

Checklist of Requisite Documentation for New Zealand Vocationally Registered Doctors Applying for Fellowship of RACS by Assessment or Examination

Eligibility Criteria

Before proceeding with submitting an application to RACS for assessment, please ensure the following eligibility criteria has been satisfied:

- I. You have been awarded a primary medical degree from a training institution listed on the [World Directory of Medical Schools \(WDOMS\)](#) website;
- II. You have been awarded a specialist surgical qualification in one of RACS [nine recognised surgical specialties](#);
- III. You can provide evidence which meets RACS recency of practice requirements as stipulated in the [Assessing an SIMG's Comparability to an Australian and 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 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 an SIMG's Comparability to an Australian and New Zealand Trained Surgical Specialist](#) regulation.
- Documentation in a language other than English must be accompanied by an English translation in accordance with [MCNZ](#) requirements.
- Documentation which requires certification must be certified in accordance with [MCNZ](#) requirements.
- Payment of the [NZ Fellowship Assessment Fee](#) is required. A full schedule of fees is available on the [RACS website](#).

For any queries relating to the application process, please visit the [RACS website](#) or contact SIMG.Enquiries@surgeons.org

Checklist

Evidence of change of name (if applicable)

A certified copy of your current passport

A colour passport size photograph

Curriculum Vitae

Please provide a Curriculum Vitae on [RACS 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 ensure your Curriculum Vitae is provided on [RACS template](#) as any other format will not be accepted.

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

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 cannot proceed.

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 cannot proceed.

Additional Qualification/s

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

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: Employment Details

Please provide details regarding each position you have held since obtaining your specialist surgical qualification:

- For consultant-level posts:
 - A letter from the privileges/credentialing committee of each hospital in which you have practiced which confirms your practicing privileges as well as the location, nature, scope, and duration of your practice.
- For all other posts: (including postgraduate training posts, fellowships, registrar posts, 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.

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; and
- 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.

New Zealand Vocational Registration

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

- Evidence of current vocational registration in New Zealand in one of the nine surgical specialties (must include information on any restrictions that may be linked to that registration);
- A copy of the recommendation made by the NZ National Board to the MCNZ following your vocational registration interview in 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. The evaluation must be from a 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 upload the following logbooks:

- A summary logbook in [RACS summary 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.
- **For Plastic and Reconstructive Surgery applicants only:** A summary in [RACS specialty specific summary format](#) 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.
- 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 in [RACS summary 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).

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 upload a statement against the relevant item outlining the reasons for this.

Referee Reports

RACS requires a minimum of six 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 must be Fellows of RACS 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 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:

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