

Selection Regulations

Surgical Education and Training in Otolaryngology Head
and Neck Surgery Aotearoa New Zealand

2023 Intake

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1. Introduction

1.1. Definition of terms for the purpose of these Regulations

- 1.1.1. **OHNS** refers to the surgical specialty of Otolaryngology, Head and Neck Surgery.
- 1.1.2. **Applicant** means a person who has applied for the Surgical Education and Training (SET) Programme of the Royal Australasian College of Surgeons (RACS) in OHNS.
- 1.1.3. **BOHNS** means the RACS Board of Otolaryngology Head, and Neck Surgery.
- 1.1.4. **Working Days** means Monday to Friday excluding Public Holidays.
- 1.1.5. **NZSOHNS** means the New Zealand Society of Otolaryngology, Head and Neck Surgery.
- 1.1.6. **ASOHNS** means the Australian Society of Otolaryngology, Head and Neck Surgery.
- 1.1.7. **RACS** means the Royal Australasian College of Surgeons.
- 1.1.8. **SET Programme** means the Surgical Education and Training Programme in OHNS as approved by the BOHNS.
- 1.1.9. **NZ Training Subcommittee** means the New Zealand Training Subcommittee, a subcommittee of the BOHNS with the delegated authority to appoint trainees to the SET Programme.
- 1.1.10. **Mandatory eligibility rotations** mean OHNS, non-OHNS and Emergency Department (ED) rotations in Sections 4.2, 4.3 and 4.4.
- 1.1.11. **Relief rotations** mean clinical rotations during which specialty, unit and/or hospital are changed.

1.2. Purpose of these Regulations

These Regulations describe the principles, terms, and conditions of the selection process for the RACS SET Programme in Otolaryngology Head and Neck Surgery for the 2023 intake. These regulations are a public document.

1.3. Administration and Ownership

The RACS is the principal organisation accredited to conduct surgical education and training in Australia and Aotearoa New Zealand. The ASOHNS undertakes the development, delivery, and administration of the SET Programme as an agent of the RACS. The BOHNS is responsible for communicating with the RACS, ASOHNS and NZSOHNS regarding training and education. The NZ Training Subcommittee is responsible for the SET Programme in Aotearoa New Zealand. This committee reports directly to the BOHNS.

1.4. Objective of the SET Programme

The overall objective of the SET Programme is to produce competent independent specialist surgeons with the experience, knowledge, skills, and attributes necessary to provide the communities, health systems and professions they serve with the highest standard of safe, ethical, and comprehensive care and leadership.

2. Principles underpinning the selection process

- 2.1.1. The aim of the selection process is to select the highest calibre trainees for the SET Programme on the basis of merit through a fair, open and accountable process.
- 2.1.2. The selection process will be documented and objective with applicants having access to eligibility criteria, information on the selection process, general selection criteria and an appeals process.
- 2.1.3. The selection process will be subject to ongoing review to ensure its continued validity and objectiveness.
- 2.1.4. The SET Programme will be widely advertised.
- 2.1.5. The selection process will conform to the requirements agreed by the RACS Board of Surgical Education and Training (BSET) and will meet the RACS's generic eligibility requirements.
- 2.1.6. The number of trainees selected in any year will depend on the number of accredited hospital training posts available in the following year.

3. Generic eligibility for application to set in OHNS

Prior to applying to the SET Programme in OHNS, applicants must first register with RACS via its website. The registration period is 12 January – 9 February 2022. The generic eligibility requirements are included in the [Registration for Selection into SET](#) and [Selection to Surgical Education and Training](#) regulations.

If an applicant meets the generic eligibility criteria, access to the SET Programme in OHNS application form will be provided via the RACS website from 2 March – 30 March 2022 (refer 4.1.4).

4. OHNS specific eligibility requirements for application

4.1. Eligibility Assessment

- 4.1.1. Eligibility timeframes may be extended to account for parental leave upon receipt of verifying documentation from the employer.
- 4.1.2. Documentary evidence for all requirements must be provided at the time of application or the entry will not be considered.
- 4.1.3. No documents will be accepted after the closing date for applications, i.e. **30 March 2022**, unless requested by the NZ Training Subcommittee for clarification.
- 4.1.4. Applications must be submitted via the RACS online application system at www.surgeons.org. Applications will close on **30 March 2022 (5:00pm AEDT)**.
 - a. By submitting an application, an applicant certifies that the information provided is correct and in accordance with these regulations. If it is discovered that the applicant has provided incorrect or misleading information the applicant may be withdrawn from the selection process and their application will not be considered further. This may occur at any stage during the selection process. If incorrect or misleading information of a serious nature is discovered, the applicant may be contacted and asked to submit a written explanation to the NZ Training Subcommittee within 10 working days.

b. Misleading or incorrect information can include but is not limited to:

- Prior attendance at examinations or courses without a pass/certified completion of all assessments
- Past rotations allocated but not completed

4.1.5. The NZ Training Subcommittee may verify the information provided within the application with external institutions or individuals and by submitting an application the applicant is consenting to the collection, use, disclosure and storage of the information by the NZ Training Subcommittee or its agent.

4.1.6. Applicants who do not meet generic eligibility requirements and specific OHNS eligibility requirements will be ineligible and not progress to the next stage of selection and will be advised accordingly.

4.1.7. The maximum number of attempts for eligible applications is four (4). After four (4) attempts an applicant will become ineligible for selection. This regulation came into effect in 2021 and does not apply to applications submitted in previous years.

4.1.8. Eligible applications are those that fulfil the generic and specialty specific eligibility requirements.

4.2. Applicants who are not current SET trainees, or not in fulltime research, must complete:

4.2.1. The RACS Generic Surgical Sciences Examination (with a pass grade) by close of applications.

4.2.2. A minimum of 26 consecutive weeks full-time training at registrar level in an Aotearoa New Zealand OHNS Unit completed since 1 January 2019 and before **30 March 2022**.

- a. 26-week rotation may include no more than 6 weeks leave.
- b. The unit must be staffed by Consultants with Vocational Registration in OHNS.
- c. One of the nominated referees on the application form must include an OHNS consultant in that unit. This cannot include a surgical supervisor or any other member of the NZ Training Subcommittee.
- d. Relief rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score.

4.2.3. A minimum of 26 weeks full-time training at registrar level of non-OHNS surgical experience. This must have been completed since 1 January 2019 and before **30 March 2022**.

- a. 26-week rotation may include no more than 6 weeks leave.
- b. Surgical rotations are defined as one of the nine specialties of the RACS.
- c. Surgical night rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score.
- d. Relief rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score.

4.2.4. Minimum 10 consecutive weeks in a dedicated Emergency Department completed since beginning of intern year and before **30 March 2022**.

4.3. Current SET trainees must complete:

- 4.3.1. The RACS Generic Surgical Sciences Examination (with a pass grade) by **30 March 2022**.
- 4.3.2. A current SET Trainee is defined as being registered with the RACS as a trainee.
- 4.3.3. A minimum of 26 consecutive weeks full-time training at registrar level in an Aotearoa New Zealand OHNS Unit; completed in the two years prior to the first application to SET in any of RACS nine surgical specialties
 - a. the unit must be staffed by Consultants with Vocational Registration in OHNS.
 - b. One of the nominated referees on the application form must include an OHNS consultant in that unit. This cannot include a surgical supervisor who is a member of the NZ Training Subcommittee.
 - c. Relief rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score.
- 4.3.4. If a SET Trainee was on parental leave for at least one year during the two years prior to the first application to SET in any of the RACS nine surgical specialties (refer 4.3.3), eligibility and scoring will consider the last two clinical years.
- 4.3.5. A minimum 26 weeks full-time training at registrar level of non-OHNS surgical experience. This must have been completed since 1 January 2019 and before **30 March 2022**.
 - a. 26-week rotation may include no more than 6 weeks leave.
 - b. Surgical rotations are defined as one of the nine specialties of the RACS.
 - c. Surgical night rotations will not be eligible.
 - d. Relief rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score.
- 4.3.6. Current SET trainees will be exempt from the Emergency Department rotations.

4.4. Applicants in full-time research for a Higher Degree must complete:

- 4.4.1. The RACS Generic Surgical Sciences Examination (with a pass grade) by **30 March 2022**.
- 4.4.2. Full-time research is defined as two (2) or more years research and study towards a higher degree (Masters by research or PhD).
- 4.4.3. A minimum of 26 consecutive weeks full-time training at registrar level in an Aotearoa New Zealand OHNS Unit completed in the three (3) years immediately prior to commencing full-time research and before **30 March 2022**.
 - a. 26-week rotation may include no more than 6 weeks leave.
 - b. Part-time rotations undertaken during the research period may be considered and will be calculated pro-rata. Evidence of hours worked per month must be provided.
 - c. The unit must be staffed by Consultants with Vocational Registration in OHNS.
 - d. One of the nominated referees on the application form must include an OHNS consultant in that unit. This cannot include a surgical supervisor who is a member of the NZ Training Subcommittee.
 - e. The current research supervisor must also be a nominated referee.
- 4.4.4. A minimum of 26 weeks full-time training at registrar level of non-OHNS surgical

experience. This must have been completed in the three (3) years immediately prior to commencing full-time research and before **30 March 2022**. This experience can be obtained by using multiple rotations, however:

- a. 26-week rotation may include no more than 6 weeks leave.
 - b. Surgical rotations are defined as one of the nine specialties of the RACS.
 - c. Surgical night rotations will not be eligible.
 - d. Relief rotations cannot be accepted as mandatory eligibility rotations but may be counted toward the CV score
 - e. Rotations can be on an ongoing and part-time basis and will be calculated pro-rata with documentary evidence of hours worked per month/in total.
- 4.4.5. Minimum 10 consecutive weeks in a dedicated Emergency Department completed since beginning of intern year and before **30 March 2022**.

5. Selection process overview

5.1. Eligibility

- 5.1.1. Applicants who satisfy the generic and specialty specific eligibility requirements will have their Structured Curriculum Vitae (CV) scored in accordance with Regulation 6 and;
- 5.1.2. Structured Referee Reports will be collected in accordance with Regulation 7.
- 5.1.3. Applicants who do not satisfy the eligibility requirements will be classified as unsuitable and informed in writing by 30 May 2022.

5.2. Invitation to Interview

- 5.2.1. Applicants who satisfy the eligibility requirements will be ranked on the basis of the following selection tools, providing an overall score out of 60;
 - a. Structured Curriculum Vitae out of 20
 - b. Structured Referee Report out of 40
- 5.2.2. Applicants will be invited for interview in accordance with Regulation 8.
- 5.2.3. Applicants who do not meet the cut-off for interview (refer to 5.3.4, 5.3.5, 8.1.1 and 8.1.2) will be classified as unsuitable and will be informed no later than 10 working days prior to the Interview date.

5.3. Ranking and Offers

- 5.3.1. Applicants who attend the Semi-Structured OHNS Panel Interview will be ranked on the basis of the following selection tools, providing an overall score out of 100;
 - a. Structured Curriculum Vitae out of 20
 - b. Structured Referee Report out of 40
 - c. Semi-Structured Otolaryngology Head and Neck Surgery Panel Interview out of 40
- 5.3.2. If more than one applicant has the same total and interview score, the applicant with the higher Structured Referee Report score will receive the higher ranking.
- 5.3.3. On completion of the relevant components of the selection process applicants will be classified as:

- a. **Successful** - being an applicant who has met the minimum standards for selection (refer to 5.3.4, 5.3.5 and 5.3.6) and ranked high enough to be made an offer of a position in the SET Programme.
 - b. **Unsuccessful** - being an applicant who has met the minimum standard for selection (refer to 5.3.4, 5.3.5 and 5.3.6) but does not rank high enough to be made an offer of a position due to unavailability of posts.
 - c. **Unsuitable** – being an applicant who does not meet an eligibility criterion.
- 5.3.4. Applicants must score a minimum of 30% (6 out of 20 points) for the Structured Curriculum Vitae to be deemed suitable for selection. This will be scored in accordance with Regulation 6.
- 5.3.5. Applicants must score a minimum of 60% (24 out of 40 points) for the Structured Referee Report to be deemed suitable for selection. This will be scored in accordance with Regulation 7.
- 5.3.6. Applicants must score a minimum of 50% (20 out of 40 points) for the Semi-Structured OHNS Panel Interview to be deemed suitable for selection. This will be scored in accordance with Regulation 8.
- 5.3.7. The entry point into the SET Programme for the 2023 intake is SET1.
- 5.3.8. Applicants who attend the Interview will be notified of the outcome of their application by 11 November 2022 at the latest.

6. Structured curriculum vitae

The Structured CV, included in the online application form, captures applicants' information on experience, other qualifications, publications, presentations, and skills courses.

Each Structured CV will be scored by two scorers using a structured scoring system, without reference to the opinions of the other. Where any discrepancy occurs in the scores provided by the two scorers the NZ Training Subcommittee Chair will review discrepancies and provide a final score.

6.1. The CV will be scored out of a maximum 75 points

- 6.1.1. The components scored are:
- a. Surgical/Medical Experience (maximum 36 points).
 - b. Skills Courses (maximum 1 points).
 - c. Qualifications (maximum 18 points).
 - d. Research and Academic Achievements (maximum 20 points).

6.2. Surgical Experience (maximum 36points)

- 6.2.1. Rotations less than 10 continuous weeks duration by **30 March 2022** will not be scored.
- 6.2.2. Rotations longer than 26 weeks will be scored up to the maximum allowable points per rotation.
- 6.2.3. All surgical, ICU and clinical medical rotations completed in Aotearoa New Zealand hospitals at Registrar level will be considered.
- 6.2.4. Private assisting will not be scored.

- 6.2.5. Rotations that were not full-time will be scored pro-rata.
- 6.2.6. Rotations commenced after 30 March 2022 will not be scored.
- 6.2.7. Rotations will only be considered for scoring if accompanied by documentary evidence in the form of a letter of confirmation from the appointing hospital or Health Service. An employment contract, letter of offer or roster is **not adequate** documentation and will not be scored.
- 6.2.8. Scoring:
 - a. A rotation in OHNS in an Aotearoa New Zealand hospital at Registrar level is scored 4 points per 10 weeks (max of 16 points).
 - b. A rotation in a hospital in Aotearoa New Zealand in any other ICU, clinical medical or surgical discipline at Registrar level will be scored 4 points per 10 weeks (max of 16 points).
 - c. Any ICU, clinical medical or surgical rotation (10 weeks) at Registrar level based in a rural an Aotearoa New Zealand hospital will be scored an extra 1 point (max of 4 points). Rural hospitals exclude hospitals in Auckland, Waitemata, Manukau, Wellington, Hutt, Waikato, Christchurch, and Dunedin.
- 6.3. Skills Courses (maximum 1 point)**
 - 6.3.1. Only EMST, CLEAR, ASSET, and CCrISP (or international equivalents) will be scored.
 - 6.3.2. Courses must be completed and all assessments passed prior to **30 March 2022**.
 - 6.3.3. Certificate of attendance or letter of completion must be provided. Entries without adequate documentation will not be scored.
 - 6.3.4. Each course will be scored 0.5 points to a maximum of 1 point.
- 6.4. Qualifications (maximum 18 points)**
 - 6.4.1. Higher degree, by thesis, relating to medicine awarded by **30 March 2022** will be scored;
 - a. Higher degrees are defined as a Masters or PhD,
 - b. A higher degree should be equivalent in syllabus and assessment to one conferred by an Australian or Aotearoa New Zealand University.
 - 6.4.2. Overseas qualifications must have been assessed by the New Zealand Qualifications Authority or relevant Australian authorities as being equivalent to a degree in Aotearoa New Zealand or Australia.
 - 6.4.3. Entries without adequate documentation will not be scored.
 - 6.4.4. Scoring:
 - a. A PhD relevant to medicine is scored 6 points.
 - b. A Master's degree by thesis, relevant to medicine is scored 3 points.
- 6.5. Research and Academic Achievements (maximum 20 points)**
 - 6.5.1. Scoring only includes medically relevant presentations presented prior to **30 March 2022**.
 - 6.5.2. In the case of oral presentations, scoring only includes those made personally by the applicant. Documentary evidence must be explicit on this point or the presentation will not be scored.
 - 6.5.3. Scoring only includes presentations made at a scientific meeting or conference subject to

abstract selection.

- 6.5.4. Scientific meetings and conferences are classified by their intended audience, not title.
- 6.5.5. Entries without adequate documentation will not be scored.
- 6.5.6. Multiple presentations of the same subject matter shall only be scored once.
- 6.5.7. Scoring:
 - a. Each oral presentation at a national, binational (Australia/Aotearoa New Zealand) or international meeting is scored 2 points.
 - b. Each poster presentation is scored 0.5 point to a maximum of 3.
 - c. Double points will be awarded for Kaupapa Māori research, research primarily focused on rural medicine, and rural Kaupapa Māori research. Supporting evidence of this must be included with applications.
- 6.5.8. Scoring only includes publications relevant to medicine in a peer-reviewed publication listed on Medline.
- 6.5.9. Publications must be accepted for publication by **30 March 2022**.
- 6.5.10. Publications of a similar nature will be scored once. The higher scoring entry will take precedence.
- 6.5.11. Scoring includes case reports, journal articles and book chapters.
- 6.5.12. Scoring does not include letters to the Editor.
- 6.5.13. Entries without proof of publication will not be scored.
- 6.5.14. Scoring:
 - a. An article in a journal where the applicant is the first author is scored 4 points
 - b. A case report where the applicant is first author or a publication as a sub-author is scored 1 point.
 - c. Double points will be awarded for Kaupapa Māori research, research primarily focused on rural medicine, and rural Kaupapa Māori research. Supporting evidence of this must be included with applications. Supporting evidence of this must be included with applications.

7. Structured referee reports

Confidential references are collected by structured telephonic referee interviews.

7.1. Surgical Referees

Applicants must contact referees prior to application only to obtain permission to provide contact details including a valid e-mail address. No attempt should be made to canvas the referee's intended response.

The applicant must provide contact details including a valid email address for the following:

- 7.1.1. A minimum of four (4) surgical consultants, including one (1) OHNS consultant who have worked with the applicant since 1 January 2019 and prior to **30 March 2022**.
- 7.1.2. Referees must be Surgical Consultants (FRACS or an SIMG with full vocational registration) at the time of supervision and able to comment on all aspects of the

applicant's work-place performance, specifically all competencies of RACS, including operative skills.

- a. Referees cannot be a RACS SET trainee of the RACS at the time of the rotation,
- b. Referees cannot be an SIMG under supervision or assessment of the MCNZ/RACS at the time of the rotation.
- c. Referees cannot be an active /NZ Training subcommittee member

7.1.3. Referees must have worked with the applicant for a minimum of eight (8) weeks (or full-time equivalent).

7.1.4. Current SET Trainees

- a. One (1) consultant from an OHNS unit must be included even if the rotation was prior to 1 January 2019.

7.1.5. Applicants in Full-time Research (as defined in 4.4.2)

- a. Surgical referees may be provided from part-time clinical work if all other criteria are met.
- b. One (1) consultant from an OHNS rotation must be included even if the rotation was prior to 1 January 2019.
- c. Applicants may provide referees from the two clinical years prior to commencing full-time research.

7.2. Process

7.2.1. Applicants who satisfy the standards in Regulation 6 (the Structured Curriculum Vitae) will proceed to the preparation of a Structured Referee Report.

7.2.2. To ensure confidentiality of the reference report process the names of the referees contacted will not be released to applicants.

7.2.3. The preparation of the Structured Referee Report for each applicant will be the responsibility of two people approved by the NZ Training Subcommittee Chair, with at least one being a member of the NZ Training Subcommittee (the Assessors). The Assessors will be OHNS surgeons.

7.2.4. The Assessors together (via teleconference or in person) will contact any two of the four surgical referees that follow the criteria set in Regulation 7.1.

7.2.5. Referees must be able to answer 80% of the questions asked for the applicant to be eligible to proceed in the selection process.

- a. The NZ Training Subcommittee will not contact more than the initial referees for completion of reports. While effort is made by RACS administrative staff to ensure referees participate, if referees are unable to answer 80% of the questions asked, or selected referees do not wish to participate, unselected referees will not be contacted once the collection period has commenced.

7.2.6. If a referee is unable to answer 80% of the questions asked, the applicant will be deemed ineligible and notified that they will not be considered further in the selection process.

7.2.7. If an applicant elects not to provide the details for supervising consultants in accordance with these Regulations, the applicant will be withdrawn, and their application will not be considered further in the selection process.

7.3. Referee Report Content

- 7.3.1. A pro forma Structured Referee Report will be used. That report will have questions focused on the following areas:
- a. Technical Expertise
 - b. Medical Expertise
 - c. Judgement- Clinical Decision Making
 - d. Professionalism and Ethics
 - e. Communication
 - f. Collaboration and Teamwork
 - g. Management and Leadership
 - h. Health Advocacy
 - i. Scholarship and Teaching
 - j. Cultural Competence and Cultural Safety
- 7.3.2. Advanced notification may be sent to all referees to be contacted.
- 7.3.3. Having considered the responses from all interviews, the Assessors must arrive at a consensus score using the scoring guidelines and scales shown in the Structured Referee Report. Notes justifying the score given must be recorded in the Structured Referee Report.
- 7.3.4. Applicants must score a minimum of 60% for the Structured Referee Report to be deemed suitable for selection.
- 7.3.5. For applicants satisfying the minimum standard in Regulation 7.3.4, the Structured Referee Report score will be recorded as a percentage. The selection tool weighting will then be applied which is 40%. As such, the applicant will receive a selection score for the Structured Referee Report out of a maximum of 40 points.

8. Semi-structured OHNS panel interview

8.1. Invitations for Interview

- 8.1.1. Applicants will be ranked by the combined score of the Structured CV and Structured Referee Reports according to Regulation 5.3.1.
- 8.1.2. The NZ Training Subcommittee will determine in March of the selection year, the number of interviews to be conducted based on the approximate number of vacant training positions expected to be available the following year. Interviews will be offered based on a ratio of three (3) applicants to one (1) post (i.e. a ratio of 3:1).
- 8.1.3. Applicants will be invited to interview based on ranked order. Applicants with identical scores or who are very close in score at the cut off mark will be invited to interview.
- 8.1.4. All applicants invited for interview will be given at least ten (10) working days' notice of the interview.
- 8.1.5. All applicants not invited for interview will be notified at least ten (10) working days prior to the interviews. See Regulation 9.2 for feedback provided at this time.
- 8.1.6. Interviews will either be held at the RACS offices in Wellington or, if travel restrictions are in place, online on Tuesday, 28 June 2022. It is the applicants' responsibility to make the

appropriate arrangements and to meet costs incurred in presenting for the interview. Information about the interview process will be included in the letter inviting applicants to interview.

- 8.1.7. Applicants must make themselves available at the scheduled interview time. Applicants who contact the RACS Executive Officer before the interview invitations are sent to request a specific time will be considered. Times will not be changed after invitations have gone out.
- 8.1.8. Applicants who do not present for the interview at the scheduled time will be ineligible and not considered further in the selection process.

8.2. Interview Structure

- 8.2.1. The interview will be conducted by three (3) interview panels, each consisting of two (2) or more FRACS OHNS surgeons as interviewers, at least one of whom will be a NZ Training Subcommittee member. An NZSOHNS Member may act as an observer during the interviews. Each interview panel will present two (2) scenarios with associated questions. There will be 4 minutes reading time before each panel.
- 8.2.2. Each interview panel will take 10 minutes per question and the total interview time will be approximately 60 minutes.
- 8.2.3. Applicants will be asked the same initial questions. The follow-up probing questions will explore the breadth and depth of each applicant's experience and insight.
- 8.2.4. The interview will seek information on the following attributes:
 - a. Ability to perform realistic self-assessment
 - b. Ability to contribute effectively as a member of a health care team
 - c. Ability to act ethically, responsibly and with honesty
 - d. Capacity for caring, concern and sensitivity to the needs of others
 - e. The ability to interact effectively with peers, mentors, members of the health care team, patients, and their families
 - f. Effective spoken communication/Preparation for OHNS training/Overall impression.

8.3. Interview Scoring

- 8.3.1. The interview will be scored out of a total of 150 marks and is weighted at 40% of the applicant's overall combined score.
- 8.3.2. The applicant will answer questions relating to six scenarios.
- 8.3.3. Each panel member will score the applicant independently following which a consensus among the panel members will be reached.
- 8.3.4. Each scenario will be worth 25 points.

9. Feedback to applicants

9.1. Applicants who do not meet the minimum eligibility criteria

- 9.1.1. Will be advised in writing by **30 May 2022**. Applicants will not progress further in the selection process.

9.2. Applicants who are not ranked highly enough for Interview

- 9.2.1. Will be provided with their Structured CV score
- 9.2.2. Will be provided with their Structured Referee Report score
- 9.2.3. Approximate number of posts available in the following year

9.3. Applicants who are invited for Interview

- 9.3.1. Will be provided with their Structured CV score
- 9.3.2. Will be provided with their Structured Referee Report score
- 9.3.3. Approximate number of posts available in the following year
- 9.3.4. Will be given the time of their interview

9.4. Applicants who are successful in the selection process will be notified in writing of the following:

- 9.4.1. That they have been successful in the selection process and are being offered a position on the SET Programme in Aotearoa New Zealand.
- 9.4.2. A RACS SET Programme Trainee Agreement which must be signed and returned to the Aotearoa New Zealand National Office of the RACS, P.O. Box 7451, Wellington 6242, Aotearoa New Zealand.
- 9.4.3. Allocation to hospital posts will occur at the completion of the Selection process and be conducted by the NZ Training Subcommittee.
- 9.4.4. Acceptance of the offer to the SET Programme will be conditional on the following:
 - a. Applicants must be prepared to be assigned to a training position anywhere in Aotearoa New Zealand throughout their SET Programme.
 - b. The RACS is not the employing body; applicants must also satisfy the employment requirements of the institution in which the allocated training position is located.
 - c. Agreement to abide by the SET Programme and RACS policies and regulations at all times.
 - d. Submission of the signed SET Trainee Agreement prior to the communicated offer expiry due date.
 - e. NZ medical registration completed by **30 September 2022**.
- 9.4.5. Applicants who do not satisfy any of the above conditions, or who decline the offer, will automatically forfeit the offer.

9.5. Applicants who are unsuccessful in the selection process will be notified in writing of the following:

- 9.5.1. CV, Referee Report, Interview and overall score and ranking.
- 9.5.2. That they are suitable for selection but have not ranked high enough to be offered a position.
- 9.5.3. Information on their position in the wait list should a position become available at a later date. The last date for SET offers is **11 November 2022**.
- 9.5.4. Information on the process available to seek more detailed feedback.

10. Garnett Passe and Rodney Williams Memorial Foundation (GP&RWMF) Scholarship/Surgeon Scientist Programme

- 10.1.1. Each year the GP&RWMF offer Category A scholarships for selected research projects to successful applicants to the OHNS SET Programme.
- 10.1.2. At the time of application, applicants wishing to apply for a scholarship will be requested to indicate their interest, nominate their supervising Professor and give permission for contact details to be provided to the GP&RWMF
- 10.1.3. GP&RWMF will be responsible for the publicising of available research projects and the process for contacting relevant professors.
- 10.1.4. Applicants wishing to apply for a scholarship must contact the supervising Professor directly indicating their interest:
- 10.1.5. Selection into the SET in OHNS Programme as a Surgeon Scientist will occur if all the following conditions are met:
 - a. The applicant is successful/the supervising Professor has selected the applicant as suitable for the research project (independently of the RACS SET selection process and these Regulations).
 - b. The applicant meets the criteria in the GP&RWMF Conditions of Award.
- 10.1.6. Applying for the GP&RWMF/Surgeon Scientist Programme does not increase an applicant's chance of being successful in selection to the SET in OHNS Programme.

11. Associated documents

RACS regulation: Registration for Selection into SET

RACS regulation: Selection to Surgical Education and Training