

# CHECKLIST OF THE DOCUMENTATION TO BE SUBMITTED WITH ONLINE APPLICATION FOR SPECIALIST AND/OR AREA OF NEED ASSESSMENT

Please ensure that you have submitted all documentation listed below and any additional information you feel may be relevant to your application.

Please ensure that all documentation uploaded has been completed and certified correctly.

Documentation must be uploaded in relevant sections of the online application form. Where documentation is in a language other than English a certified or validated English translation must be provided.

Please note that the recommendation will be made on the basis of documentation received. Once a final recommendation has been made there is no opportunity for this decision to be reconsidered based on additional information.

## Certification

The following are accepted as eligible to witness declarations and required assessment documentation:

IN AUSTRALIA	OVERSEAS
<ul style="list-style-type: none"> <li>• A Justice of the Peace</li> <li>• Chief Magistrate – Police Magistrate – Resident Magistrate – Special Magistrate</li> <li>• A person appointed under the <i>Statutory Declarations Act 1959</i>, as amended, or under a State Act to be a Commissioner for Declarations</li> <li>• A Notary Public</li> <li>• A person appointed as a Commissioner for Declarations under the <i>Statutory Declarations Act 1911</i>, or under that Act as amended, and holding office immediately before the commencement of the <i>Statutory Declarations Act 1959</i></li> </ul>	<ul style="list-style-type: none"> <li>• A Notary Public</li> <li>• A person appointed to hold, or act in, the office in a country or place outside Australia in an Australian Embassy, High Commission, Legation or other post as:               <ul style="list-style-type: none"> <li>▪ Australian Consul-General, Consul or Vice-Consul</li> <li>▪ Australian Trade Commissioner or Consular Agent</li> <li>▪ Australian Ambassador or High Commissioner</li> <li>▪ Australian Minister, Head of Mission, Commissioner, Chargé d’Affaires or Counsellor</li> <li>▪ Australian Secretary or Attaché</li> </ul> </li> </ul> <p><b>Note:</b> A Justice of the Peace registered outside Australia is NOT accepted for witnessing documentation.</p>

It is important that the witness state in their wording that it is a **‘certified true copy’**. A sample of acceptable wording is shown below.



The name and title of the witness and the date certified must also be included in the certification. Certification should be made on each page of the actual document. If the witness certifies the document on a separate page, it needs to be correctly notary bound (no staples allowed).

## CHECKLIST

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- Certified copy of passport**
- 1 colour passport size photograph**
- Certified copy of evidence of change of name** (only if applicable)
- Area of Need Supporting Documentation** (Area of Need applicants only)
  - Area of Need Declaration Form; and
  - IMG Post Description Form (in [RACS specific format](#)).
- Primary Source Verification of Primary Medical Qualification AND Specialist Qualification**
  - If Primary Source Verification has been completed:**
    - Provide EICS/EPIC Primary Source Verification Certificate(s)
  - If Primary Source Verification has not been completed:**
    - Apply to the [ECFMG](#) for EPIC Primary Source Verification of both your primary and specialist qualifications; and
    - Apply to the [AMC](#) to establish a portfolio.

***Note:** United Kingdom trained applicants who have completed a FRCS since 2010 must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC.*
- Primary Medical Qualification(s)** and certified English translation (translation to be provided if applicable)  
All translations must comply with the [AHPRA translation policy](#).
- Intern Training Qualifications**  
Proof of completion of 12 months training as an intern. This may be in the form of letters from supervisors outlining duration, content and structure of training and whether it was completed satisfactorily in an accredited training position and/or log books.
- Specialist Qualification(s)** and certified English translation (translation to be provided if applicable)  
All translations must comply with the [AHPRA translation policy](#).

***Note:** United Kingdom trained applicants who have completed a FRCS since 2010 must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC.*
- Details of Specialist Examinations**
  - Copies of curriculum or outline of exit examination completed;
  - Copies of examination policies of examining institution; and
  - Confirmation of examination results.
- Secondary/Supporting Specialist Qualification(s)** and certified English translation (only if applicable)  
All translations must comply with the [AHPRA translation policy](#).
- Additional Qualification(s)** and certified English translation (only if applicable)  
All translations must comply with the [AHPRA translation policy](#).
- Certificate(s) of Fellowship of Specialist Medical Bodies** and certified English translation (translation to be provided if applicable)  
All translations must comply with the [AHPRA translation policy](#).

***Note:** United Kingdom trained applicants who have completed a FRCS since 2010 must also hold a Certificate of Completion of Training (CCT) and have this verified by the AMC.*

**Referee Reports**

RACS requires a minimum of three referee letters. The letters provided by the referees need to be **original, dated within the last two years, on letterhead, and bearing the referee's signature and medical registration number.**

- A senior surgical colleague who has worked with the applicant within the last two years;
- A surgical colleague who is located geographically in the same area as the applicant; and
- Another surgical colleague who practices in the applicant's specialty area.

Referees should consider and comment on the following matters:

- The nature and duration of your professional relationship
- Any aspect of your surgical practice that is considered relevant to the application
- Your level in each area with that demonstrated by or required of the average competent practicing surgeon i.e.
  - Medical Expertise
  - Technical Expertise
  - Judgment – Clinical Decision Making
  - Health Advocacy
  - Communication
  - Collaboration
  - Management and Leadership
  - Scholar and Teacher
  - Professionalism and Ethics

**Curriculum Vitae** (in [RACS specific format](#))

Must include details of Continuing Professional Development (CPD) activities, a list of research activities and publications. Note: Copies of publications are not required.

**Certificate(s) of Good Standing and/or Certificate of Registration Status**

**OR**

**Evidence of request for certificate from relevant regulatory authority**

Certificate must cover the last two years of practice and be dated within six months of date of RACS Specialist Assessment application.

**Evidence of English Language Proficiency**

Must comply with the Medical Board of Australia's [English Language Skills Registration Standard](#).

**Full Details of Training – including basic science component and clinical surgical experience**

- Copies of accreditation information published by the training program provider or accreditation agency.
- Standards information published by the independent medical registration authority.
- Confirmation of completion of a basic surgical training program.
- Copies of the syllabus and/or curriculum of the training program completed.
- Copies of training program selection policy.
- Copies of training program regulations for clinical training.
- Copies of regulations of a basic surgical training program.
- An outline of all clinical rotations undertaken including start and finish dates and copies of rotation assessment reports.
- Copies of certificates of courses completed.
- Copies of training program regulations detailing research requirements;
- Copies of research projects or peer reviewed papers completed during training; or
- Copies of post fellowship first author research publications in peer reviewed journals.
- In relation to clinical surgical experience: you are **required** to provide an up-to-date outline of each surgical attachment (i.e. details of the job description for each surgical post), including in-training supervision and details of the supervising surgeons, the nature of the service provided and specific responsibilities.

- Logbook Data as evidence of clinical experiences**
  - A summary logbook in [RACS summary format](#) containing data from the last two years of surgical practice and which outlines whether you were the primary or an assistant surgeon. The logbook needs to be **dated, verified** and **signed by the Head of the Department or Hospital** where the procedures took place; and
  - Copies of training logbooks and assessments demonstrating procedural experience and responsibility equivalent to that of the RACS training program (including exposure to operative and non-operative cases of both acute and elective work).
  
- Details of Specialist Practice** (only applicable if in consultant practice for greater than 12 months) - including the **location, nature, scope** and **duration** of specialist practice and must provide:
  - A letter from the privileges/credentialing committee of the hospital in which you practice confirming your practicing privileges; and
  - A [surgical audit or peer review](#) for, at a minimum, the most recent year of specialist practice.
  
- [Specialist Assessment Fee](#)