

CHECKLIST OF DOCUMENTATION TO BE SUBMITTED WITH ONLINE APPLICATION FOR SPECIALIST AND/OR AREA OF NEED ASSESSMENT

Please ensure that you have submitted all documentation listed below and any additional information you feel may be relevant to your application

Please ensure that all documents have been completed and certified correctly

Where documentation is in a language other than English a certified or validated English translation must be provided

Please note that the recommendation will be made on the basis of documentation received and findings following interview

Once a final recommendation has been made there is no opportunity for this decision to be reconsidered based on additional information

Certification

The following are accepted as eligible to witness declarations and required assessment documentation:

IN AUSTRALIA	OVERSEAS
<ul style="list-style-type: none"> • A Justice of the Peace • Chief Magistrate – Police Magistrate – Resident Magistrate – Special Magistrate • A person appointed under the <i>Statutory Declarations Act 1959</i>, as amended, or under a State Act to be a Commissioner for Declarations • A Notary Public • A person appointed as a Commissioner for Declarations under the <i>Statutory Declarations Act 1911</i>, or under that Act as amended, and holding office immediately before the commencement of the <i>Statutory Declarations Act 1959</i> 	<ul style="list-style-type: none"> • A Notary Public • A person appointed to hold, or act in, the office in a country or place outside Australia in an Australian Embassy, High Commission, Legation or other post as: <ul style="list-style-type: none"> ▪ Australian Consul-General, Consul or Vice-Consul ▪ Australian Trade Commissioner or Consular Agent ▪ Australian Ambassador or High Commissioner ▪ Australian Minister, Head of Mission, Commissioner, Chargé d’Affaires or Counsellor ▪ Australian Secretary or Attaché <p>Note: A Justice of the Peace registered outside Australia is NOT accepted for witnessing documentation.</p>

It is important that the witness state in their wording that it is a **‘certified true copy’**. A sample of acceptable wording is shown below.



The name and title of the witness and the date certified must also be included in the certification. Certification should be made on each page of the actual document. If the witness certifies the document on a separate page, it needs to be correctly notary bound (no staples allowed).

CHECKLIST

- Certified copy of current passport**
- 1 colour passport size photograph**
- Certified copy of evidence of change of name** (if applicable)
- Evidence of English Language Proficiency**
Must comply with the Medical Board of Australia's [English Language Skills Registration Standard](#)
- Area of Need Supporting Documentation** (Area of Need applicants only)
 - Area of Need Declaration Form; and
 - IMG Post Description Form in [RACS specific format](#).
- Primary Source Verification of Primary Medical Qualification AND Specialist Qualification**
 - If Primary Source Verification has been completed:**
 - Provide EICS/EPIC Primary Source Verification Certificate(s)
 - If Primary Source Verification has not been completed:**
 - Apply to the [ECFMG](#) for EPIC Primary Source Verification of both your primary and specialist qualifications; and
 - Apply to the [AMC](#) to establish a portfolio.

***Note:** United Kingdom trained applicants who have completed a FRCS from 2010 onwards must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC*
- Certificate(s) of Good Standing and/or Certificate of Registration Status**
Certificate must cover the last two years of practice and be dated within six months of date of RACS Specialist Assessment application.
- Primary Medical Qualification and certified English translation** (translation if applicable)
All translations must comply with the [AHPRA translation policy](#).
- Intern Training Qualifications**
Proof of completion of 12 months training as an intern. This may be in the form of letters from supervisors outlining duration, content and structure of training and whether it was completed satisfactorily in an accredited training position and/or logbooks.
- Specialist Qualification and certified English translation** (translation if applicable)
All translations must comply with the [AHPRA translation policy](#).
***Note:** United Kingdom trained applicants who have completed a FRCS from 2010 onwards must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC*
- Secondary Specialist Qualification and certified English translation** (translation if applicable)
All translations must comply with the [AHPRA translation policy](#).
- Additional Qualification(s) and certified English translation** (translation if applicable)
All translations must comply with the [AHPRA translation policy](#).

Certificate(s) of Fellowship of Specialist Medical Bodies and certified English translation
(translation if applicable)

All translations must comply with the [AHPRA translation policy](#).

Note: *United Kingdom trained applicants who have completed a FRCS since 2010 must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC*

Referee Reports

RACS requires a minimum of three referee letters. Letters provided by the referees need to be **original, dated within the last two years, on letterhead, and bearing the referee's signature and medical registration number.**

Referee letters are required from:

- A senior surgical colleague who has worked with the applicant within the last two years;
- A surgical colleague who is located geographically in the same area as the applicant; and
- Another surgical colleague who practices in the applicant's specialty area.

Referees should consider and comment on the following matters:

- The nature and duration of your professional relationship
- Any aspect of your surgical practice that is considered relevant to the application
- Your level in each area with that demonstrated by or required of the average competent practicing surgeon i.e.
 - Medical Expertise
 - Technical Expertise
 - Judgment – Clinical Decision Making
 - Health Advocacy
 - Communication
 - Collaboration
 - Management and Leadership
 - Scholar and Teacher
 - Professionalism and Ethics

Full details of specialty surgical training and specialist examination undertaken

- Evidence of accreditation of surgical training program you completed
- Information on the registration standards published by the medical registration authority where you completed your specialty surgical training
- Copies of regulations of the specialty 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 of technical and non-technical competencies undertaken during the specialty surgical training program you completed
- Outline of exit examination you undertook (including policies for the examination you undertook and confirmation of your examination results)
- Copies of certificates of courses completed

Note: *Evidence provided must have been issued during the specialty surgical training program you undertook.*

Details of postgraduate training

- Position description form/s
- Assessment reports which indicate performance across all RACS nine competencies
- Summary logbook/s in summary format containing data from the last two years of surgical practice and which outline whether you were the primary or an assistant surgeon. The logbook/s needs to be dated, verified and signed by the Head of the Department or Hospital where the procedures took place.

Note: *Evidence provided must have been issued during the postgraduate training program/s you undertook.*

Curriculum Vitae in [RACS specific format](#)

Must include details of Continuing Professional Development (CPD) activities and a list of research activities and publications.

Logbook Data as evidence of clinical experiences

- A summary logbook in [RACS summary format](#) containing data from the last two years of surgical practice and which outlines whether you were the primary or an assistant surgeon. The logbook needs to be **dated, verified** and **signed by the Head of the Department or Hospital** where the procedures took place; and
- Verified copies of training logbooks in summary format where possible. Logbooks must demonstrate procedural experience and responsibility equivalent to that of the RACS training program (including exposure to operative and non-operative cases of both acute and elective work).

Note: Logbooks provided must be de-identified and not include any patient information.

Details of Specialist Practice (if applicable)

- A letter from the privileges/credentialing committee of each hospital in which you have practiced. Letter(s) provided must confirm your practicing privileges and include the **location, nature, scope** and **duration** of specialist practice.
- A [surgical audit or peer review](#) for, at a minimum, the most recent year of specialist practice.

[Specialist Assessment Fee](#)

