points – 80-100%</p> <p>5 points - 60-80%</p> <p>2 point – 50-60%</p>	<p><i>3 completed CRAF forms from 3 different Fellows of the ACPS. CRAF forms must be signed and dated by each respective Fellow.</i></p>
		/10

Total CV Score

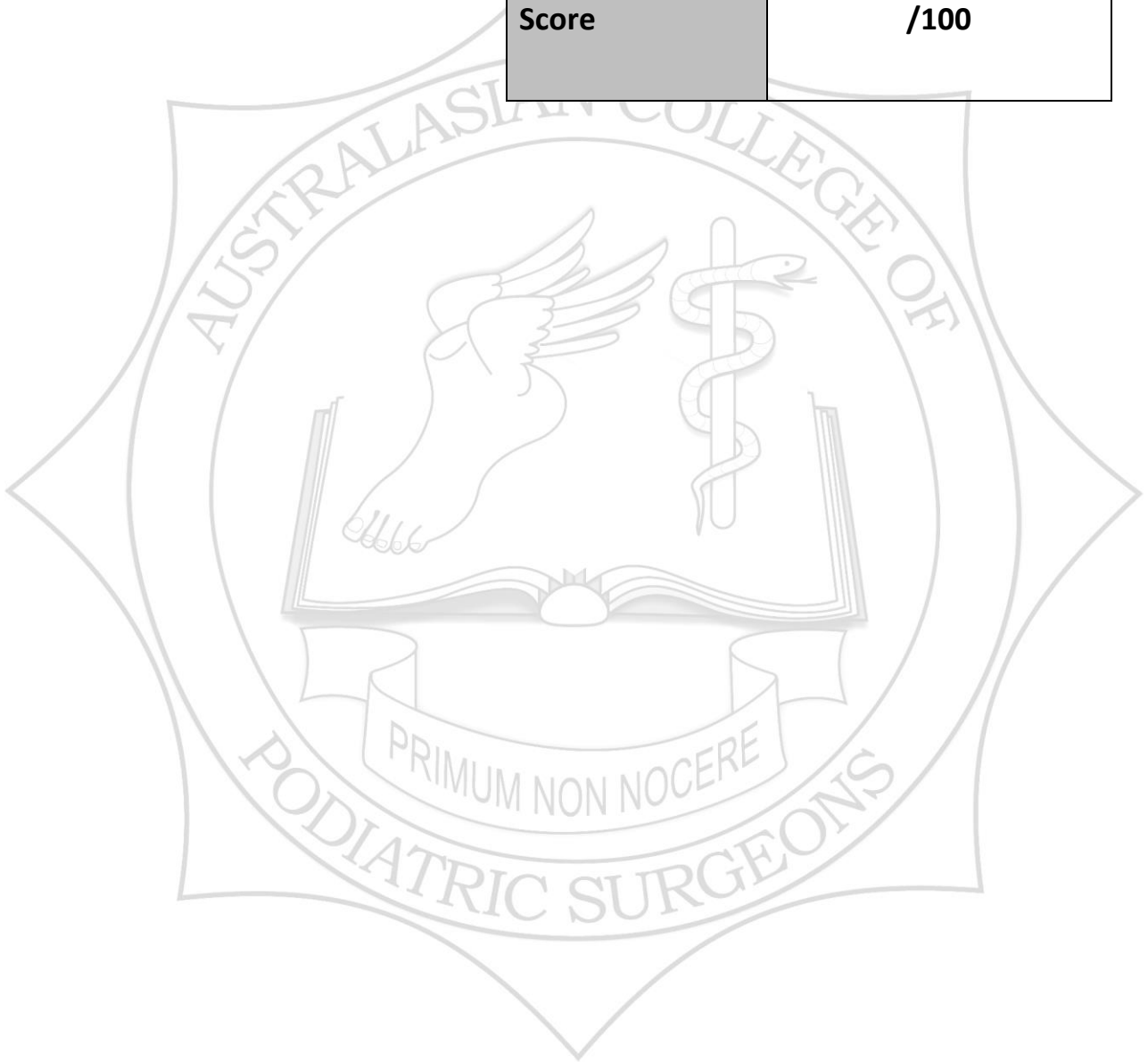
/60

Section 2 – INTERVIEW

INTERVIEW – KEY CRITERIA SCORE		
<p><i>Page 10-11 of the Fellowship Training Manual. Please refer to ACPS applicants interview guide.</i></p>		
<p>Notes: A maximum of 40 points will be counted in this section.</p> <p>Performance in the interview will be marked independently by each interviewer, following which a consensus mark is assigned by the panel of interviewers. Each candidate will be scored in key criteria at the end of the interview. For each key criteria, the applicant will be allocated a score:</p> <ul style="list-style-type: none"> • 0 points - Not suitable • 4 points - Possesses the skills/attitude to meet this criteria with training. • 6 points - Has relevant skills/experience /attitude to meet this criteria. • 8 points - Has strong, relevant and readily transferable skills/ experience/attitude to meet this criteria. 		
Key Criteria	Points Rating (Max. 40)	Documentary Evidence
<p>Demonstrates a thorough understanding of the advancements and challenges facing podiatric surgeons in the Australian health care sector.</p>	<p>Maximum Points (Max. 8)</p>	<p><i>Panel consensus mark</i></p>
<p>A work history which demonstrates an ability to develop and maintain key health sector networks.</p>	<p>Maximum Points (Max. 8)</p>	<p><i>Panel consensus mark</i></p>
<p>A solid academic background with an ability to master both academic and manual skills.</p>	<p>Maximum Points (Max. 8)</p>	<p><i>Panel consensus mark</i></p>
<p>Well-developed interpersonal and communication skills, including the ability to confidently present to a diverse audience.</p>	<p>Maximum Points (Max. 8)</p>	<p><i>Panel consensus mark</i></p>
<p>Well organized and a good time manager who can self-manage to obtain a result.</p>	<p>Maximum Points (Max. 8)</p>	<p><i>Panel consensus mark</i></p>
		<p>/40</p>

Total Interview Score	/40
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Total Ranking Score	/100
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The Australasian College of Podiatric Surgeons

ADVOCACY | EDUCATION | RESEARCH