

2021 Selection Regulations

2021 Selection Regulations for the 2022 intake into the Surgical Education and Training programme in Plastic and Reconstructive Surgery

1. Introduction

1.1 Definition of Terms

1.1.1	Applicant	a doctor who has submitted an application for selection
1.1.2	Board	the New Zealand Board of Plastic and Reconstructive Surgery
1.1.3	College	the Royal Australasian College of Surgeons
1.1.4	NZAPS	the New Zealand Association of Plastic Surgeons
1.1.5	MCNZ	the Medical Council of New Zealand
1.1.6	PRS	Plastic and Reconstructive Surgery
1.1.7	Rotation	A period of employment within a hospital unit/department at post graduate level
1.1.8	SET	Surgical Education and Training

1.2 Purpose of these Regulations

These regulations describe the principles, purpose and terms of the selection process for the SET programme of the College in PRS for the 2022 intake in New Zealand. This document is a public document and should be read in conjunction with the College's 'Selection to Surgical Education and Training Policy'.

1.3 Objective of the SET Programme

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

1.4 Principles Underpinning the Selection Process

- 1.4.1 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 and documented process.
- 1.4.2 The selection process will conform to the requirements agreed by the College Board of SET and will meet the College's eligibility requirements.
- 1.4.3 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.
- 1.4.4 The selection process will be subject to continuous review to ensure its continued validity and objectiveness.

1.4.5. The number of trainees selected in any year will depend on the number of suitable applications and accredited hospital SET posts available. Four SET posts were appointed for the 2021 intake.

1.4.6 Applicants must be aware that interviews are not automatically granted.

1.5 Selection Instruments

To improve the quality and efficacy of selection into SET, the College conducts research and evaluates the performance of selection instruments and processes.

The selection process for entry to SET in 2022 includes a mandated pilot of a Situational Judgement Test. All registrants who are eligible to apply for the SET program will be required to take a mandated Situational Judgment Test in April 2021. The test will be administered online using remote proctoring under secure test conditions and applicants will be able to sit the test from a location of their choice.

Applicants that do not sit the mandated Situational Judgement Test will not be eligible to proceed further in the 2021 selection process. Exemptions will only be granted in exceptional circumstances, and at the discretion of the Specialty Training Board.

As a pilot, the results will be analysed to inform the College of the tool's validity and utility in the selection context. Data from the pilot SJT will not contribute to selection scores and will not be used to determine selection outcome during the 2021 selection process.

The scores and rank for the Situational Judgment Test will not be provided to candidates.

2. Eligibility

2.1 To apply to the SET programme in PRS applicants must fulfil the Generic College eligibility criteria available in the 'Registration for Selection into SET Policy'.

2.2 Applicants who do not meet the generic College eligibility criteria will not be eligible to apply to the SET programme in PRS.

2.3 To apply to the New Zealand SET programme in PRS, applicants must provide documentary evidence that they have fulfilled the following specialty specific eligibility criteria:

2.3.1 26 continuous weeks in a Plastic and Reconstructive Surgery rotation at registrar level in a tertiary, teaching hospital within the past five years by July 2021.

- Applicants who hold FRACS, have full Vocational Registration with the MCNZ or are in the final year of a SET programme in an alternate specialty will be exempt from this requirement.

2.3.2 26 continuous weeks at registrar level or equivalent in any one of the following rotations completed by July 2021:

- **General Surgery.** The applicant must provide a run description by their Head of Department as evidence of acute call, which must include trauma, to confirm experience has been gained in emergency assessment, formulation of management plans including surgery and inpatient management and review.

- **Orthopaedic Surgery** with standard call, managing multi-trauma e.g. compound leg fractures, pelvic fractures and spinal injuries. The applicant must provide a run description by their Head of Department as evidence of having managed multi trauma from emergency assessment to formulation of management plans including surgery and inpatient management and review
- **Emergency Department (ED)**
- **Intensive Care Unit (ICU)**
- **High Dependency Unit (HDU)**. Full details of HDU experience to be provided and referred to the Chair of the NZ PRS SET Selection Committee for consideration regarding its acceptance as an emergency term.

Anaesthetic, Burns, Cardiothoracic, Neurosurgery and Vascular unit experience is not considered equivalent to Emergency or Critical Care unit experience.

Applicants who hold FRACS, or are current SET trainees or have been in SET training in the last two years will be exempt from this requirement.

2.3.3 Have successfully completed the Generic Surgical Sciences Examination by the end of March 2021.

2.3.4 Applicants for SET Selection in 2022 (for the 2023 intake) will be required to have successfully completed the Clinical Examination at the time of application.

2.4 Applicants who do not meet the specialty specific eligibility criteria will be considered unsuitable and will not progress to the next stage of selection.

3. Applications to SET

3.1 Applications must be submitted via the College's online system.

3.2 By submitting an application applicants certify that the information provided is correct and in accordance with these regulations. If it is discovered that an applicant has provided incorrect or misleading information that applicant may be withdrawn from the selection process and not participate any further. That may occur at any point during the selection process.

3.3 Applicants must ensure applications are complete prior to submission.

3.4 No documents will be accepted after the closing date for applications unless requested by the SET Selection Committee for clarification.

3.5 The SET Selection Committee may verify information provided in an application with external institutions or individuals. By submitting an application, applicants consent to the collection, storage, use and disclosure of the information by the Board or its agent.

3.6 The maximum eligible attempt limit is three (3) eligible attempts, including applications to the Australian Plastic and Reconstructive Surgery SET programme. Thereafter an applicant will be ineligible for selection. Applications made prior to 2020 will not count towards the maximum limit. Applicants must meet all conditions specified in Section 2 to be considered eligible for selection.

The SET Selection Committee, in exceptional circumstances and if applied for via a formal request prior to an application being submitted, may rarely approve additional attempts.

3.7 All Correspondence relating to an application must be directed through the executive staff managing selection on behalf of the Board. Any bullying or harassment of the SET Selection Committee or executive staff will not be acceptable and any application connected to inappropriate behavior may be at risk of being declined.

4. Selection Overview

4.1 The SET Selection Committee is a formal committee of the Board formed each year. This committee is ordinarily made up of the Supervisors of Training but may also include other members of the Board, members of NZAPS, Fellows of the College and other persons considered appropriate by the Board. The Chair of the committee will be selected by members of the committee.

4.2 Interview selection and final scoring are two separate stages. The combined score of the Structured Curriculum Vitae (CV) and Reference Reports will rank applicants who satisfy the eligibility conditions in Section 2 to determine selection to interview.

4.3 Applicants will be invited to interview based on ranked order. Applicants with identical scores at the cut off mark will be invited to interview.

4.4 Following the interview, applicants who satisfy the conditions in Sections 2, 4.2 and 4.3 will be ranked. Rank will be determined by applying the following weightings to the selection tools:

Selection Tool	Weighting
Structured Reference Reports	45%
Semi-Structured Interviews	55%
Total	100%

4.5 If more than one applicant has the same total score, the applicant with the higher interview score will receive the higher rank.

4.6 If more than one applicant has the same total and interview score, the applicant with the higher referee score will receive the higher rank.

4.7 Applicants will be classified as:

4.7.1 Successful: Applicant considered suitable for selection and ranked high enough to be offered a SET post.

4.7.2 Waitlisted: Applicant considered suitable for selection and ranked high enough to be offered a SET post is one becomes available.

4.7.3 Unsuccessful: Applicant considered suitable for selection but did not rank high enough to be offered a SET post

4.7.4 Unsuitable: Applicant failed to satisfy a minimum selection criterion

4.8 Offers will be made to applicants classified "Successful".

5. Structured Curriculum Vitae

5.1 The Structured CV captures information about an applicant's qualifications, surgical experience, research, professional development and achievements.

- 5.2 Applicants are required to submit evidence of all claims made in their Structured CV. Claims made without evidence will not be considered.
- 5.3 Structured CVs are scored independently by two scorers and compared for accuracy.
- 5.4 In instances of discrepancy the Chair of the SET Selection Committee makes the final decision.
- 5.5 The Structured CV will be scored out of a potential 150 points. The components are:
- Qualifications (20 points)
 - Surgical Qualifications and Experience (45 points)
 - Publications and Presentations (45 points)
 - Professional Development and Achievements (40 points)
- 5.6 The cut-off score for Structured CVs is 55/150.
- 5.7 Applicants who do not meet or exceed the cut-off score in 5.6 will not be considered further in the application process.

6. Structured Reference Reports

- 6.1 References will be sought for applicants who satisfy the requirements in sections 2, 3 and 5 of these regulations.
- 6.2 All referees will be nominated by the applicant and be individuals with whom the applicant has worked directly.
- 6.3 The preparation of a Reference Report for each applicant will be the responsibility of two members of the SET Selection Committee (the Assessors).
- 6.4 The Reference Report will consist of online reports from one nurse and two NZ PRS SET trainees with whom the applicant has worked directly, worth 50% of the total Reference Report, as well as a telephone interview report from two PRS consultants, worth 50%.
- 6.5 All Consultant referees are to hold full vocational registration with the Medical Council of New Zealand.
- 6.6 The Assessors will together speak via telephone with two PRS consultants.
- 6.7 Applicants must request consent and provide contact details for:
- 6.7.1 A minimum of four and a maximum of six consultants under whose direct supervision they have worked regularly on a team in the past three years prior to the close of applications.
- 6.7.1. (a) One of the consultants listed must be from a rotation in the previous 12 months (to time of application).
- 6.7.1. (b) Maximum of two consultants per rotation to allow insight from more than one team into applicant's professional practice.
- 6.7.1 (c) PRS Supervisors of Training must not be listed as referees because they are

on the SET Selection Committee and conduct telephonic referee interviews.

- 67.2 For rotations completed as a reliever or rotator, applicants must elect two referees under whose direct supervision they have worked regularly on a team in the past five years prior to the close of applications.
- 6.7.3 A minimum of three and a maximum of five NZ PRS SET Trainees with whom they worked regularly on a team in the past two years prior to 24 March 2021. Referees must have been PRS SET Trainees at the time the applicant was working with them.
- 6.6.3.(a) The Selection Sub Committee Chair has discretion to reduce the minimum to two PRS SET Trainees upon written request submitted after registration but before application from applicants who have only completed one PRS run at Waikato Hospital, as there are only two SET posts at that hospital.
- 6.7.4 A minimum of two and a maximum of four clinical nurse unit managers, charge nurses, clinical nurse consultants or unit nurses with whom they have worked closely in the past two years prior to 24 March 2021.
- 6.8** The Chair of the SET Selection Committee will choose Referees from the information provided by eligible applicants.
- 6.9** The names of the Referees selected to assist in preparing the Reference Report will not be released to applicants.
- 6.10** A pro forma Reference Report will be used. The Reference Report will have assessment areas focused on the following
- Medical expertise
 - Judgement - clinical decision making
 - Communication
 - Collaboration
 - Management and leadership
 - Health advocacy
 - Scholar and teacher
 - Professionalism
 - Technical expertise
 - Cultural
 - Competency and
 - Cultural Safety
- 6.11** The SET Selection Committee may send advanced notification to the consultant referees to be contacted and include information regarding the areas to be explored during the discussion which informs the Reference Report.
- 6.12** Having considered the telephonic and online responses from the Referees, the Assessors must arrive at a consensus score using the scoring guidelines and scales shown in the Reference Report. Notes justifying the score given must be recorded in the Reference Report for the telephone interviews. The online component makes up 50% of the total Reference Report score as does the telephonic interview component.

- 6.13 Any online SET Trainee report which is less than 75% complete (i.e. 15/20) will be considered invalid.
- 6.14 Any online nurse's report which is less than 75% complete (i.e. 6/8) will be considered invalid
- 6.15 Applicants must score a minimum of 50% for the Reference Report to be deemed suitable for selection.
- 6.16 The Reference Report score will be recorded as a percentage for applicants satisfying the minimum standard in regulation 6.14.
- 6.17 The applicant will receive a selection score for the Reference Report out of a maximum of 400 points (i.e. 200 from online reports and 200 from telephone interviews). The selection tool weighting of 35% will then be applied.

7. Semi-Structured Interviews

- 7.1 Applicants who achieve a high enough rank for their combined Structured CV and Reference Report score will be granted an interview as per Section 4.2, and 4.3.
- 7.2 Interviews will be held at the Wellington office of the College on Friday 25 June 2021. If face to face interviews cannot be held due to unforeseen circumstances, alternative interview means may be utilized or SET Selection may be cancelled.
- 7.3 Applicants will be given at least 10 business days' notice prior to interviews.
- 7.4 It is the applicant's responsibility to make the appropriate arrangements and to meet any costs incurred to present at interview.
- 7.5 Short listed applicants must make themselves available at the scheduled interview time. Applicants who do not present for their interview at the scheduled time will be determined to be unsuitable and not be considered further in the selection process.
- 7.6 Applicants are required to arrive onsite 15 minutes prior to their interview and to have photo ID available for checking.
- 7.7 Interviews will be conducted by three interview panels consisting of a minimum of two interviewers per panel.
- 7.8 Interviews will be approximately an hour long (i.e. 20 minutes per panel).
- 7.9 Applicants will be asked the same initial questions. Follow-up questions may vary based on applicant responses.
- 7.10 Two panel members will score each applicant individually out of 75 (i.e. 15 points per answer x 4 questions plus 15 points for communication and presentation) and all scores will be added together for a total out of 450 (i.e. 75 x 6 interviewers = 450).

8. Feedback to Unsuitable Applicants

8.1 Applicants determined to be unsuitable will be informed in writing by Friday, 11 June 2021:

8.1.1 That they are determined to be unsuitable and their application will not be considered further in the selection process.

8.1.2 Of the minimum standard they failed to achieve

8.1.3 Of their overall scores for the Structured Curriculum Vitae and Reference Report.

8.1.4 About the College Reconsideration, Review and Appeals Regulations.

9. Feedback to Unsuccessful Applicants

9.1 Unsuccessful applicants will be informed via e-mail by 26 July 2021 at the latest:

9.1.1 That they have been determined as suitable for selection but have not ranked high enough to be offered a SET post.

9.1.2 Of their rank and overall percentage scores for the Structured Curriculum Vitae, Structured Reference Report and Semi-Structured Interview.

9.1.3 About the College Reconsideration, Review and Appeals Regulations.

10. Feedback to Waitlisted Applicants

10.1 Waitlisted applicants will be informed via e-mail by 26 July 2021 at the latest:

10.1.1 That they have been determined as suitable for selection and their application has been waitlisted in case a position becomes available by 12 November 2021.

10.1.2 Of their rank and overall percentage scores for the Structured Curriculum Vitae, Structured Reference Report and Semi-Structured Interview.

10.1.3 About the College Reconsideration, Review and Appeals Regulations.

11. Feedback to Successful Applicants

11.1 Successful applicants will be notified via e-mail by 26 July 2021 at the latest.

11.2 Successful applicants must submit a signed training agreement to accept a SET post.