1. PURPOSE AND SCOPE

The Surgical Education and Training (SET) Program is open to doctors who are able to satisfy the College's eligibility requirements. This policy details the principles and standards that apply to the conduct of the annual selection process.

In determining these principles the College has been informed by the accreditation requirements of the Australian Medical Council (AMC), the Medical Council of New Zealand (MCNZ), the Report into Trainee Selection in Australian Medical Colleges, January 1998 (The Brennan Report) and current surgical education literature.

2. KEYWORDS

Selection; Eligibility; Surgical; Education; Training; Criteria; SET; Standards

3. BODY OF POLICY

3.1. Selection

3.1.1. Selection to the College’s Surgical Education and training program is undertaken by the Specialty Training Boards in collaboration with the relevant specialty societies as determined by the applicable Collaboration, Service or Partnering Agreement.

3.1.2. Selection aims to identify those doctors with the values, attitudes and aptitude required to become competent surgeons.

3.1.3. The selection process may involve assessment of an applicant's knowledge, skills, and behaviour and may take into account their clinical experience, academic and other achievements.

3.1.4. The selection process for the individual SET programs – including prerequisites - must be clearly defined and publically available to potential applicants.

3.1.5. Detailed specialty selection regulations, which have been assessed for compliance with this policy, are publically available no later than the first working day of November prior to the year of selection.

3.1.6. Applicants are assessed using multiple tools, each of which utilise multiple raters, who are provided with clear criteria for marking. Each selection tool has a published maximum score.

3.1.7. Tools used in selection typically include curriculum vitae, referee reports and interviews. Referee reports should include the performance of the applicant at work. Other tools suitable for trainee selection process may also be used.

3.1.8. Applicants may be short-listed for progression in the selection process based on one or more tools.

3.1.9. Applicants are ranked either nationally (where the selection process in New Zealand is separate from that in Australia) or bi-nationally (where the selection process is common to Australia and New Zealand). Posts are offered in accordance with the final ranking.

3.1.10. Notification of the outcome for each specialty selection process must be released on the common announcement dates, as approved by the Board.
of Surgical Education and Training. This does not preclude earlier notification to applicants as part of any short-listing process.

3.1.11. Applicants not offered a position on the training program will be notified in writing of their performance in the selection tools completed and information on any standards not satisfied, or overall performance and ranking if all standards were satisfied.

3.1.12. Individual specialties must be able to distinguish between applicants who:
   a. Withdrew from the selection process before its completion;
   b. Did not meet the standard for appointment to SET (including not satisfying specialty specific prerequisites);
   c. Met the standard for appointment but could not be appointed as no post was available.
   d. Were appointed to the SET program

3.2. Appeal

   Decisions relating to selection may be reviewed or appealed in accordance with the College Appeals Mechanism.

4. ASSOCIATED DOCUMENTS

   Trainee Selection in Australian Medical Colleges, January 1998 “The Brennan Report” (available on the College website)

   Policy: Registration for Selection into SET
   Policy: Trainee Registration and Variation
   Procedure: Verification of Specialty Board Regulations

   JDocs Framework

   Approver Education Board
   Authoriser Council