



2021 CV Scoring Guidelines



CV scoring guidelines for 2021 Selection into the Plastic and Reconstructive Surgery (PRS) Surgical Education and Training (SET) programme for the 2022 training year.

The CV score is **150 points**. The CV score and the Referee Report score establish the ranking of candidates eligible for interview. The CV score does not contribute to the final score for SET selection.

Applicants must supply documentary evidence of the experience and skills stated in their CV. Any claims made without evidence **will not be scored**.

All applications will be evaluated using a standardized scoresheet. One scoresheet will be used for each scorer.

There are maximum points in each section. If an applicant's score for a section exceeds the maximum points no additional points will be awarded once the maximum is reached.

Scorers will only award points based on the denominations in these guidelines.

Where any discrepancy occurs in any part of the CV between the two scorers, the Chair of the SET Selection Subcommittee will review the discrepancy and provide a final score for that part.

Eligibility Requirements	
Requirement	Evidence Required
<p>Plastic Surgery Experience At least 26 continuous weeks in PRS at registrar level in the last five (5) years.</p> <p>Applicants are exempt from this requirement if they are:</p> <ul style="list-style-type: none"> • in SET 5 of a non-PRS SET programme or • possess a non-PRS FRACS or • an overseas specialist surgical qualification 	<p>A statement of service from the hospital administration identifying:</p> <ul style="list-style-type: none"> • level of employment • length of employment • speciality
<p>Emergency or Critical Care Experience At least 26 continuous weeks in any one of the following rotations:</p> <ul style="list-style-type: none"> • General Surgery with acute call and trauma • Orthopaedic Surgery rotation with standard on call, managing multi-trauma • Emergency Department (ED) • Intensive Care Unit (ICU) • High Dependency Unit (HDU) <p>at registrar level or equivalent in the last five (5) years.</p> <p>Applicants are exempt from this requirement if they:</p> <ul style="list-style-type: none"> • are a SET trainee in another SET programme or • have been in SET training in the last 2 years or • hold FRACS <p>Burns, Cardiothoracic, Neurosurgery, Anaesthetics and Vascular unit experience does not qualify as Emergency or Critical Care experience.</p>	<p>A statement from the Head of Department describing the trauma experience for General Surgery and Orthopaedic Surgery.</p> <p>Full details of General Surgery experience to be provided to ensure applicant has managed acute call and trauma (not elective surgery with oncall less than 1 in 7 and no trauma experience).</p> <p>Full details of Orthopaedic Surgery experience to be provided to ensure applicant has managed compound leg fractures, pelvic fractures, spinal injuries acutely and not only elective patients</p> <p>A statement of service from the hospital administration ED or ICU identifying:</p> <ul style="list-style-type: none"> • level of employment • length of employment • speciality <p>Full details of HDU experience to be provided and referred to the Chair of the Board for consideration regarding its acceptance as a Critical Care term.</p>
<p>Generic Surgical Sciences Examination</p>	<p>Certificate or letter from the College</p>

Qualifications – Maximum 20 Points

Overseas qualifications must have been assessed by the New Zealand Qualifications Authority or relevant Australian authorities as being equivalent to a degree in New Zealand or Australia.

Qualifications		
Higher Degree	Points	Evidence Required
Master's Degree PhD	20	Transcript or degree certificate

Surgical Qualifications and Experience – Maximum 45 Points

No credit will be given for:

- the eligibility rotations
- any surgical experience after the application closing date.

Surgical Qualifications		
Qualification	Points	Evidence Required
Other Specialty FRACS	45	FRACS certificate or correspondence from the College
Overseas surgical specialist equivalent to FRACS		Evidence of Full Vocational Registration (Voc Reg) with the Medical Council of New Zealand (MCNZ).

Dental/Oral Surgical Qualification		
Qualification	Points	Evidence Required
FRACDS	20	FRACDS certificate. Evidence of Full Voc Reg with the MCNZ. Points are only awarded for FRACDS which requires a medical degree.

Surgical Experience		
Experience in New Zealand, Australia or overseas	Points	Evidence Required
Current, active non-PRS SET Registrar (1 Dec 2013 – 27 March 2019)	10 points per ½ year maximum 20	A statement of service from the hospital administration identifying: <ul style="list-style-type: none"> • level of employment • length of employment • specialty
PRS Unaccredited Registrar (1 Dec 2013 – 27 March 2019)		
Non-PRS Unaccredited Registrar (1 Dec 2015 – 27 March 2019)		

Publications and Presentations – Maximum 45 Points

The applicant must be aware that every publication or presentation submitted implies a separate piece of research to which they have contributed.

The applicant should apply only for the maximum points (as indicated in the tables below) for a research topic.

One research topic must only be submitted for points once.

If research is submitted for duplicate points or found not to be the applicant's own work this will be raised with the Chair of the SET Selection Subcommittee for a decision on outcome.

Publications

Journals must be mainstream, Medline, medically related, peer-reviewed and in print, with the exception of the online AJOPS journal. Half points are awarded where the applicant is not first author. Journal articles that have been accepted for publication before the closing date will be scored as if published. Book reviews, letters and abstracts do not attract points.

Publications		
Publication	Points	Evidence
Publication in a major Plastic and Reconstructive Surgery journal. Chapter in a PRS related book.	15 points 1 st author	Copy of journal article/case report/book chapter with full bibliographic details
Publication in other medically related, peer-reviewed Medline journals. Chapter in a medically related book.	10 points 1 st author	
Case reports published in medical journals	5 points 1 st author	

Presentations

Points will **only** be awarded for presentations and posters at conferences listed below.

No points for presentations at in-house hospital meetings, hospital grand rounds, morbidity meetings, unit audits and other 'domestic' venues.

If a presentation or poster has been accepted it will be scored as though it has been delivered. The applicant must be the person delivering the presentation.

If a presentation is the result of a group project, the research supervisor must sign a statement indicating that the applicant was responsible for the majority of the research and this statement must be submitted along with evidence of the presentation.

Creditworthy presentations must be part of a competitive selection process.

The presentation must be directly relevant to medicine for points to be awarded.

Presentations		
Presentation	Points	Evidence
Presentation at: <ul style="list-style-type: none"> • RACS ASC • ASPS & NZAPS PSC • NZAPS ASM 	8 points	Correspondence from the conference organizers certifying acceptance of the presentation
Poster presentation at: <ul style="list-style-type: none"> • RACS ASC • ASPS & NZAPS PSC • NZAPS ASM 	4 points	or a copy of the programme listing full details of the poster/presentation, including the conference, date and presenters' names and a copy of the power point or e-poster

Professional Development and Achievements – Maximum 40 Points

- No credit will be given for achievements received during secondary school.

Professional Development and Achievements		
Description	Max	Notes
Medical courses and workshops attended	8	Evidence: certificate of completion or correspondence from course coordinator/organiser/ presenter Two points per course for each of the following: <ul style="list-style-type: none"> • Australia and New Zealand Surgical Skills Education and Training (ASSET) • Basic Surgical Skills (BSS) Course • Early Management of Severe Trauma (EMST) • Emergency Management of Severe Burns (EMSB) • Care of the Critically Ill Surgical Patient (CCrISP) • Critical Literature Evaluation and Research (CLEAR) • Statistics for Surgeons Workshop No points are awarded for CPR courses or the RACS TIPS course
Plastic Surgery meetings and conferences	6	Evidence: certificate of attendance or other proof of attendance (not registration) These meetings must be related to Plastic Surgery or its subspecialties; aesthetic, burns, craniomaxillofacial, hand, head and neck, microsurgery etc. One point per meeting to a maximum of 6 points Points will be awarded for attending RACS ASC Meetings at state, national and international level will be awarded points No points are awarded for presentations at hospital grand rounds, morbidity meetings, unit audits and other such 'domestic' venues
Medical and surgical awards	6	Evidence: award certificate or correspondence from awarding institution One point per medical or surgical award
Organisational - medical or surgical	4	Evidence: certificate or correspondence from institution stipulating duration of work, position and details about the organization Points are awarded for leadership positions on medical or surgical boards or committees <ul style="list-style-type: none"> • 2 points per office bearing role • 3 points for committee/organization/board work of 12 months or longer
Volunteer work in a not-for-profit organisation	3	Evidence: certificate or correspondence from institution stipulating duration of work, position and details about the organization <ul style="list-style-type: none"> • 1 point for voluntary service of 1 to 5 months • 2 points for voluntary service of 6 to 11 months • 3 points for voluntary service of 12 months or longer No points are awarded for membership of a charity or donations to charity
Named non-medical awards	4	Evidence: award certificate or correspondence from awarding institution Points are awarded for external recognition of achievements outside the field of medicine <ul style="list-style-type: none"> • 1 point for local award/recognition • 2 points for regional or state award/recognition Distinctions in non-medical qualifications will not be scored.
Sporting, Arts & Cultural achievements	3	Evidence: award certificate or correspondence from awarding institution <ul style="list-style-type: none"> • 2 points for regional or state representation • 3 points for national representation
Language other than English	3	Evidence: Level 3 language certificate, university transcript, and language degree certificate. Applicant must be able to speak fluently with patients in a language
Leadership in cultural groups and events, fluency or extended knowledge in Te Reo Māori and Te Ao Māori.	3	Evidence: A personal statement from the applicant describing their regular ongoing active involvement in cultural groups and events <ul style="list-style-type: none"> • 1 point for involvement of 1 to 5 months • 2 points for involvement of 6 to 11 months • 3 points for involvement of 12 months or longer Evidence: A personal statement from the applicant outlining their extended fluency or extended knowledge in Te Reo Māori and Te Ao Māori <ul style="list-style-type: none"> • 3 points