



# Guidelines: Registration for Selection Form

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# Overview

Selection to the RACS Surgical Education and Training (SET) program occurs annually. If you intend to apply for selection in 2021 for the 2022 SET intake you must register online through the RACS website. You must do this even if you have registered to apply in previous years.

The Online Registration Form is designed to capture information and evidence of a doctor's generic eligibility requirements to apply for Selection.

## 2021 SET selection registration

- **Opens:** 12 noon (AEDT) Wednesday 6 January 2021
- **Closes:** 5:00pm (AEDT) Wednesday 3 February 2021

**You must complete your registration by the above date; there are strictly no extensions to the above deadline**

While registration for selection is open, the online form is available on the RACS website on the [Applying for the 2022 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-2022-set-intake>)

The screenshot shows the RACS website interface. On the left, a navigation menu under 'Become a surgeon' includes 'Key information' with sub-links: 'About specialist surgeons', 'How do I become a surgeon?', 'Selection process and requirements' (highlighted with a blue box), 'Admission to Fellowship', and 'International surgical training'. On the right, a page titled 'SET selection requirements, process and application' contains a grid of links. The grid includes: 'The SET selection process', 'Generic eligibility requirements for selection', 'Specialty specific eligibility criteria and selection processes', 'Aboriginal and Torres Strait Islander Selection Initiative', 'Applying for the 2022 SET intake' (highlighted with a blue box), 'Application fees', 'Frequently asked questions (FAQs)', and 'Contact'.

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

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

[ONLINE REGISTRATION FORM](#)

# General

**Withdrawn/Dismissed**

Have you at any stage withdrawn or been dismissed or terminated from a RACS Training Program?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	<a href="#">Download</a> <a href="#">Remove</a>

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

and/or choose from:

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

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

During the registration for selection stage, you need to provide evidence that you meet the generic eligibility requirements for SET selection.

All information you enter, and all documents you upload are saved on the RACS server as you progress through the form so you can complete this form over several sessions if necessary.

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

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

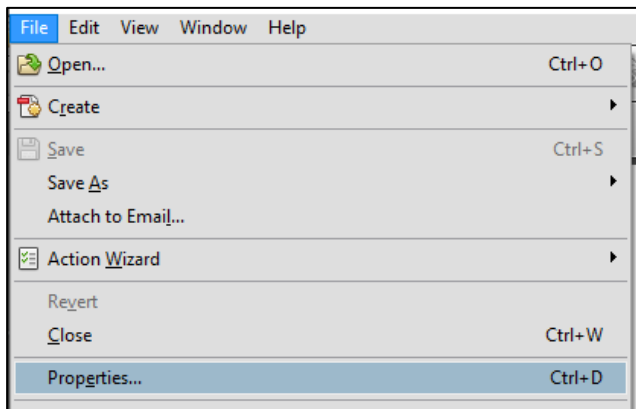
If you have any difficulties with completing the selection registration form, email SET Enquiries ([SET.Enquiries@surgeons.org](mailto:SET.Enquiries@surgeons.org)).

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

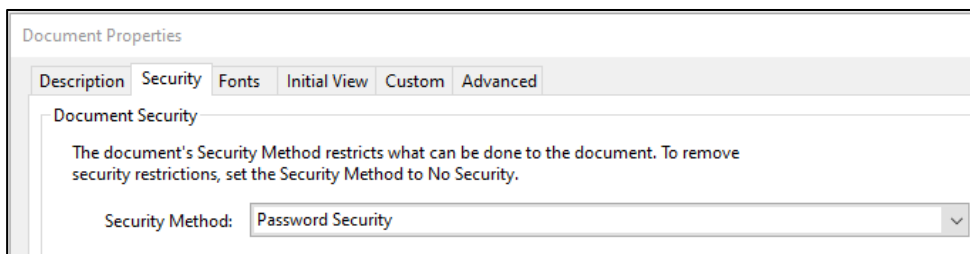
## Identifying if a PDF is password protected

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

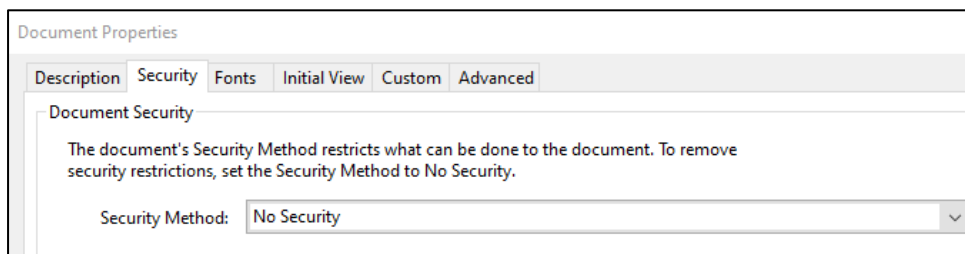
Open the PDF and navigate to the *File* menu. Select *Properties*.



Open the *Security* tab.



If the security method indicates 'password security', the document is password protected. You will need to print out and scan the document to obtain an unprotected copy. The new copy should be able to be uploaded without difficulty.



If the security method displays the above message, the PDF is not password protected and you can upload the document as evidence.

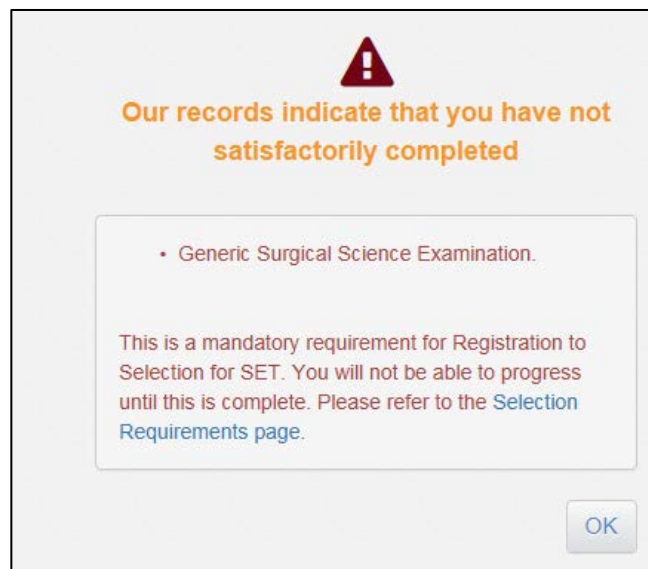
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# General Surgical Science Examination (GSSE) and Operating with Respect (OWR) eModule

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 2021 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):

If you have passed this exam, the most likely cause for the above error is that the record of your pass is under 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](mailto: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](#) eModule as soon as you have registered for the GSSE (if you have already passed the GSSE you will already have access). You do not need to upload a copy of your certificate of completion.

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# Applicant Details

The screenshot shows a form titled "Applicant Details" with a progress bar at the top containing six steps. Step 1 is highlighted with a green circle. The form fields are as follows:

- Personal Details:** Dr (dropdown), First Name, Middle Name, Last Name, Gender (dropdown).
- Current Residential Address (not a P.O. Box or Private Bag address):** Street Address, Suburb, Post Code.
- Other fields:** Country (dropdown), State (dropdown), Site / Building / Company / Hospital, Department, Phone Number, Email Address, Date of Birth.

A "Cancel" button is located at the bottom left of the form.

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

**Important:**

Ensure that the listed email address and phone numbers 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	<a href="#">Download</a> <a href="#">Remove</a>

+ Add files   Upload all   Cancel all

and/or choose from:

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

[Back](#)   [Next](#)

Applicants who have previously withdrawn or been dismissed from a RACS Training program need to upload a copy of their letter from the RACS Censor in Chief (CIC) granting them 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.



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## Qualification

In this section, you need to provide evidence of your medical registration.

### Qualification

Medical Registration Number	Medical Registration Board	
Qualification	Awarding Body	Qualification Completion Date

[Back](#)

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.

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## Citizenship/Permanent Residency

### Citizenship/Permanent Residency

I am a citizen/permanent resident of

Please indicate your country of citizenship or permanent residence.

Attach proof of citizenship/residency  
RACS will only accept one of the following as proof of citizenship/residency: A copy of an Australian or New Zealand birth certificate, passport, permanent resident visa or certificate of citizenship. Please do not enter a visa/passport number in this field.

Description	Progress	Status	Actions
<a href="#">+ Add files</a> <a href="#">Upload all</a> <a href="#">Cancel all</a> and/or choose from: <a href="#">Dropbox</a> <a href="#">Google Drive</a> <a href="#">OneDrive</a>			

[Back](#)

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
<p>+ Add files...   + Upload all   + Cancel all</p> <p>and/or choose from:</p> <p>Dropbox   Google Drive   OneDrive</p>			

Back

Indicate if you have previously registered for any RACS Training Program. This information is collected for reporting purposes only.

## Hand Hygiene Module

This section demonstrates that you have completed the 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.



On this page:

[Hand hygiene online learning 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.**

 Hand Hygiene Royal Australasian College of Surgeons Online Learning Module 

The RACS Hand Hygiene Education Package has been developed to increase knowledge regarding hand hygiene practices as: Effective hand hygiene is the single most important strategy in preventing Healthcare Associated Infections (HAIs) Hand Hygiene Australia aim to make hand hygiene "core business" for all healthcare workers. Target audience: All cand...

You must make certain that the certificate you upload as part of your registration is for the correct module:

<p>————— This is to certify that <b>CERTIFICATE OF ACHIEVEMENT</b> —————</p> <p><b>&lt;Applicant Name&gt;</b></p> <p>has successfully completed the <span style="border: 1px solid red; padding: 2px;">Hand Hygiene Royal Australasian College of Surgeons</span> Online Learning Module</p>
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# 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](mailto: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

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 Maori 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 2020:

- 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.

To verify your eligibility, do you give permission for RACS to contact AIDA to confirm your membership?

Yes

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

# 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.

Consent To a Full Criminal History Check

I consent to a full criminal history check and agree to submit the relevant documentation on request from RACS to enable a full criminal history check to be undertaken.

If you are experiencing any difficulties completing this form please contact RACS at [SET.Enquiries@surgeons.org](mailto:SET.Enquiries@surgeons.org) or by phone on +61-3-9245-1114. Please ensure that all mandatory fields have been filled before proceeding. You cannot submit this form until these texts 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 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.

You must also consent to a full criminal history check and agree to submit the relevant documentation on request to RACS.

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# 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.

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

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## Registration confirmation email

A 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).

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## 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](mailto:SET.Enquiries@surgeons.org).

