

Certification in Maternal Fetal Medicine (CMFM) Subspecialty Selection 2024 (2025 entry) Information for Applicants

Applications Open: 15 January 2024
Applications Close: 15 February 2024

Interview Date: Friday, 10 May 2024

Applying to Enter Subspecialty Training

- Subspecialty Selection is a competitive process that determines eligibility to commence Subspecialty training and it does not guarantee a training position.
- Regulations pertaining to eligibility to apply for and to commence Subspecialty training, are outlined in the *RANZCOG Regulations Section C* found here: [RANZCOG Regulations](#)
- It is expected that applicants will ensure they meet the eligibility criteria before applying.
- All applicants are notified in writing throughout the process, as to the outcome of their application.
- Should a confirmation email not be received, please contact the College.

Late and incomplete application submissions will NOT be accepted

CMFM Subspecialty Selection Application Form and Documentation

- The CMFM Subspecialty Selection Application Form must be completed in English and submitted online.
- Apply using the link provided here: [CMFM Subspecialty Selection webpage](#)
- The following must be submitted at the time of application:
 - A covering letter addressed to the Chair, CMFM Subspecialty Committee, Dr Alison Fung
 - A current CV
- Additional material supporting the application and demonstrating the applicant's interest in the CMFM Subspecialty may be submitted as an Appendix to the application.
- Declaration of Authenticity is acknowledged upon submission of the application form and associated documents.
- Applicants will receive a confirmation email once the application has been received by the College. Following this they will receive an email requesting their referee information.

Referee Criteria

- The applicant must provide details of **three** Referees:
 - A senior colleague (FRANZCOG) with whom the applicant has worked within the **last two years**.
 - Two colleagues with whom the applicant has worked within the **last two years**.
- If an applicant cannot submit a Referee as per above criteria, the Subspecialty Chair will assess the suitability of Referees on a case-by-case basis.
- Applicants who are currently in the FRANZCOG training program must nominate their current Training Supervisor as the senior colleague, or their last FRANZCOG Supervisor.
- If a trainee has recently moved training sites and has been with their current supervisor for less than 3 months, the College may require a reference from their previous Training Supervisor.
- Referees should not be a member of the Subspecialty Committee or a Selection Panel member of the Subspecialty applying for.
- Name and contact details, including email addresses and phone numbers of the Referees must be provided within the online Referee Nomination Form (once requested).
- The College will contact the Referees directly to request completion of a confidential Referee Report.
- Should the College not be able to contact the Referee, or not receive the confidential Referee Report within the time frame, applicants will be advised by the College, and additional referee details will be requested.

Important Note

- Applicants should request permission from their nominated colleagues prior to completing the Application Form.
- Applicants must not contact their Referees, regarding any aspect of their reference, after submitting their Referee Nomination Form.
- References are provided in strict confidence by Referees.

Subspecialty Selection Fees

Current fees can be found via the following link: [Subspecialty Selection Application fee](#)

A fee is payable at the time of application.

An interview fee is payable only if applicant is selected for interview. Payment must be made within *one week* of receiving notification from college.

*The Application and Interview fees are non-refundable.

Selection Criteria and Descriptors

- Applicants must address the Selection Criteria in their *Written Application (no's 1 – 6)*.
- At interview the Selection Panel use the *Selection Criteria CMFM Subspecialty – Specific Elements (no 7)* to develop their questions as well as *Selection Criteria (no's 1 - 6)*.
- Further details regarding *Selection Criteria and Descriptors* are outlined in Appendix 1.

| SELECTION CRITERIA | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <u>Written Application</u> |
| 1 | Educational History |
| 2 | Employment History |
| 3 | Professional Development and Commitment to the CMFM Subspecialty |
| 4 | Teaching and Leadership Experience |
| 5 | Research, Publications and Presentations |
| 6 | References |
| 7 | <u>CMFM Subspecialty - Specific Elements:</u> <ul style="list-style-type: none"> • Ability to manage conflict/difficult situations • Patient management • Teamwork/working in a multidisciplinary team • Grief and counselling • Self-awareness • Dealing with appraisal • Psychosocial medical experience • Academic performance/aptitude to training • Current issues/challenges facing the CMFM Subspecialty |

Shortlisting Process and Scoring

- Shortlisting for Subspecialty Selection is conducted by the CMFM Subspecialty Selection Panel comprising of the Chair/Deputy Chair, CMFM Subspecialty Committee, and a minimum of two CMFM Subspecialists.
- The scoring system is between 0 (criteria not met) to 3 (exceeds criteria) and is used by the CMFM Subspecialty Selection Panel to shortlist applicants for interview.
To be deemed eligible for interview, applicants are expected to achieve a score of 2 or more in the *Selection Criteria Written Application (no's 1 – 6)*.
- Applicants will be contacted via email with an outcome letter soon after shortlisting has been completed.

Interview Process and Scoring

- The interview process is conducted by the CMFM Subspecialty Selection Panel comprising of the Chair/Deputy Chair, CMFM Subspecialty Committee and a minimum of two CMFM Subspecialists.
- All applicants eligible for interview, will attend their interview using Zoom video conferencing.
- At interview, applicants will be assessed and scored on their answers pertaining to the *Selection Criteria CMFM Subspecialty – Specific Elements (no. 7)* as well as *Selection Criteria (no's 1 – 6)* where required.
- Applicants will be contacted via email, within two weeks of their interview with their outcome letter.

Enquiries

For further information about CMFM Subspecialty Selection contact:

CMFM Subspecialty Training Program Coordinator

Email: cmfm@ranzcog.edu.au

Phone: +61 3 9412 2956

| APPENDIX 1: SELECTION CRITERIA AND DESCRIPTORS | |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Educational History | <ul style="list-style-type: none"> • Candidate has completed or is on track (plan in place) to complete basic/advanced training requirements this year including exams, procedural and surgical assessments, and research |
| 2. Employment History | <ul style="list-style-type: none"> • Candidate has achieved satisfactory assessments during basic/advanced training |
| 3. Professional Development and Commitment to the CMFM Subspecialty | <ul style="list-style-type: none"> • Candidate has proactively pursued professional development opportunities to develop their skills, experience and knowledge in the Subspecialty • Candidate has attended professional development in the Subspecialty |
| 4. Teaching and Leadership Experience (within the last 2 years) | <ul style="list-style-type: none"> • Candidate demonstrates experience of teaching junior medical, nursing or allied health staff • Candidate demonstrates a leadership role in developing teaching or learning programs, showing sustained commitment to the area |
| 5. Research, Publications and Presentations (within the last 2 years) | <ul style="list-style-type: none"> • Candidate has been actively involved in research within the last two years, translating into improved clinical care or improving their abilities as a researcher/clinician • Candidate has some ideas around the topic/area of research they wish to pursue in the Subspecialty • Candidate has undertaken research leading to publications in peer reviewed journals or research leading to higher degree (e.g. PhD, MD, MS) • Candidate has presented own research at a National or International meeting |
| 6. References | <ul style="list-style-type: none"> • Confidential Referee Reports are overall positive/satisfactory |
| 7. CMFM Subspecialty–Specific Elements | <ul style="list-style-type: none"> • Ability to manage conflict/difficult situations • Patient management • Teamwork/working in a multidisciplinary team • Grief and counselling • Self-awareness • Dealing with appraisal • Psychosocial medical experience • Academic performance/aptitude to training • Current issues/challenges facing the CMFM Subspecialty |