



ASSESSMENT ENROLMENT APPLICATION FORM (2012) FOR PRIMARY RURAL AND REMOTE TRAINING

Assessment Dates

Modality	Assessment Date	Enrolment Closing Date	Cost (GST Inclusive)
Mini Clinical Evaluation Exercise (miniCEX)	February to July 2012 or August to December 2012	13 January 2012 or 8 July 2012	\$1,700.00
Multiple Choice Question (MCQ)	10 March 2012 or 8 September 2012	31 December 2011 or 6 July 2012	\$1,000.00
Structured Assessment using Multiple Patient Scenarios (StAMPS)	19 & 20 May 2012 (delivered face to face) or 1 & 2 December 2012 (delivered via video conferencing)	3 February 2012 or 17 August 2012	\$1,800.00

The College reserves the right to cancel StAMPS examinations in the event that insufficient enrolments are received.

Enrolment Eligibility

1. Applicants must be enrolled in one of the following pathways to enrol in any ACRRM assessment:

- a) ACRRM Independent Pathway (IP)
- b) Vocational Preparation Pathway (VPP)
- c) Remote Vocational Training Scheme (RVTS)

ACRRM registrars enrolled in either of these pathways must have completed:

- one year of ACRRM training or have received one year of recognition of prior learning, prior to enrolling for the MCQ (i.e. in year two, three or four of training).
- two years of ACRRM training or have been awarded two years for recognition of prior learning, prior to enrolling for summative miniCEX and StAMPS (i.e. in year three or four of training).

b) IMG Specialist Pathway

Prior to enrolling, doctors enrolled in this pathway must have completed a portion of their peer review period as specified in their requirements.

2. All applicants must have current medical registration and be current financial members of ACRRM.

Please complete all relevant sections. Incomplete enrolments will not be processed.

Demographic Details

First Name:		Surname:	
Mailing Address: (This is the address where your assessment results will be mailed)			
State:		Postcode:	
Mobile:		Work Phone:	
Home Phone:		ACRRM Membership Number:	
Email: (Please provide an email address that you access regularly)			
Date of Birth:		Gender:	Male/Female

Category of Enrolment/Pathway to Fellowship

Please indicate (✓) which category/pathway is applicable to you.

- Vocational Preparation Pathway
- Remote Vocational Training Scheme
- Independent Pathway
- Specialist Pathway

Modality Enrolment Selection

Please indicate (✓) which modalities of assessment you wish to enrol in:

- MiniCEX February to July 2012
- MiniCEX August to December 2012
- MCQ: 10 March 2012
- MCQ: 8 September 2012
- StAMPS: 19 & 20 May 2012
- StAMPS: 1 & 2 December 2012

MiniCEX Enrolments

The miniCEX is expected to take three to four hours to complete, dependent upon your work environment. If you wish to undertake the miniCEX in a location with difficult or expensive access for the examiner, additional costs may be payable. Hence you are encouraged to time your miniCEX for when you are practising in less remote locations.

The miniCEX can be undertaken at more than one venue. Travel time between venues must be less than 15 minutes and at least four patients must be present at each venue.

Please note below any dates that will not be convenient for the miniCEX to be conducted.

To enable us to source an appropriate examiner to participate in your miniCEX, please provide information in the space below regarding the practice at which you will be working during your miniCEX.

VENUE 1

Practice Name:		Tel:	
Contact Person:		Position:	
Email:			
Address:			

VENUE 2 (if applicable)

Practice Name:		Tel:	
Contact Person:		Position:	
Email:			
Address:			

MCQ Enrolments

Information regarding the MCQ examination will be emailed to you shortly after the enrolment closing date. ACRRM has limited places available at a central examination centre in Brisbane. To apply for a place at the central examination centre you must provide ACRRM with your completed documentation by the date specified. Alternatively, you will need to organise your own venue with adequate IT facilities and to nominate two invigilators for the duration. If you are considering the latter option, we encourage you to contemplate a venue equipped with adequate IT facilities and suitable invigilators well in advance, as this will ensure that you have plenty of time to organise these requirements. All venues and invigilators are to be approved by ACRRM. Guidance on suitable venues and invigilators are available in the MCQ Rules and Regulations.

ACRRM will work with you to ensure that this assessment can be undertaken as closely as possible to your preferred location, but reserves the right to require you to travel to a suitable venue if required. Such travel will be at your expense.

Terms and Conditions of Enrolment

1. Fees cover the provision of the assessment enrolled in and the remuneration of invigilators and examiners where relevant.
2. You are responsible for your own travel, accommodation and any other associated costs, such as venue bookings
3. You are not permitted to postpone your enrolment in any assessment to a future session.
4. An application for enrolment in a particular assessment does not guarantee that you will be able to undertake the nominated assessment(s). ACRRM reserves the right to decline an application for enrolment in any assessment.
5. If your application is declined or you withdraw from any assessment, you must submit a new Assessment Enrolment Application Form in the future to re-apply for enrolment in that assessment. Declined or withdrawn enrolments will not be reinstated.
6. Limited places are available for the StAMPS. In the event that an examination session is over subscribed, places will be awarded to those registrars who have successfully completed other assessments, in particular the MCQ, and who have also completed the most training time. StAMPS enrolments cannot be confirmed until after the enrolment closing date. Payment for the StAMPS will not be taken until enrolments can be confirmed after the enrolment closing date.
7. For enrolment applications submitted on an enrolment closing date, you must contact the Assessment Team to confirm that this has been received. For all other enrolments, if no email has been received to acknowledge an enrolment within seven days, we recommend that you contact the Assessment Team. ACRRM accepts no responsibility for enrolments not processed where the College has not acknowledged confirmation receipt.
8. You are not able to undertake the miniCEX for primary, rural and remote training whilst undertaking training time for an AST year.
9. Each assessment can only be attempted three times, after which time the Registrar Review Policy will be implemented.
10. The miniCEX fee is calculated on the average cost of conducting the assessment in the registrar's own clinical environment and intended to avoid disadvantaging those who work in the more rural or remote environments. In some instances incurring significant costs is unavoidable and the College will have no alternative but to pass on some additional costs to you. Wherever possible, the College will endeavour to keep these additional costs to a minimum.
11. For the MCQ, miniCEX and StAMPS, all documentation requested must be provided to ACRRM by the dates specified in the information email which we send to you immediately after the enrolment closing date.
12. ACRRM reserves the right not to process an enrolment or to withdraw you from enrolment in an assessment, in particular the StAMPS, if you have been unsuccessful in any other assessments.
13. In the event that a Fail grade is awarded for any assessment, ACRRM reserves the right to require you to enrol and successfully complete one or more items of assessment for you may have been previously exempted from.
14. The Declaration section on this Assessment Enrolment Application Form must be completed. This Declaration incorporates a statement to provide authority for ACRRM to inform your training provider of your enrolment and to share your summative assessment results with your training provider. This ensures that training providers are informed of your ongoing progress throughout your training, enabling a co-ordinated approach to remediation where this is required. ACRRM plays a key role in facilitating and supervising this process to ensure that your needs are addressed in a timely and appropriate fashion.

Enrolment Refund Policy

This policy details information relating to assessment and the circumstances under which refunds are paid.

1. For the MCQ, miniCEX and StAMPS, failure to provide ACRRM with requested information/documentation by the dates specified will result in you being denied participation in the examination and you will not receive a refund.
2. Where you withdraw from any assessment a request for refund must be made in writing to the ACRRM CEO.
3. Refunds approved in accordance with this policy will be paid within four weeks of the CEO receiving a written claim from you.
4. Refunds will be issued to you unless you provide written direction to pay the refund to a third party.
5. A full refund of fees will be payable to you in the unlikely event that the College is unable to provide the assessment you have enrolled in.
6. A full refund will be made to you if you withdraw in writing from a MCQ, miniCEX or StAMPS, prior to the enrolment closing date.
7. If you withdraw from a MCQ, miniCEX or StAMPS after the enrolment closing date, no refund will be made unless extenuating circumstances prevail. In extenuating circumstances, a written explanation is required for a partial or full refund to be considered. This will be considered on a case by case basis and will be dependent upon the administrative time spent in organising the assessment prior to the withdrawal from the assessment.

Declaration

I, _____ (please print full name), wish to enrol in the assessment(s) indicated on this Assessment Enrolment Application Form. I declare that the information I have provided is true and accurate. I have read this Assessment Enrolment Application Form in full and agree to abide by the terms and conditions stated. I agree for my training provider to be advised of my participation in and results of assessment. I understand and acknowledge that for miniCEX enrolments, additional costs may be payable.

Signature:

Date:

Please return completed applications to the ACRRM Assessment Team:

Post: ACRRM
GPO Box 2507
Brisbane
QLD 4001

Fax: 07 3105 8299

Please do not email this completed form to us if it contains your credit card details, as email is not considered to be a secure method of transmission. If you want to email rather than fax this application to us, please leave the credit card details blank and we will telephone you to obtain this information.