



Guide to the 2021 SET Application for Selection Form

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Overview

2021 application for selection to SET period:

- **Opens:** 12 noon (AEDT) Wednesday 24 February 2021
- **Closes:** 12 noon (AEDT) Wednesday 24 March 2021

There are no extensions to the above deadline regardless of any circumstances.

Selection to the RACS Surgical Education and Training (SET) program occurs annually. Eligibility to apply was assessed during registration for selection to the SET program (between 6 January and 3 February 2021).

If you wish to apply in 2021 for entry to the SET program in 2022, you **must** have registered for selection between 6 January and 3 February 2021. To progress to apply, you must have received an email confirming your eligibility and the specialties you are eligible to apply to.

Eligible registrants to the following surgical specialties can apply for selection [through the RACS online application form](#):

| | |
|---|--|
| • Cardiothoracic Surgery | BoardofCardiothoracic.Surgery@surgeons.org |
| • Otolaryngology, Head & Neck Surgery (New Zealand) | Celia.Stanyon@surgeons.org |
| • Paediatric Surgery | BoardofPaediatric.Surgery@surgeons.org |
| • Plastic & Reconstructive Surgery (New Zealand) | advice@plasticsurgery.org.nz |

For any questions about specialty specific requirements please contact the relevant specialty board via the email address above

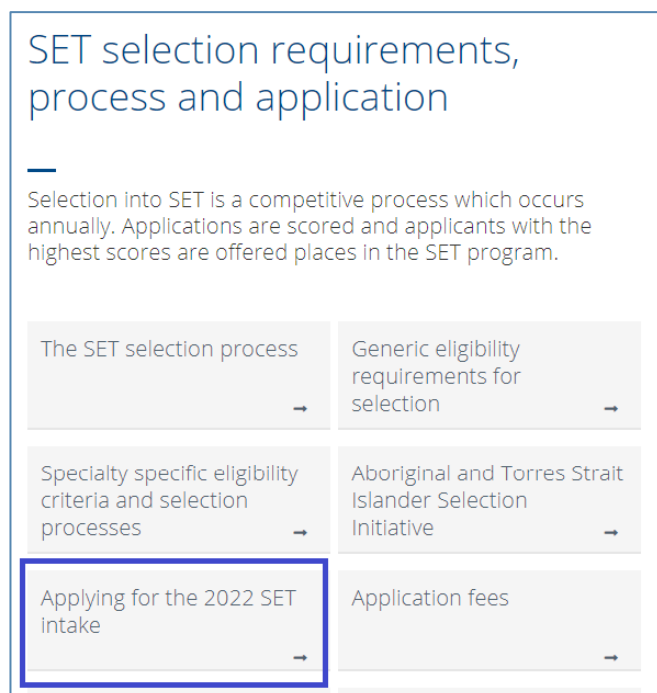
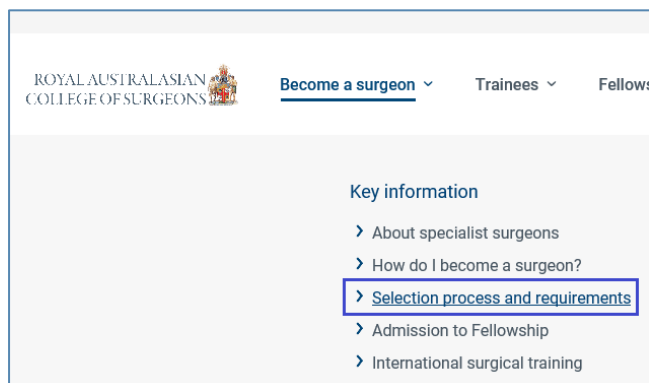
Eligible registrants to the following specialties can apply for selection [through the specialty societies](#). For information about how to apply, visit the relevant specialty website(s) below.

- General Surgery (Australia) www.generalsurgeryapplications.com.au
- General Surgery (New Zealand) www.nzags.co.nz
- Neurosurgery www.nsa.org.au
- Orthopaedic Surgery (Australia) www.aoa.org.au
- Orthopaedic Surgery (New Zealand) www.nzoa.org.nz
- Otolaryngology, Head & Neck Surgery (Australia) www.asohns.org.au
- Plastic and Reconstructive Surgery (Australia) www.plasticsurgery.org.au
- Urology www.usanz.org.au
- Vascular Surgery www.vascularsurgeryapplications.com.au

While applications for SET selection are open, the online form is available on the RACS website on the [Applying for the 2022 SET intake](#) webpage.

- From the top *Become a surgeon* menu on the RACS website select *Selection process and requirements*
- select the *Applying for the 2022 SET intake* button

To access the form, click on the *Online application form* button and enter your RACS login details. These are the same login details that you used to register for the SET program.



To access the form, click on the *Apply for 2021 SET Selection* button and enter your RACS login details. These are the same login details that you used to register for the SET program.



If you can't remember your details, try

- resetting your [password](https://account.surgeons.org/Recovery/PasswordResetInitial) (<https://account.surgeons.org/Recovery/PasswordResetInitial>) or
- retrieving your [username](https://account.surgeons.org/Recovery/username recoveryInitial) (<https://account.surgeons.org/Recovery/username recoveryInitial>).

If you experience any technical difficulties while completing the application form, email SET Enquiries (SET.Enquiries@surgeons.org).

Please include relevant screenshots as well as a detailed explanation of what happened (including any errors which were generated).

Error messages can be captured by:

- Press the [Print Scrn] button on the keyboard to copy the error message that appears on the screen
- Paste the error message into your email

General

The RACS server saves all form information (including documents you upload as supporting evidence) as you progress through your application. You can complete your application over several sessions if needed.

Important:

Please make sure you allow enough time to complete and submit your application.

Even if you have started your application, you will **not** be able to submit it after the deadline (12 noon AEDT on Wednesday 24 March 2021). **There are strictly no extensions to the deadline.**

We strongly recommend that you check your application before submitting as **once you have submitted your application and made payment no changes can be made.**

We strongly recommend that you check your application before submitting as **once you have submitted your application and made payment no changes can be made.**

Fees

You will be charged a non-refundable application processing fee for each specialty you apply to.

The 2021 fees are:

| Speciality | Country / Countries | Fee |
|---|-------------------------|---------------------------|
| Cardiothoracic Surgery | Australia / New Zealand | AUD \$825.00 (GST-exempt) |
| Paediatric Surgery | Australia / New Zealand | AUD \$825.00 (GST-exempt) |
| Otolaryngology, Head and Neck Surgery – New Zealand | <i>New Zealand</i> | NZD \$1,015.00 (incl GST) |
| Plastic and Reconstructive Surgery – New Zealand | <i>New Zealand</i> | NZD \$1,015.00 (incl GST) |

Other Resources

We recommend that you read the following policies as well as the selection requirements for all specialties you are applying to.

Policy: [Selection to Surgical Education and Training](#)

Policy: [Aboriginal and Torres Strait Island Surgical Trainee Selection Initiative](#)

Specialty Specific eligibility requirements (including Regulations):

- [Cardiothoracic Surgery](#)
- [Otolaryngology Head and Neck Surgery – New Zealand](#)
- [Paediatric Surgery](#)
- [Plastic and Reconstructive Surgery – New Zealand](#)

Important:

Please make sure all documentary evidence you upload to support your application meets the requirements specified in the selection regulations.

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.

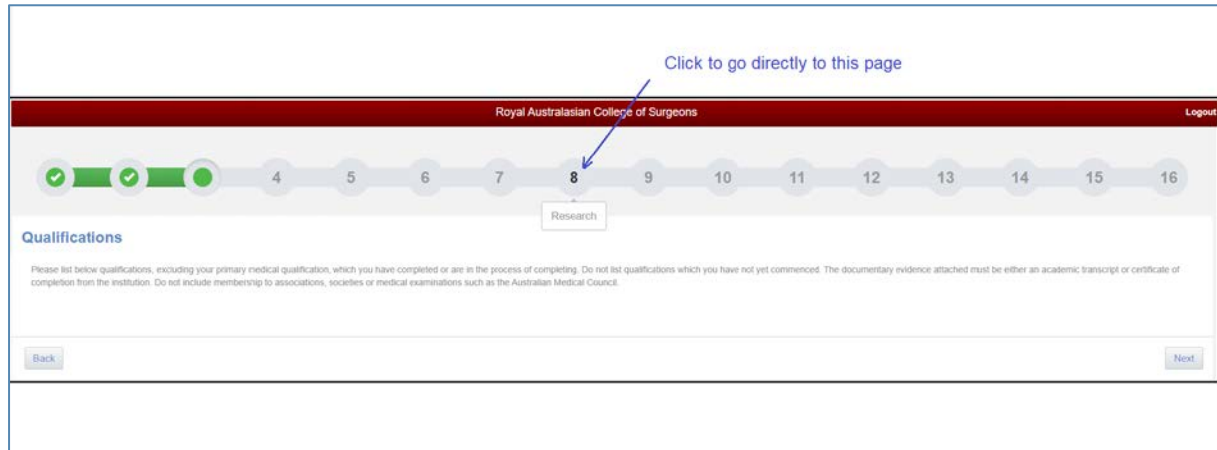
You can navigate to the different sections of the form either through the menu at the top of the page, or by using the *Back* and *Next* buttons at the bottom of the page.

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

Form navigation

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.



Supporting documents

Some sections of the application form require supporting 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
- *not* be password protected
 - see next section for how to identify if a PDF is password protected as this is the most common document type this applies to.

RACS is unable to assist with scanning or converting documents to the correct format.

We recommend that you check all documents **before** uploading and saving them in a suitable format to enable you to upload them easily.

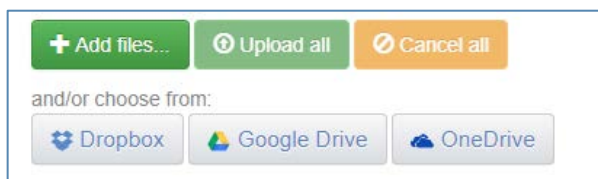
You will not be able to submit your registration until all required documents have been uploaded.

If a page has mandatory information missing, it will be orange in the menu bar.



You can upload documents from:

- Your computer
- Dropbox
- Google Drive
- OneDrive



While a document is uploading the status will show as *Pending*.

| Progress | Status | Actions |
|----------|---------|---|
| | Pending | Download Remove |

If a document cannot be uploaded the status will show as *Error*. **Remove the document** and check that it meets all the above requirements.

| Progress | Status | Actions |
|----------|--------|---|
| | Error | Download Remove |

Important:

DO NOT attempt to continue with your form until you have removed the document that is unable to be uploaded. This can corrupt the application form if it is not removed.

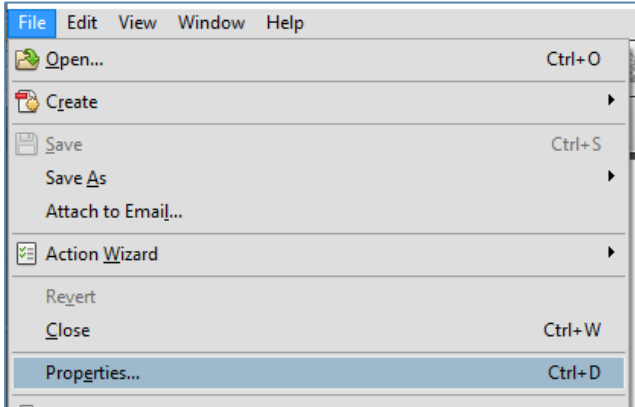
Once a document has been uploaded successfully the status will show as *Completed*.

| Progress | Status | Actions |
|----------|-----------|---|
| | Completed | Download Remove |

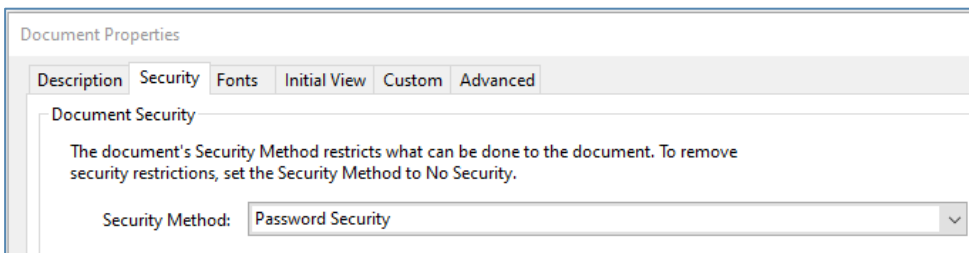
Identifying if a PDF is password protected

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*.

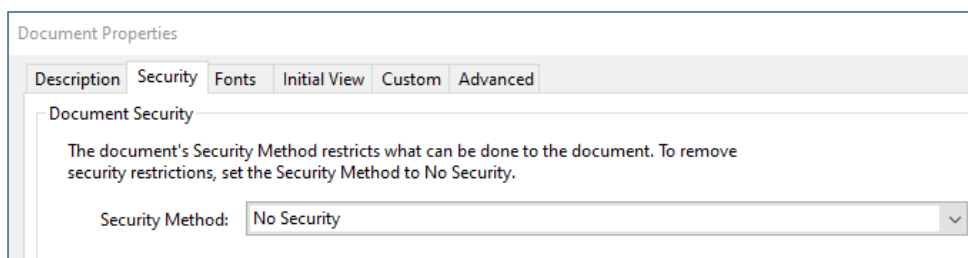


Open the *Security* tab.



If the security method indicates 'password security', the document is password protected.

You will need to print 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 as *No Security*, the PDF is not password protected and you can upload the document as evidence.

Online Application Form – notes for individual pages

1. Personal Details

After accessing the application form and logging into your RACS account, the application form will show your contact details that are currently on record with RACS.

Surgical Education and Training Program Application

Prior to commencing your application, please read the RACS policy below and website information on specialty training and selection.

- Selection to Surgical Education and Training
- Guide to Application for Selection to SET Form
- Specialty Selection Regulations

Applicants are responsible for ensuring that all necessary evidence is included in their application at the time of submission. No additional evidence will be accepted once an application has been submitted.

Personal Details

The contact details displayed below are those you currently have registered with RACS. It is your responsibility to ensure that the contact details held by RACS are correct. If any of these contact details are incorrect please email the updates to SETenquiries@surgeons.org

| | |
|---------------|--|
| Name | ██████████ |
| Address | ██ |
| Telephone | ██████████ |
| Mobile Number | ██████████ |
| Fax | ██████████ |
| Email | ██████████ |

[Update Details](#)

Check that the listed email address and phone number will be active during business hours for the entire selection period.

If any details are not correct, click on the **Update Details** button. Your RACS Portfolio will open in a new tab so you can make your updates.

2. Preferences

All specialties you are eligible to apply to will appear here. If you do not wish to apply for a specialty, you can remove it by clicking on the **Remove** button.

Please note that specialties can only be removed from this page.

| | |
|--|------------------------|
| Cardiothoracic Surgery | Remove |
| Plastic & Reconstructive Surgery New Zealand | Remove |

If you select the wrong specialty (or decide **before** you submit your application that you wish to apply to the removed specialty) click the **Undo** button to reinstate the specialty

Cardiothoracic Surgery [Undo](#)

You will not be able to make any changes to your selection once you have submitted the form

Deferral and Research

Question 1: Deferral and Research

If your application is successful do you plan to apply to defer your entry into the SET Program or undertake a period of research during your first year?

- Yes
 No

Please refer to the RACS Trainee Registration and Variation Policy.

You are asked to indicate whether you plan to defer your entry into the SET program or to conduct accredited research during your first year if your application is successful. This question is asked so specialties can maximise the number of offers that may be made.

Geographical Preferences

Question 2: Geographical Preferences

This question allows you to provide preferences for potential training locations within the SET Program. Please rank the geographical locations you wish to be considered for in sequential order with 1 being your first preference.

It is essential to note that in some cases preferences may be utilised to assist in determining whether you are appointed to the SET Program. Where you have selected 'NP' you may not be considered for selection in that geographical location.

If there is a particular region you do not wish to be considered for please select 'NP'. To change the rank of a preference, first ensure that 'NP' is not ticked, then click 'Select' to highlight the record. The arrows on the left allow you to move your selection up or down according to your preference.

| | | | |
|---|---------|--------|-----------------------------|
| 1 | NSW/ACT | Select | <input type="checkbox"/> NP |
| 2 | NZ | Select | <input type="checkbox"/> NP |
| 3 | QLD | Select | <input type="checkbox"/> NP |
| 4 | SA | Select | <input type="checkbox"/> NP |
| 5 | VIC/TAS | Select | <input type="checkbox"/> NP |
| 6 | WA | Select | <input type="checkbox"/> NP |

You are now asked to rank your preferred locations for training. If there is a specific region you do **not** wish to be considered for, select 'NP' (No Preference).

To reorder the regions in this question, click on the *Select* button for a particular region then use the arrows to move your selection up or down. Your changes will be saved automatically.

| | | | |
|---|----|--------|-----------------------------|
| 4 | SA | Select | <input type="checkbox"/> NP |
|---|----|--------|-----------------------------|

Depending on the specialty selection regulations, your preferences **may** be used to determine whether you are offered a place in the SET program.

There is no guarantee that your regional preferences will be able to be accommodated if you are successful in your application to the SET program

Otolaryngology Head and Neck Surgery –New Zealand ONLY

Applicants to other specialties will not see this question.

Question 3: Garnett Passe and Rodney Williams Foundation Research Program

OtHN - Australia and New Zealand allows for some candidates to undertake full time research through the Garnett Passe and Rodney Williams Foundation prior to commencing clinical training. For further information on the projects available, please contact <http://www.gprwfmf.org.au/>

If you would like to be considered for entry into this program, your contact details will be shared with the Garnett Passe and Rodney Williams Foundation who award the scholarships.

Garnett Passe and Rodney Williams Foundation Research Program

- Yes
 No

Garnett Passe and Rodney Williams Foundation Research Program

Applicants applying to Otolaryngology Head and Neck Surgery in New Zealand will be asked if they wish to be considered for entry into this program. If so, you will need to enter your research area of interest and details of your supervising professor

NOTE: If you select the Yes option for this question, the application form will require that the related compulsory fields are populated (even if you subsequently select No) before you submit your application form.

If you select Yes in error (you don't wish to be considered for the Garnett Passe and Rodney Williams Foundation Research Program) to be able to submit your form you will need to enter n/a (or other similar text) in all required fields for this question and then select the No radio button option to hide the fields

3. Qualifications

Qualifications

Please list below qualifications, excluding your primary medical qualification, which you have completed or are in the process of completing. Do not list qualifications which you have not yet commenced. The documentary evidence attached must be either an academic transcript or certificate of completion from the institution. Do not include membership to associations, societies or medical examinations such as the Australian Medical Council.

List all qualifications (excluding your primary medical qualification) including any Postgraduate degrees you have completed or commenced.

Important: You must check specialty selection regulations and CV scoring guidelines (if relevant) for details of:

- which qualifications will be scored
- when qualifications must have been completed by to be scored
- what evidence needs to be provided as proof of qualification
- time of application *or* close of applications

4. Previous and Current Rotations

Previous and Current Rotations

Please list below your previous and current rotations. You must list each rotation in each separate discipline as a new record which means you can have multiple records for a single year. Please list your rotations in date order from earliest to current.

Please refer to individual specialty Selection Regulations to determine if documentary evidence is required for each rotation.

- List rotations in date order from earliest to current
- Information needed for each rotation is:
 - Postgraduate year (PGY)
 - Start date of rotation
 - End date of rotation
 - Position (select option from drop-down list)
 - Specialty (select option from drop-down list)
 - Time Commitment (select option from drop-down list)
 - Hospital name
 - Whether it is a mandatory rotation for the specialty you are applying to.

Upload appropriate evidence for your rotations.

Please note: If a single document provides evidence for multiple rotations it only needs to be uploaded once. Upload the document to the earliest rotation, then for later rotations select that documentation is already uploaded (as below)

Has the evidence for this rotation been included in documentation attached to another rotation entry?

- Yes
 No

Indicate if the evidence for this rotation has been attached in other rotation. If yes, please do not attach again.

5. Future Rotations

Enter the details for any confirmed rotations in 2021 which were not included in the previous page (i.e. not yet started). The same information is needed as for your previous and current rotations.

6. Referees

Please make sure you read the relevant referee requirements of the specialty you're applying to before completing this page.

If you do not provide the required referees for a specialty you may not proceed further in the selection process

You will need to enter referees separately for each specialty you apply to using this form. This allows you provide the appropriate referees for each application.

Information needed for each referee is:

- Name
- Referee position (select from drop down list)
- Address
- Phone
- Email
- Institution where you worked with them
- Rotation during which referee worked with you (drop-down populated from information entered on page 4)

It is your responsibility to notify your referees that they may be contacted during the referee reporting period.

7. Research Supervisors

If you have research projects which you wish to include, provide details of your research supervisor(s) on this page. The information entered here will be used in the next page of the online form.

Information needed for each research supervisor is:

- Research Supervisor position (select from drop-down list)
- Address
- Phone
- Email
- Institution where you worked with them

8. Research

Provide details of any research projects which you wish to include.

Information needed for each research project is:

- Subject of Research
- Name of Institution
- **Your** position at the institution
- Time Commitment
- Research Supervisor (drop-down from page 7)
- Commencement date
- Completion date
- Associated Qualification (if applicable)

Upload appropriate evidence for your research. This can be either documentary evidence of completed research, or if your research has not been completed, a letter of recommendation from your Supervisor.

9. Publications

Please make sure you have read the relevant sections of the specialty selection regulations you're applying to before completing the next three pages.

Publications, Presentations and Professional Development activities which do not meet requirements or do not have the appropriate supporting evidence will not be scored

- Information needed for each publication entry is:
 - Title of published item
 - Name of Publication/ Journal
 - Publication type (select from drop-down list)
 - Publication status (select from drop-down list)
 - Which author were you? (select from drop-down list)
 - Publication / Acceptance date

Upload appropriate evidence of your publication(s).

Do not include publications that have not been accepted for publication.

10. Presentations

- Information needed for each presentation entry is:
 - Title of Presentation
 - Presentation type (select from drop-down list)
 - Name of Meeting you presented at
 - Date of Presentation
 - Meeting location
 - Level presented (select from drop-down list)

Upload appropriate evidence of your presentation(s). For example PDF a copy of the presentation slides.

Only include presentations you have personally given.

Do not include internal hospital presentations or Grand Round presentations

11. Professional Development

Enter information about **courses**, **workshops**, and **meetings** that you have attended

- Information needed for each professional development entry is:
 - Activity Type (select from drop-down list)
 - Name of Activity
 - Activity provider
 - Duration of activity (select from drop-down list)
 - Description
 - Date of activity

Upload appropriate evidence of your professional development activities.

Do not upload tax invoices as proof of attendance.

12. Achievements

For specialties where other achievements (e.g. awards) will be scored, please enter the appropriate information in this section.

- Information needed for each achievement entry is:
 - Activity Type (select from drop-down list)
 - Award / Professional Body (select from drop-down list)
 - Description
 - Date

Upload appropriate evidence of your achievement(s)

13. RACS Examinations

List any RACS Examinations completed at the time of application. This section will be auto-populated with your RACS GSSE information.

- Information needed for each additional examination:
 - Examination (select from drop-down list)
 - Specialty
 - Date

14. Additional Documents

Cardiothoracic Surgery

If you apply to this specialty you must provide written evidence, signed by a Cardiothoracic FRACS of the following procedures. The **Cardiothoracic Eligibility DOPS** forms are available on the [RACS website](#) (Cardiothoracic Surgery specific eligibility requirements)

- Competently insert a Chest Drain
- Competently harvest a Long Saphenous Vein
- Competently harvest a Radial Artery

Paediatric Surgery

If you apply to this specialty you must provide a verified **Procedural and Professional Skills form**. Each skill and capability listed must be verified by the consultant surgeon supervising the rotation(s). This form is available on the [RACS website](#) (Paediatric Surgery specific eligibility requirements).

Note all skills must be verified during rotations between **the last three years and before the closing date for applications**.

15. Verification

This page summarizes all information you have entered in the application form.

We recommend that you review your application thoroughly at this stage.

Once you have submitted your application and made payment no changes can be made to your application.

To return to a specific page to make corrections, select the *View Page* button.

You will not be able to submit your application until all mandatory questions have been answered and all required documentary evidence has been uploaded.

16. Confirmation

The system will show the email address that your application confirmation will be sent to. If this is not correct, update your details in your RACS portfolio (<https://portfolio.surgeons.org/Profile>)

You will also be asked to disclose any criminal convictions

Applicants must list details of any relevant criminal convictions against them and details of any issues related to them which may bring RACS or the surgical profession into disrepute in this application, relevant criminal convictions include, but are not limited to, offences of a sexual nature, offences related to drugs misuse, offences against liberty, morality and abduction and offences related to fraud, deception or violence. A full criminal history check may be conducted as part of this selection process. Applicants who do not consent to a police criminal history check will be excluded from the selection process.

17. Agreement

You cannot submit your form and proceed to payment without agreeing to the declaration statement (text below) on the agreement page of the application form.

I understand that this application cannot be updated once it has been submitted.

I certify that the information submitted in this application, for the purpose of processing my application for Surgical Education and Training, is true and correct.

I understand that the information submitted in this application 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 consent to my contact details being provided to Government Health Departments for the purpose of assisting RACS to identify and accredit additional training positions.

I understand that RACS may wish to verify the information provided within this application with external institutions or individuals and gather additional information in order to process this application. I consent to the information collected being used and disclosed as stated. I understand that if I fail to provide this information RACS will be unable to process this application.

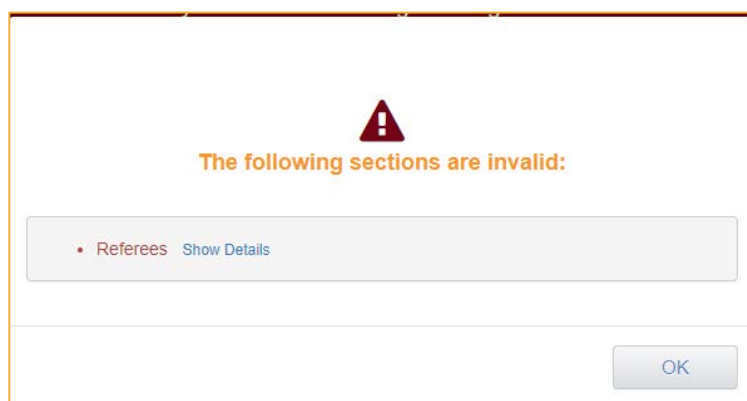
I understand that should any of the information submitted as part of this application be found to be false, this application may be excluded by RACS from the Surgical Education and Training selection process and I may be disqualified from making any future applications to Surgical Education and Training.

I understand that additional information outside that submitted in this application will not be accepted.

I understand that any offer of a Surgical Education and Training position commencing 2021 is conditional upon completion of any clinical rotation required for eligibility.

I understand that I may be allocated to undertake training outside my current geographical location and accept that if I should decline this allocation, I will be forfeiting the offer of a training position.

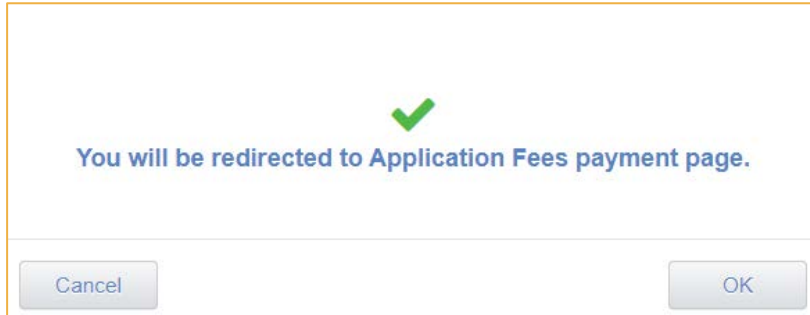
When you select the *Proceed to Payment* button, the online system will check if there is any incomplete mandatory information. If this is the case an error message will be shown (example below) and you will not be able to proceed to payment



Return to the relevant page of the application form and complete the missing information.

Payment

When you select the *Proceed to Payment* button the Online application form will close and you will be taken to the payment page.



Once your application has been submitted, it is final, and no changes can be made

Payment may be made via Credit Card or PayPal.

Once your payment has been successfully processed, you will receive an email receipt for your payment.

Note if you do not receive this receipt, email SET.Enquiries@surgeons.org who can send you a copy of this

Confirmation email

A **separate** confirmation email will be sent to your email address when you have submitted and paid for your selection application.

This email will include a link to your completed application form(s) which you can download (you will need to have Acrobat installed on your computer to view).

We recommend that you download and save a copy of your form for future reference

