



College of Intensive Care Medicine
of Australia and New Zealand
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TRAINEE SELECTION POLICY

PURPOSE AND SCOPE

The purpose of this policy document is to describe how the College of Intensive Care Medicine of Australia and New Zealand (CICM/the College) selects trainees into its Training Program. It outlines the principles underpinning the selection into the Training Program, the eligibility criteria and selection criteria.

This document applies to doctors who are applying to enter the training programs (general and paediatric) in intensive care medicine.

1. RATIONALE

The College expects that a doctor entering the training program in intensive care medicine will have the potential to complete the program successfully. Trainees are expected to achieve the minimum learning outcomes in terms of the knowledge, skills, and capabilities relevant to intensive care medicine by the time they graduate from the Training Program (See policy document Graduate Outcomes).

The selection process should result in the most suitable applicants being selected into training and must support the objective of CICM training: to facilitate development and certify intensive care specialists who are prepared for the full scope of intensive care practice in line with the College's Constitution. Doctors commencing training in intensive care medicine should be representative of the patients treated in intensive care units (ICU) across Australia and New Zealand.

2. KEY PRINCIPLES OF SELECTION INTO CICM TRAINING

The selection process, eligibility criteria and the selection criteria are based on the following principles:

- **Aptitude for intensive care medicine** - The aim of the selection process is to recruit the most suitable trainees for the training program, with the objective of graduating intensive care specialists who will possess the Graduate outcomes defined by the College in policy document Graduate Outcomes¹.

- **Diversity and inclusion** - The College recognises that doctors from varying cultures and walks of life create diversity among its Fellows. The College recognises the inequities that have been born out of past actions and acknowledges the ongoing effects of colonisation that create barriers to gaining specialist training and qualifications. The selection process encourages and supports the recruitment of Aboriginal and Torres Strait Islander and Māori trainees.
- **Merit-based** - All applicants who satisfy the eligibility criteria and apply through the College application process will be considered. The final selection of applicants is based solely on merit.
- **Fairness and free from discrimination** - The selection process is documented, transparent and objective, with applicants having access to eligibility criteria, information on the selection process, selection criteria and appropriate appeals processes.
- **Robust quality improvement** - The selection process is subject to ongoing review to ensure its validity, quality, consistency, and effectiveness.

3. ELIGIBILITY CRITERIA

To be eligible for selection into the CICM training program, applicants must satisfy all of the following requirements:

- Possess a primary medical degree and have successfully completed a 12-month internship (Post Graduate Year 1).
- Meet any residency or visa requirements enabling employment at any hospital for which they are applying.
- For applicants from Australia or New Zealand, have full general registration with the Australian Health Practitioner Regulation Agency (AHPRA) or Medical Council of New Zealand respectively.
- For applicants from jurisdictions other than Australia and New Zealand, full registration with the local medical authority is generally required. In some circumstances (for example for Singapore, where full local registration is difficult to obtain for overseas trained doctors) applications will be considered, when a letter of support is provided by the applicant's Department Head. For further details please contact the Training Department at the College.
- Have completed six months of experience (Foundation training) in an ICU accredited for training by the College. This training must have taken place within the last three years at the time of application for selection.

It is important to note that meeting eligibility criteria does not guarantee acceptance in the training program.

4. APPLICATION PROCESS

The details of the application process are published on the College website under Becoming a Trainee and applicants are required to contact the Training Department for access to the online application. Selection onto the training program takes place twice a year.

All applications must include:

- Original or certified copies of a medical degree, proof of medical internship completion, and registration with the Medical Board of Australia, Medical Council of New Zealand or the appropriate registration authority in other jurisdictions
- A structured curriculum vitae (CV) providing biographical information and addressing the selection criteria, that include clinical experience, academic and other accomplishments, and experience.
- The contact details of three suitable referees for the College to contact in order to obtain a written reference. The reference is based on the applicant's performance in the working and learning environment during the six-month Foundation term in intensive care. The reference form and the marking grid is available on the website.

5. SELECTION CRITERIA

The Selection Criteria align with the Graduate Outcomes and are related to the CanMEDS framework. There are additional criteria related to personal qualities that the College values, such as having a rural background and experience and identifying as indigenous.

The Appendix lists the qualities sought by the College in selecting applicants for the training program, and the assessment tools for each: the structured reference (SR) and structured curriculum vitae (SCV).

5.1 The structured reference

All applicants to the College must apply with three referees who will be contacted by the College to provide a reference for the applicant. All referees must have worked with the applicant during their period of Foundation Training prior to applying for selection into the Training Program. Referees must fit the following criteria:

- One FCICM
- One FCICM who is either a College SOT in the unit where the Foundation Training was completed OR who is the Director of the unit in which the applicant completed their Foundation Training.
- One senior ICU nurse

Where units do not have a Fellow of the College as the Director or SOT, applicants may use another appropriately qualified specialist who has supervised them during the period of foundation training. Applicants should contact the College to discuss further if they are experiencing any difficulty with the application process.

The structured Reference form is available on the website. The total score for the three references is calculated electronically.

5.2 The structured CV

This is completed by the applicant as part of the application process. This is available on the website and is divided into eight categories.

These categories are:

- Qualifications
- Clinical experience in intensive care medicine
- Academic achievement
- Research
- CPD and courses

- Rural origin and experience
- Indigenous origin or identifies as Indigenous
- Relevant personal experiences

6. TRAINING SELECTION PROCEDURE

The selection procedure is separate from the appointment of doctors to College-accredited Intensive Care Units. However, a criterion for College accreditation is that each unit demonstrates an appointment process for its registrars that is consistent with the principles of natural justice and procedural fairness.

The selection procedure is centralised and the procedure is overseen by the Trainee Selection Panel that consists of the Censor, Director of Professional Affairs, a Community member and other Fellows.

7. OUTCOME OF THE TRAINING SELECTION PROCESS

Applicants will be notified of the outcome of their application within 30 days of the Selection Panel's meeting.

They will be classified as successful or unsuccessful based on the references submitted. Applicants who receive an unsatisfactory reference will be classified as unsuccessful.

Unsuccessful applicants may reapply for selection into the training program after further development of their skills and experience. After three unsuccessful attempts the applicant will be deemed ineligible to apply for selection onto the training program.

Successful applicants are required to sign the CICM Training Agreement and will be invited to submit relevant documentation to the College so that prior learning can be accredited where appropriate.

8. APPEALS

Unsuccessful candidates may access the policy document IC-23 Appeals, Review and Reconsideration Processes.

9. REVIEW

The College will review this policy every five years. However, the College may modify or amend the policy at any time to ensure it meets its objectives. Any amendments to this policy shall be made known to staff and College members by posting an updated version on the College's website.

References and sources

1. [T-42 Training Program Aims and Graduate Outcomes](#)

Acknowledgments

The Trainee Selection Panel
Censors Committee.

Document Control

Date created	2013
Date approved by Board	2013
Revision frequency	5 years
Document revisions	2017, 2021, 2024
Next review	2029

Revision History

Date	Pages revised/ Brief explanation of revision
2021	Principles updated, Indigenous criteria element included,
2024	SJT and scoring requirement reviewed. Referee criteria amended.
2025	Selection intake periods updated

Further Reading

Publishing Statement

Published by CICM: January 2025. This Training Document has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case. The College's Professional Documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure the current version has been obtained. Professional Documents have been prepared according to the information available at the time of their publication, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently. Whilst the college endeavours to ensure its Professional Documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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Appendix: Selection Criteria and Examples of How they are Assessed

A. From Graduate Outcomes

1. The applicant is or will be a medical expert
 - Has clinical experience which demonstrates the ability to exercise sound clinical ability and judgment
 - Seeks assistance when appropriate
 - Demonstrates problem solving skills
 - Is able to accept the limits of his/her competence and functions and values the experience of others
 - Demonstrates knowledge of intensive care medicine by successfully completing an examination
 - Demonstrates knowledge of basic sciences by successfully completing an examination
 - Has completed courses

2. The applicant is a good communicator
 - Demonstrates interpersonal and communication skills with the ability to work well and efficiently in the health care team
 - Communicates with family members
 - Communicates with members of the health care team
 - Can manage conflict appropriately

3. The applicant is able to be a collaborator
 - Can work effectively within teams and as a leader
 - Collaborates with other healthcare staff

4. The applicant is or will be a leader/manager
 - Demonstrates time management skills
 - Contributes to projects and committees

5. The applicant is a health advocate
 - Can advocate effectively for patients
 - Can advocate for patient safety

6. The applicant is a scholar
 - Demonstrates a commitment to learning and can facilitate the learning of others
 - Obtains, analyses and acts on feedback from a variety of sources on one's performance to learn
 - Engages in feedback conversations with learners and colleagues
 - Demonstrates academic excellence at undergraduate level
 - Has published and/or presented papers at meetings
 - Has completed audits
 - Has completed CPD activities

7. The applicant shows professional behaviour
 - Exhibits high standards of moral and ethical behaviour towards patients and families
 - Shows personal commitment to honouring the choices and rights of others and shows cultural sensitivity
 - Is self-aware and able to recognise his/her own behaviours, particularly with regard

- to correction or criticism
- Earns and maintains the respect of his/her colleagues
- Demonstrates integrity and compassion in patient care

B. Other

The applicant:

- Has a commitment to pursuing a career in intensive care medicine
- Is willing to put in the work required to achieve successful outcomes
- Has rural origin and/or experience
- Is of Indigenous origin or identifies as Indigenous
- Is involved in community projects, programs or other social and humanitarian activities.