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# Checklist for Aotearoa New Zealand Vocationally Registered Surgeons Applying for Fellowship of RACS

## Eligibility Criteria

Before proceeding with submitting an application seeking Fellowship of RACS, please ensure the following eligibility criteria has been satisfied:

1. You have been awarded a primary medical degree from a training institution listed on the [World Directory of Medical Schools \(WDOMS\)](#) website;
2. You have been awarded a specialist surgical qualification in one of RACS [nine recognised surgical specialties](#)
3. You have been granted vocational registration in Aotearoa New Zealand;
4. You can provide evidence which meets RACS recency of practice requirements as stipulated in the [Assessing a Specialist International Medical Graduate's Comparability to an Australian and Aotearoa New Zealand Trained Surgical Specialist](#) regulation.

## Important Information

- RACS relies on documentation provided by applicants to make a determination regarding comparability to an Australian and Aotearoa New Zealand trained surgeon.
- RACS is not obliged to assume comparability where evidence is not provided or to actively seek additional information to supplement that which has been provided.
- Documentation submitted in support of an application must meet RACS requirements as stipulated in the [Assessing a Specialist International Medical Graduate's Comparability to an Australian and Aotearoa New Zealand Trained Surgical Specialist](#) regulation.
- Documentation in a language other than English must be accompanied by an English translation in accordance with documentation submitted to the [MCNZ](#) for vocational registration applications.
- Documentation which requires certification must be certified in accordance with [MCNZ](#) requirements.
- Payment of the AoNZ Fellowship Assessment Fee is required. A full schedule of fees is available on the [RACS Fees Webpage](#).
- Documentation submitted in support of an application must meet RACS requirements as stipulated in the [Aotearoa New Zealand Vocationally Registered Doctors Applying for Fellowship](#) regulation.

## Contact Us

All queries can be directed to:

Email: [SIMG.Applications@surgeons.org](mailto:SIMG.Applications@surgeons.org)

Phone: + 61 08 8219 0972

## Checklist

**Evidence of change of name (only if applicable)**

**[Certified](#) copy of current passport**

**Colour passport size photograph**

**Curriculum Vitae**

Please provide a signed copy of your curriculum vitae on RACS [Curriculum Vitae template](#) which includes the following information:

- An outline of each rotation undertaken prior to and during specialist surgical training. This should include:
  - rotation dates
  - rotation subspecialties
  - details of supervising surgeons
  - specific responsibilities;
  - rotation locations
  - details of in-training supervision
  - nature of service provided
- An outline of each surgical attachment following specialist surgical training. This should include the location, nature, scope, and duration of your practice; and
- A list of research projects or peer reviewed papers completed during and following specialist surgical training.

Please do not include copies of research and/or publications.

**Please ensure your curriculum vitae is on the RACS [Curriculum Vitae template](#). Other formats will not be accepted.**

**Primary Medical Degree**

Please provide a copy of your primary medical degree (including certified English translation if applicable).

**If you are unable to provide the required evidence, your application will not be accepted.**

**Specialist Surgical Qualification**

Please provide a copy of your specialist surgical qualification (including certified English translation if applicable).

**If you are unable to provide the required evidence, your application will not be accepted.**

**Additional Qualification/s (only if applicable)**

Please provide copies of any additional qualifications (including certified English translation if applicable).

**Certificate of professional status and/or registration status.**

Please provide a Certificate of professional status and/or registration status. Certificates provided must cover the last two years of practice and be dated within six months of submitting your application to RACS.

**If you are unable to provide evidence of professional status and/or registration status, please provide a statement outlining the reasons for this.**

**Specialist Surgical Training Details**

Please provide the following documentation in relation to your specialist surgical qualification:

- Evidence of accreditation of the specialist surgical training program you completed;
- Copies of syllabus and/or curriculum of the specialty surgical training program you completed;
- Copies of formative and summative assessment reports which assessed technical and non- technical competencies during surgical training; and
- Outline of exit examination undertaken (including details of examining body, examiners, and examination format).

**Important:** Documentation provided must have been issued by the relevant training provider or accrediting body, relevant to the training program and exit examination you undertook and applicable to the date period you completed your training program and examinations.

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.

**Postgraduate Training and Experience: Consultant Level Posts**

Please provide a letter from the privileges/credentialing committee of each hospital in which you have practiced as a consultant following attainment of your specialist surgical qualification.

Letters provided must confirm your practicing privileges as well as the location, nature, scope, and duration of your practice.

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.

**Postgraduate Training and Experience: Other Postgraduate Posts**

Please provide the following evidence relating to all non-consultant level posts held following attainment of your specialist surgical qualification, including postgraduate training posts, fellowships, registrar posts and senior registrar posts:

- Position description form/s which include details regarding the location, nature, scope, and duration of your practice; and
- Assessment reports which indicate performance across a range of technical and non-technical competencies, including:
  - collaboration & teamwork
  - communication
  - cultural competence & safety
  - health advocacy
  - judgement & clinical decision making
  - leadership & management
  - medical expertise
  - professionalism
  - scholarship & teaching
  - technical expertise

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.

**Postgraduate Training and Experience: Continuing Professional Development**

Please provide evidence of involvement in the following areas of Continuing Professional Development:

- Peer reviewed audit for, at minimum, the last two years of practice. Information regarding what is required is available in the [Surgical Audit and Peer Review Guide](#)
- Maintenance of knowledge and skills (including evidence of compliance with an approved CME/CPD program and certificates of courses completed).

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.

**MCNZ Vocational Registration**

Please provide the following evidence in relation to your MCNZ Vocational Registration:

- Evidence of current vocational registration in Aotearoa New Zealand in one of the nine surgical specialties (must include information on any restrictions if applicable);
- A copy of the recommendation made by the Aotearoa New Zealand National Committee to the MCNZ following your vocational registration interview in Aotearoa New Zealand;
- Copies of formative and summative assessment reports which assessed technical and non- technical competencies during your pathway to vocational registration; and
- Evidence of completion of your vocational assessment recommendation.

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.

**360 Degree Multi-Source Feedback (MSF) Evaluation**

Please provide a 360 Degree Multi-Source Feedback (MSF) Evaluation completed in your current post, if available.

The evaluation must be from an Aotearoa New Zealand setting and include a minimum of six raters from the following list:

- Theatre nurse
- Ward nurses on relevant surgical unit
- Surgical trainee
- Registrar
- Fellows within the relevant surgical specialty
- Radiologist
- Anaesthetist
- Emergency Department physicians
- ICU staff
- Hospital administration (HR)

**Logbooks**

Please provide the following logbooks:

- A summary logbook using [RACS Summary Logbook](#) format containing data from the last two years of surgical practice. Logbooks provided must have been verified by the Head of the Department where the procedures took place.
- Verified copies of training logbooks (in summary format where possible). Logbooks provided must include cases performed during specialist surgical training.
- Verified copies of postgraduate training logbooks (in summary format where possible and only if applicable). Logbooks provided must include cases performed during postgraduate training.
- Verified logbook/s (preferably using [RACS Summary Logbook](#) format) which include operative experience not covered in the above specified logbooks (to ensure that your application clearly evidences cases performed throughout your work history).
- **For Plastic and Reconstructive Surgery applicants only:** A summary using [RACS Plastic and Reconstructive Surgery Major Case Summary](#) template of all major cases performed within the last two years of surgical practice, including major case primary operator rate. Summaries provided must have been verified by the Head of the Department where the procedures took place.

**Important:** Logbooks provided must be de-identified to exclude any patient information (i.e. patient names, patient admission numbers, patient hospital numbers). Any logbooks which have not been de-identified cannot be included in your application.

If you are unable to provide any of the required documentation, please provide a statement against the relevant item outlining the reasons for this.



## **Referee Reports**

RACS requires a minimum of four referee reports.

Reports provided must be original, dated within the last two years, on letterhead, and bearing the referee's signature and medical registration number.

Referees who have in the two years prior to application had the opportunity to observe your current practice and must include:

- At least two referees who are Fellows of RACS;
- At least two referees who practice in your surgical specialty; and
- A surgical colleague who has worked with you within the District Health Board in the last two years.

Referees should consider and comment on the nature and duration of your professional relationship, any aspect of your surgical practice that is considered relevant to the application and your competence in the following areas:

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| ○ Medical expertise                     | ○ Health advocacy                         |
| ○ Judgment and clinical decision making | ○ Management and Leadership               |
| ○ Technical expertise                   | ○ Professionalism                         |
| ○ Collaboration and teamwork            | ○ Scholarship and teaching                |
| ○ Communication                         | ○ Cultural competence and cultural safety |