



Guide to the 2023 Registration for Selection Form

2023 Intake


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Overview of Selection to SET


Selection to the RACS Surgical Education and Training (SET) program occurs annually.

There are five stages in the selection process:




Stage 1: Registration

- Through the RACS website
- Opens: Tuesday 10 January 2023
- Closes: Tuesday 31 January 2023




Stage 2: Application

- RACS website: Opens: Wednesday 1 March 2023
- Closes: Varies between specialties. Refer to Specialty Selection regulations for details




Stage 3: Referee reports collected

- Refer to Specialty Selection regulations for details
- Collected: April - May 2023



Stage 4: Interviews

- Refer to Specialty Selection regulations for details
- Conducted: June - July 2023



Stage 5: Announcement of Offers

- Refer to Specialty Selection regulations for details
- Last date for offers: Friday 10 November 2023

This document is a guide to **Stage 1** (Registration) of the Selection to SET process focusing on the online form which is used.

General Information

You must register online through the [RACS portal](#) if you intend to apply for selection in 2023 for the 2024 SET intake (even if you have registered in a previous year). There is a non-refundable fee payable at the time of registration (which covers all specialties you register for)

The Online Registration Form captures:

- your contact details
- evidence you meet all generic eligibility requirements for SET Selection
- the surgical specialties you would like to apply to

There is no limit to the number of specialties you can select at the registration stage. You do not need to submit an application for all the specialties you register for, however if you have not registered for a particular specialty, you cannot submit an application to it in the current selection year.

Some surgical specialties have a maximum number of times you may **apply** to that specialty (if this is the case, it will be documented in the relevant specialty selection regulations). The number of times you have applied to these specialties is not checked during registration for selection.

Registration Dates

2023 SET SELECTION REGISTRATION

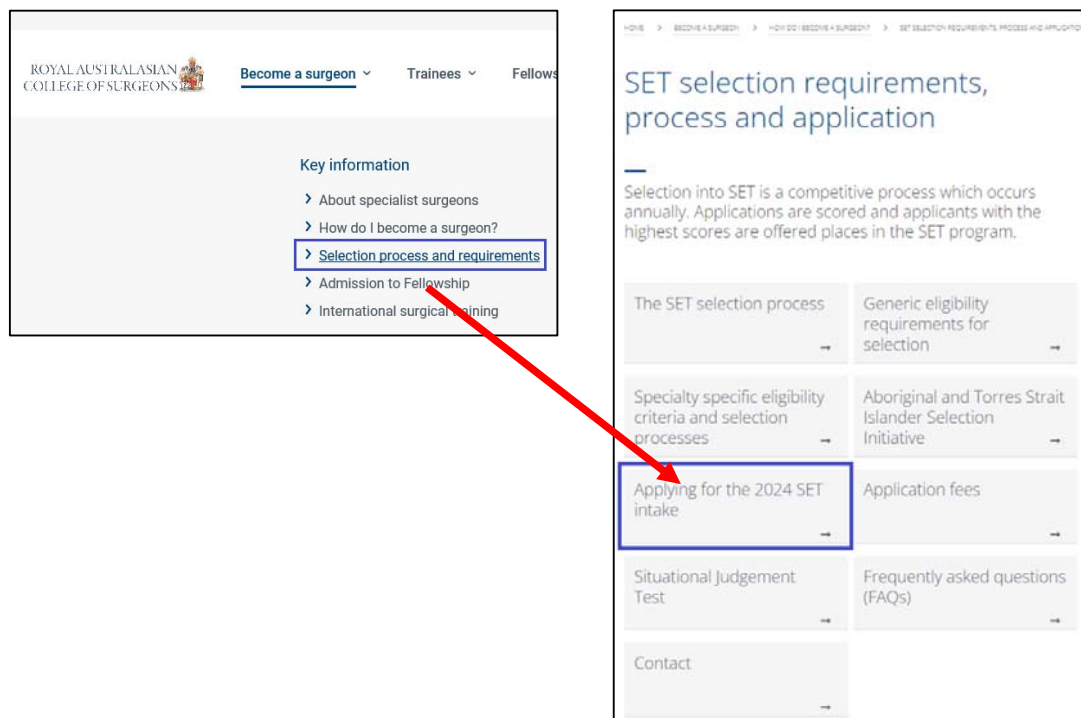
- **Opens:** 12 noon (AEDT) Tuesday 10 January 2023
- **Closes:** 12 noon (AEDT) Tuesday 31 January 2023

You must complete your registration, including payment of the registration fee prior to 12 noon (AEDT) Tuesday 31 January 2023. There are strictly no extensions to this deadline.

Accessing the Registration Form

While registration for selection is open, the online form is available on the RACS website on the [Applying for the 2024 SET intake](#) webpage.

(<https://www.surgeons.org/become-a-surgeon/how-do-i-become-a-surgeon/set-selection-requirements-process-and-application/applying-for-the-2024-set-intake>)



To access the registration for selection form, click on the online registration button at the top of the webpage and enter your RACS login details.

If you can't remember your details, try resetting your [password](#) or retrieving your [username](#).

[ONLINE REGISTRATION FORM](#)

Navigation

Withdrawn/Dismissed

Have you at any stage withdrawn or been dismissed or terminated from a RACS Training Program*?

Yes
 No

If YES, please attach a copy of your letter from the Censor in Chief (or Chair of Board of SET) granting you permission to reapply to Surgical Training.
If you do not have a letter from the Censor in Chief granting you permission to reapply to Surgical Training you are ineligible to continue with the selection process in 2017. Please refer to the RACS Policy, [Former Trainees Seeking to Reapply to Surgical Training](#)

*Including any speciality of Advanced Surgical Training (AST), Specialist Surgical Training (SST), or Surgical Education and Training (SET)

Description	Progress	Status	Actions
		Completed	Download Remove

+ Add files Upload all Cancel all

and/or choose from:

[Dropbox](#) [Google Drive](#) [OneDrive](#)

[Back](#) [Next](#)

You can complete this form at your convenience. All information you enter in fields, and the documents you upload are saved on the RACS server as you progress so you can complete this form over several sessions if necessary.

You can navigate to the different sections of the form either by clicking on the relevant page icon at the top of the page, or by using the *Back* and *Next* buttons at the bottom of the page.

As you complete each page its icon will show as green if all mandatory fields have been completed and there are no upload errors on this page.

Some sections of the form require mandatory documentary evidence to be uploaded.

Uploaded documents must be:

- Adobe Portable Document Format (*.pdf) OR JPEG File interchange Format (*.jpg).
- less than 1.5MB in size

Documents must **not be password protected.**

Forms containing password protected document(s) become corrupted and may not contain all information entered or uploaded when they are submitted.

See next page for how to identify if a PDF (the most common document which causes errors) is password protected

We recommend that you **check all documents before uploading** to ensure that they can be uploaded and will not cause any issues.

You will not be able to submit your registration until all required documents have been uploaded. RACS is unable to assist with scanning or converting documents to the correct format.

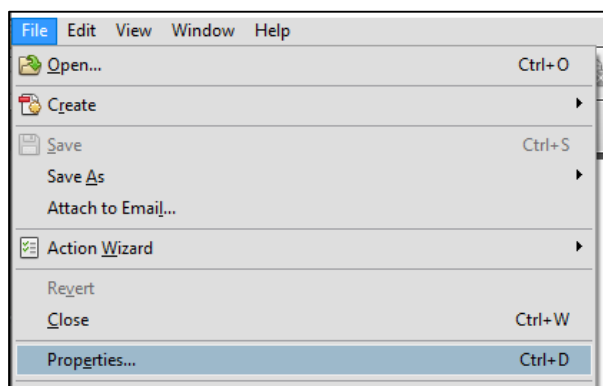
If you have any difficulties with completing the selection registration form, email SET Enquiries (SET.Enquiries@surgeons.org).

Please include screenshots as well as details of what happened when the error was generated

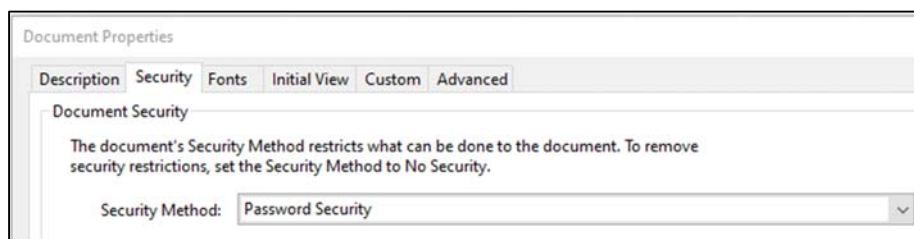
Identifying if a PDF is password protected

The most common documents which will be protected with a password are PDFs (especially certificates).

Open the PDF and navigate to the *File* menu. Select *Properties*.

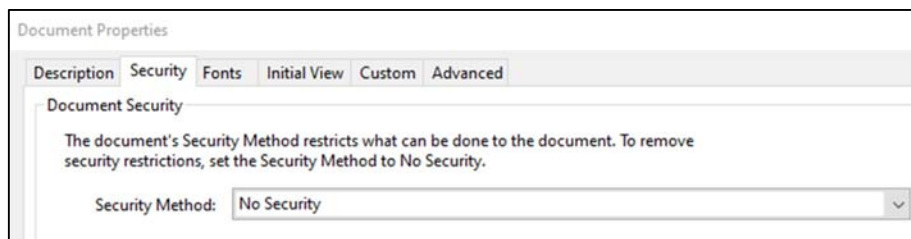


Open the *Security* tab.



If the security method shows as *Password Security*, the document is password protected.

To obtain an unprotected copy you will need to print out and scan the document. The scanned copy should be able to be uploaded without difficulty.



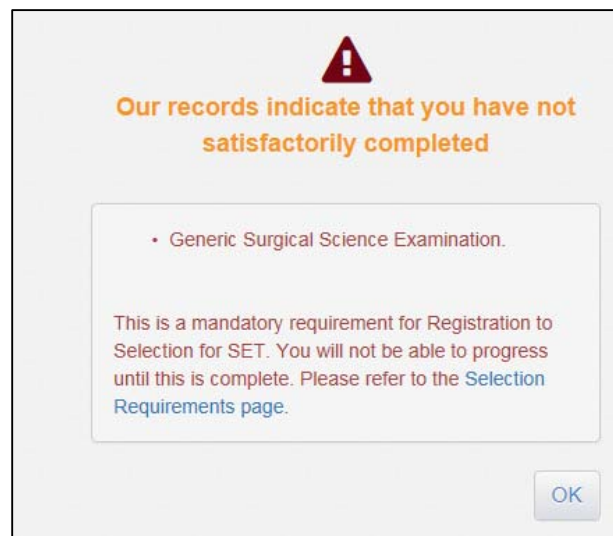
If the security method shows as *No Security*, you can upload the PDF as evidence.

General Surgical Science Examination (GSSE) and Operating with Respect (OWR) eModule

When you open the registration for selection form, the RACS system will automatically check whether you have met two of the generic requirements.

- Completion of the RACS Operating with Respect eModule
- EITHER
 - a pass in the RACS GSSE, or
 - enrolment in the February 2023 session of the GSSE

If either of the above requirements are not met, an error message will be generated (as below) and you will not be able to proceed to register for selection.



Generic Surgical Science Examination (GSSE):

All specialties require you to have passed the RACS [Generic Surgical Sciences Exam \(GSSE\)](#) either at the time of registration or by the close of SET applications. This exam is designed to ensure that you demonstrate a minimum standard of knowledge in the surgical sciences of anatomy, pathology, and physiology - the foundation of surgical training. Passing the GSSE requires demonstration of this 'minimum standard' of knowledge in each discipline as well as sound knowledge 'across the board'.

If the above error is generated but you have previously passed the GSSE, the most likely cause is that you enrolled for the examination with a different RACS username (i.e. you have multiple RACS logins). You will need to contact the RACS Help Desk on: help.desk@surgeons.org and ask them to combine your accounts.

Important:

1. You must check the selection regulations of any specialties you intend to apply to for confirmation of whether a pass in the February session of the GSSE will be accepted.
2. A pass in the GSSE has no expiry period.
3. Applicants who enrol, sit and fail the February GSSE will not be eligible to proceed further in the selection process.

Operating with Respect (OWR) eModule:

You will be able to access the RACS [Operating with Respect](#) (OWR) eModule as soon as you have registered for the GSSE or if you are a current Jdocs subscriber (if you have already passed the GSSE you will already have access).

You can access the OWR eModule either through your RACS Portfolio or by copying the following link into your browser:

<https://www.surgeons.org/Education/elearning-courses-and-resources/elearning-for-trainees-and-simsg>

Scroll down the page to eLearning courses for Trainees and SIMGs and select Operating with Respect.



If you cannot access this module, contact SET Enquiries at SET.Enquiries@surgeons.org.

Because the RACS system checks whether you have completed this module you do not need to upload a copy of your certificate to the online registration form.

Registration Form Pages

Applicant Details

Applicant Details

Personal Details

Dr First Name Middle Name Last Name

Gender

Current Residential Address (not a P.O. Box or Private Bag address)

Street Address Suburb Post Code

Country State Site / Building / Company / Hospital Department

Phone Number Email Address Date of Birth

Details in this tab are imported from your existing RACS profile. Check these are correct and make any necessary changes.

Important:

You should ensure that the email address and phone numbers on this page will be valid for the entire selection period.

Phone numbers should be entered in the format:

+<Country code> <region code> <number>

Examples:

+61 3 9249 1200

+61 435 123 456

+64 21 123 456

In general, if you enter your phone number, the registration form will format it for you.

Withdrawn/ Dismissed

Have you at any stage withdrawn or been dismissed or terminated from a RACS Training Program*?

Yes
 No

If YES, please attach a copy of your letter from the Censor in Chief (or Chair of Board of SET) granting you permission to reapply to Surgical Training.

If you do not have a letter from the Censor in Chief granting you permission to reapply to Surgical Training you are ineligible to continue with the selection process in 2017. Please refer to the RACS Policy, [Former Trainees Seeking to Reapply to Surgical Training](#)

*Including any speciality of Advanced Surgical Training (AST), Specialist Surgical Training (SST), or Surgical Education and Training (SET)

Description	Progress	Status	Actions
		Completed	Download Remove

[+ Add item](#) [Upload all](#) [Cancel all](#)

and/or choose from:

[Dropbox](#) [Google Drive](#) [OneDrive](#)

[Back](#) [Next](#)

If you have previously withdrawn or been dismissed from a RACS Training program you will need to upload a copy of a letter from the RACS Censor in Chief (CIC) granting you permission to reapply to Surgical training in this section.

Important:

If you have previously withdrawn or been dismissed from a RACS Training program and do not upload evidence of your permission to reapply, you will be ineligible to proceed in the selection process.

Qualification

In order for RACS to validate your qualification and PGY level, you need to provide evidence of your medical registration.



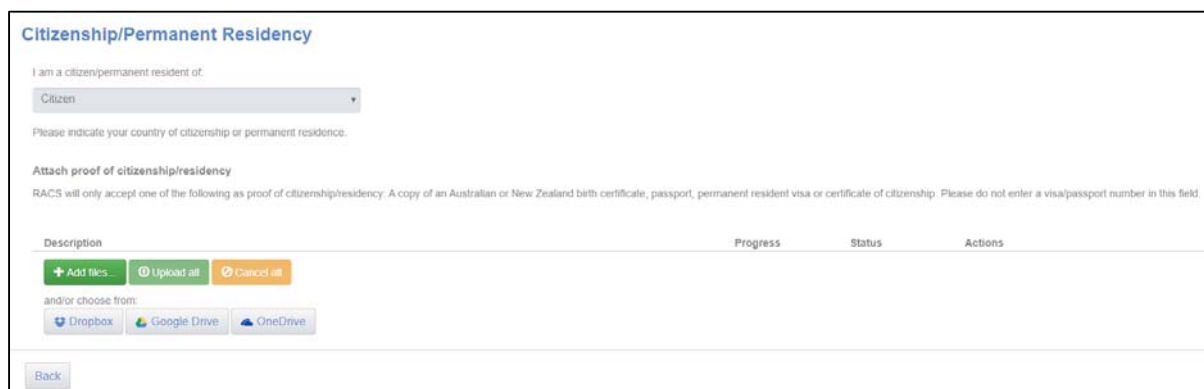
The screenshot shows a form titled "Qualification". It has five input fields: "Medical Registration Number", "Medical Registration Board", "Qualification", "Awarding Body", and "Qualification Completion Date". A "Back" button is located at the bottom left of the form.

Enter your Medical Registration number as either:

- MED000XXXXXXXX (Medical Board of Australia)
- XXXXX (Medical Board of New Zealand)

The remaining fields in this area will automatically be populated from the AHPRA or MCNZ website. Ensure that these relate to your primary medical qualification and edit if necessary.

Citizenship/Permanent Residency



The screenshot shows a form titled "Citizenship/Permanent Residency". It includes a dropdown menu for "I am a citizen/permanent resident of:" with "Citizen" selected. Below it is a text field for "Please indicate your country of citizenship or permanent residence:". There is a section for "Attach proof of citizenship/residency" with a note that RACS will only accept one of the following: a copy of an Australian or New Zealand birth certificate, passport, permanent resident visa or certificate of citizenship. Below this is a table with columns for "Description", "Progress", "Status", and "Actions". The table contains three buttons: "+ Add files", "Upload all", and "Cancel all". Below the table are three buttons for "Dropbox", "Google Drive", and "OneDrive". A "Back" button is at the bottom left.

In this section you need to provide evidence of either citizenship or permanent residency of Australia or New Zealand.

Documents *do not* need to be stamped by a Justice of the peace for the purposes of selection registration

The only forms of evidence which are accepted are:

- Birth certificate
- Permanent resident visa
- Passport
- Certificate of Citizenship

Important:

If your name has changed since your citizenship/permanent residency evidence was issued, you will also need to upload evidence of your name change.

Previous Registration and Hand Hygiene

Previous Registration and Hand Hygiene

Have you registered for a RACS training program in the past?

Past Registration

Yes
 No

You have registered for a RACS training program in the past if you have, at any time:

- been a RACS Basic Surgical Trainee
- been a RACS Advanced Surgical Training Program Trainee
- been a RACS Surgical Education and Training Program Trainee
- been a RACS Specialist Surgical Trainee
- accepted an offer to a RACS Surgical Education and Training Program but deferred entry

Attach proof of completion of Hand Hygiene Royal Australasian College of Surgeons Online Learning Module

All registrants for the Surgical Education and Training Program are required to complete the RACS Hand Hygiene module. This can be done by visiting the [Australian Commission on Safety and Quality in Health Care website](#). Please refer to page 8 of the current [Guidelines: Registration for Selection form](#) for more information. Please note that all registrants in both Australia and New Zealand need to complete the same module.

Description	Progress	Status	Actions
<div style="display: flex; justify-content: space-between;">+ Add filesUpload allCancel all</div> <p>and/or choose from:</p> <div style="display: flex; justify-content: space-around;">DropboxGoogle DriveOneDrive</div>			

[Back](#)

PREVIOUS REGISTRATION ON A RACS TRAINING PROGRAM

This information is collected for reporting purposes only.

Answer Yes to this question if you have previously:

- been a RACS Basic Surgical Trainee (BST)
- been a RACS Advanced Surgical Trainee (AST)
- been a RACS Surgical Education and Training (SET) Trainee
- been a RACS Specialist Surgical Trainee (SST)
- accepted an offer to a RACS SET program but deferred entry

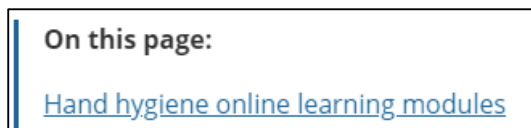
HAND HYGIENE MODULE

You also need to demonstrate that you have completed the **RACS specific** Hand Hygiene eLearning module.

From 1 November 2019, this module is supported by the Australian Commission on Safety and Quality in Health Care. The new website is:

<https://www.safetyandquality.gov.au/our-work/infection-prevention-and-control/national-hand-hygiene-initiative>

Click on the *Hand hygiene online learning modules* link.



On your home page you will see the modules you have completed.

Navigate to the list of Hand Hygiene modules.

Important:

The **only** module which is accepted for registration for selection is the specific RACS module on the Australian Commission on Safety and Quality in Health Care.

No other Hand Hygiene modules will be accepted.



You must make certain that the certificate you upload as part of your registration is for the correct module. This will be shown in the name of the module you have completed.



Cultural and Linguistic Diversity

Cultural and Linguistic Diversity

Completion of this section is voluntary but very valuable to help us track our progress in identifying and increasing diversity.

Collection and use of this data is in accordance with our [Privacy Policy](#). If you have any concerns, please contact the RACS Privacy Officer at college.privacy@surgeons.org

Country of Birth Main Language other than English spoken at home

Ancestry identified with (Select one or more from the list below):

- Aboriginal
- African
- Asian
- Australian or New Zealand
- European
- Latin American
- Māori
- Middle Eastern
- Pacific Peoples
- Torres Strait Islander
- Other

Other

COUNTRY OF BIRTH, ANCESTRY AND OTHER LANGUAGES SPOKEN

Applicants are not required to complete this section. RACS collects this information to assist in tracking our progress in identifying and increasing diversity in the surgical profession.

All use of this data is in accordance with the RACS [Privacy Policy](#).

Aboriginal and Torres Strait Islander Selection Initiative

RACS is committed to improving the representation of Aboriginal, Torres Strait Islander and Māori Fellows and Trainees. Council has approved the implementation of the [Aboriginal and Torres Strait Islander Surgical Trainee Selection Initiative](#). This initiative hopes to encourage more doctors with Aboriginal and Torres Strait Islander heritage to apply for, and be successful in gaining a place on, the surgical education and training program.

The following Specialty Training Boards have implemented the policy into their selection process for 2021:

- Cardiothoracic Surgery
- General Surgery Australia
- Orthopaedic Surgery Australia
- Otolaryngology, Head and Neck Surgery Australia
- Paediatric Surgery
- Plastic and Reconstructive Surgery Australia
- Urology
- Vascular Surgery

If you have indicated above that you are of Aboriginal and Torres Strait Islander heritage and you wish to be considered for selection under this initiative, please check this box:

Yes, I am of Aboriginal or Torres Strait Island descent and wish to be considered for selection under the selection initiative.

The information regarding your heritage will be disclosed to the relevant board to progress the initiative when ranking candidates, but will not be disclosed to Fellows participating in the assessment of applicants.

I agree that RACS may contact me to request that I supply supporting evidence* to verify my eligibility, and consent that any documentation I provide for this purpose will be retained by RACS.

*accepted forms of evidence:

- AIDA membership certificate
- Copy of written confirmation of indigeneity from an incorporated Aboriginal and/or Torres Strait Island corporation (on official letterhead and signed by an authorised person)
- Other confirmation of indigeneity endorsed by a local incorporated Aboriginal and/or Torres Strait Islander community organisation, Land Council or health service

ABORIGINAL AND TORRES STRAIT ISLANDER SELECTION INITIATIVE

Applicants who wish to be considered under the RACS [Aboriginal and Torres Strait Islander Surgical Trainee Selection Initiative](#) should read and complete this section.

If you nominate that you wish to be considered for this initiative you will be contacted after your Selection Registration form has been completed to provide one of the below forms of supporting evidence:

- AIDA membership certificate
- Copy of written confirmation of indigeneity from an incorporated Aboriginal and/or Torres Strait Islander corporation (on official letterhead and signed by an authorised person)
- Other confirmation of indigeneity endorsed by a local incorporated Aboriginal and/or Torres Strait Islander community organisation, Land Council or health service.

Specialty Applications

Specialty Applications

Selection for the SET Programs in General Surgery, Otolaryngology Head and Neck Surgery, Plastic and Reconstructive Surgery and Orthopaedic Surgery is conducted on a national basis. You can only apply for selection in one country. You must choose which country you wish to apply to.

Please check your selection is correct - you will not be able to change your form after registrations have closed.

I intend to submit an application into the following specialties:

- Cardiothoracic Surgery
- General Surgery Australia
- General Surgery New Zealand
- Neurosurgery
- Otolaryngology Head & Neck Surgery Australia
- Otolaryngology Head & Neck Surgery New Zealand
- Orthopaedic Surgery Australia
- Orthopaedic Surgery New Zealand
- Paediatric Surgery
- Plastic & Reconstructive Surgery Australia
- Plastic & Reconstructive Surgery New Zealand
- Urology
- Vascular Surgery

Applicants to Plastic and Reconstructive Surgery New Zealand, please note:

- Applying to Surgical Education and Training does not guarantee a place on the Training program. The New Zealand Board of Plastic and Reconstructive Surgery encourages all applicants to have a back-up plan in place.
- Please note that notification of SET application outcomes occurs after the closing date for applications to non-SET registrar roles at New Zealand hospitals. Applicants are encouraged to apply for non-SET registrar positions early, if that is their back-up plan.

If you are experiencing any difficulties completing this form please contact RACS at SET.Enquiries@surgeons.org or by phone on +61-3-5249-1114. Please ensure that all mandatory fields have been filled before proceeding. You cannot submit this form until these fields are filled.

There is no limit to the number of specialties that you can indicate at this stage.

IMPORTANT: The following specialties (in the below table) have separate selection processes in Australia and New Zealand. You can only apply for selection in **one country**. You must choose which country you wish to apply for, and you must nominate this at the time of registration. Please check your selection is correct - **you will not be able to change your selection once registration has closed.**

General Surgery Australia	General Surgery New Zealand
Plastic and Reconstructive Surgery Australia	Plastic and Reconstructive Surgery New Zealand
Orthopaedic Surgery Australia	Orthopaedic Surgery New Zealand
Otolaryngology Head and Neck Surgery Australia	Otolaryngology Head and Neck Surgery New Zealand

Note to Applicants to Plastic and Reconstructive Surgery New Zealand

Applying to SET does not guarantee a place on the Training program. The New Zealand Board of Plastic and Reconstructive Surgery encourages **all** applicants to have a back-up plan in place.

Please note that notification of SET application outcomes occurs after the closing date for applications to non-SET registrar roles at New Zealand hospitals. Applicants are encouraged to apply for non-SET registrar positions early if that is their back-up plan.

Agreement

Agreement

I certify that the information submitted in this registration, for the purpose of processing my eligibility to apply for Surgical Education and Training, is true and correct. I understand that the information submitted in this registration may be disclosed to internal and external parties who provide administrative or organisational support to the selection process, or where RACS is required to do so by law. I understand that the RACS may wish to verify the information provided within this registration with external institutions or individuals. I consent to the information being used and disclosed as stated.

I understand that should any of the information submitted as part of this registration be found to be false, this registration may be excluded by RACS from the Surgical Education and Training selection process and I may be disqualified from making any future applications to Surgical Education and Training. I have read and understood the RACS Registration for Selection into SET and agree that I meet the minimum eligibility criteria, including consent to police check.

I agree to the above stated registration conditions

You are required to confirm that you have read and understood the following policy: [Registration for Selection into SET](#) and agree that you meet the minimum eligibility criteria, including consent to police check.

[Back](#) [Proceed](#)

You must agree to the declaration statement on the final page of the registration form to submit your form and proceed to payment.

Registration confirmation email

An automated confirmation email will be sent to your email address when you have submitted and paid for your selection registration. This will include a link to your completed registration form which you can download and view (you will need to have Acrobat installed on your computer to view the registration form).

Eligibility confirmation email

Checking of your registration form will usually take two business days. Once this has been done, you will be sent an email regarding your eligibility to proceed to the application stage of selection.

Any enquiries about confirmation of the outcome of your selection registration should be sent to: SET.Enquiries@surgeons.org.

