2017 Selection Regulations for the 2018 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 2018 intake. 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
available for the 2017 intake. It is expected that three SET posts will be available for the 2018 intake.

1.4.6 Applicants must be aware that interviews are not automatically granted. Only applicants who have obtained the minimum standard for the Structured Curriculum Vitae and Structured Referee Reports will be eligible for the interview.

2. **Eligibility**

2.1 To apply to the SET programme in PRS applicants must fulfil the Generic RACS eligibility criteria available in the Registration for Selection into SET policy:

2.2. Applicants who do not meet the generic RACS eligibility criteria will not be eligible to apply for the New Zealand Plastic and Reconstructive SET program.

2.3 To apply to the New Zealand Plastic and Reconstructive SET program, applicants must provide documentary evidence that they have fulfilled the following specialty specific eligibility criteria:

2.3.1 12 continuous weeks in an Emergency or Critical Care rotation at a postgraduate level within the past five years by the closing date for applications OR 26 continuous weeks in a General Surgery rotation at registrar level or equivalent with acute call at time of application.

a) Emergency or Critical Care includes work in an Emergency Department, Intensive Care Unit or High Dependency Unit.

b) Trauma, Burns, Cardiothoracic and Vascular unit experience is not considered equivalent to Emergency or Critical Care unit experience.

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

2.3.2 26 weeks in a Plastic and Reconstructive Surgery rotation (of which a minimum of 17 weeks must be continuous) at a postgraduate level in a tertiary, teaching hospital within the past five years by the interview date, 10 June 2017.

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

2.3.3 Have successfully completed the Generic Surgical Sciences Examination at 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 by 12pm AEDT on 31 March 2017.
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 The Board 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.

4. Selection Overview

4.1 The Selection Committee is a formal subcommittee 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.

4.2 Applicants who receive a combined Structured CV and Referee Report score of 330/550 or greater will be invited to an interview.

4.3 The process of banding is an acknowledgement that there is no justifiable, statistical, or significant difference between scores within the same range. This is due to the fact that an applicant's score is a collation of information about a variety of attributes (or competencies) from a variety of sources The Board will band scores to 2% below the cut-off for invitation to interview. Should an applicant fall within this band, they will be invited to interview.

4.4 Applicants who satisfy the eligibility conditions (Section 2 and 4.2 and 4.3) will be ranked. Rank will be determined by applying the following weightings to the selection tools:

<table>
<thead>
<tr>
<th>Selection Tool</th>
<th>Weighting</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structured Curriculum Vitae</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Structured Referee Reports</td>
<td>35%</td>
<td>350</td>
</tr>
<tr>
<td>Semi-Structured Interviews</td>
<td>45%</td>
<td>450</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>1000</td>
</tr>
</tbody>
</table>

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

4.7.3 Unsuitable: Applicant failed to satisfy a minimum selection criterion

4.8 Offers will be made to applicants classified “Successful”. The number of offers will equal the number of posts available.
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 CV.

5.3 No documents will be accepted after the closing date for applications.

5.4 Structured CVs are scored independently by two scorers and compared for accuracy.

5.5 In instances of discrepancy the Board Chair makes the final decision.

5.6 The CV will be scored out of a potential 200 points. The components are:

   - Qualifications (40 points)
   - Surgical Qualifications and Experience (60 points)
   - Publications and Presentations (60 points)
   - Professional Development and Achievements (40 points)

6. **Structured Referee Reports**

6.1 Confidential references are collected by the Board to obtain information about:

   - Medical expertise
   - Judgement - clinical decision making
   - Communication
   - Collaboration
   - Management and leadership
   - Health advocacy
   - Scholar and teacher
   - Professionalism
   - Technical expertise

6.2 Applicants must request consent and provide contact details for:

   6.2.1 all PRS consultants with whom they have worked in the past five years prior to the close of applications

   6.2.2 non-PRS surgical consultants with whom they have worked in the past two years prior to the close of applications.

   6.2.3 clinical nurse unit managers, charge nurses, clinical nurse consultants or unit nurses with whom they have worked in the past two years prior to the close of applications.

6.3 The Selection Committee will choose referees from the information provided by eligible applicants.

6.4 The names of the referees selected to submit reports will not be released to applicants.
6.5 The Board will request reports from eight consultants and two nurses, with 50% being nominated as primary referees and the remaining as alternative and endeavour to obtain four reports from consultants and one report from a nurse.

6.6 The referee report score will be the median of the five scores obtained.

6.7 If four valid consultant and one valid nurse reports are not received by the closing date the applicant will be determined to be unsuitable. Primary reports will be used in the first instance and alternative reports relied upon only if necessary.

6.8 It is desirable for applicants to have at least two PRS consultants’ reports in their final report.

6.9 Any consultant report which is less than 75% complete (i.e. 15/20 questions answered) will be considered invalid for the purposes of Regulation 6.6.

6.10 Any nurse’s report which is less than 75% complete (i.e. 6/8 questions answered) will be considered invalid for the purposes of Regulation 6.6.

7. Semi-Structured Interviews

7.1 Applicants who achieve a minimum of 330/550 for their combined Structured CV and Referee Report score will be granted an interview.

7.2 Interviews will be held at the Wellington office of the College on Saturday, 10 June 2017.

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 travel arrangements and to meet any costs incurred in attending an 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 15 minutes prior to their interview and to present photo ID to College staff.

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 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 29 May 2017:
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 Referee Report

8.1.4 about the College Appeals Mechanism

9. **Feedback to Unsuccessful Applicants**

9.1 Applicants determined to be unsuccessful will be informed by e-mail on Monday, 3 July 2017:

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 Referee Report and Semi-Structured Interview

9.1.3 about the College Appeals Mechanism

10. **Feedback to Successful Applicants**

10.1 Successful applicants will be notified by e-mail on Monday, 3 July 2017.

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

10.3 Successful applicants must complete the RACS Let's Operate with Respect eLearning module prior to the commencement of SET i.e. 11 December 2017.