



**Selection Regulations
Surgical Education and Training Program
Orthopaedic Surgery 2018 Intake**

1. INTRODUCTION

1.1. Definition of terms for the purpose of these Regulations

- 1.1.1. **Applicant** means a person who has submitted an application for the Surgical Education and Training (SET) Program in Orthopaedic Surgery of the Royal Australasian College of Surgeons.
- 1.1.2. **College** or **RACS** means the Royal Australasian College of Surgeons.
- 1.1.3. **Education Committee** means the NZOA Education Committee.
- 1.1.4. **Interview** means the NZOA Interview conducted as part of the selection process.
- 1.1.5. **NZOA** means the New Zealand Orthopaedic Association
- 1.1.6. **Referee** means a person identified in accordance with these Regulations to evaluate professionally the applicants' performance.
- 1.1.7. **SET Program** means the Surgical Education and Training (SET) Program in Orthopaedic Surgery
- 1.1.8. **Term** or **Rotation** means an employment period within a hospital unit/department at post-graduate level. This terminology is interchangeable.
- 1.1.9. **Medal/prize/award** refers only to those at an academic, tertiary level.

1.2. Purpose of these Regulations

The purpose of these Regulations is to set forth and establish the principles, terms and conditions of the selection process for the Royal Australasian College of Surgeons Surgical Education and Training (SET) Program in Orthopaedic Surgery for the 2018 intake. This is a public document.

1.3. Administration and Ownership

The College is the principal body accredited and authorised to conduct surgical education and training in Australia and New Zealand. Each SET Program conducted under the auspices of the College has an appointed specialty board that are responsible for advising the College on training and education via the relevant governance structures. These functions are performed by the New Zealand Orthopaedic Association.

1.4. Objective of the SET Program

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

2. PRINCIPLES UNDERPINNING THE SELECTION PROCESS

- 2.1. The aim of the selection process is to select the highest calibre trainees for the SET Program on the basis of merit through a fair, open and accountable process.
- 2.2. The selection process will be legal and conducted without prejudice.
- 2.3. The selection process will be well documented and objective with applicants having access to eligibility criteria, information on the selection process, general selection criteria and an appropriate appeals process.
- 2.4. The selection process will be subject to continuous review to ensure its continued

validity and objectiveness.

- 2.5. The SET Program will be widely advertised to eligible applicants.
- 2.6. The selection process will conform to the requirements agreed by the College Board of Surgical Education and Training (BSET) and will meet the College's generic eligibility requirements.
- 2.7. The number of trainees selected in any year will be determined by the New Zealand Specialty Orthopaedic Training Board.
- 2.8. Applicants must be aware that applicants who have obtained the minimum standard for the Structured Curriculum Vitae and Structured Referee Reports will be eligible for the interview.

3. ELIGIBILITY FOR APPLICATION TO THE SET PROGRAM - ORTHOPAEDIC SURGERY

3.1. REGISTRATION AND GENERIC ELIGIBILITY CRITERIA:

To apply to the SET Program, applicants must:

- 3.1.1. Register with the College to apply for SET Selection. Registration opens 5 January 2017 and closes 3 February 2017. Applicants must register in accordance with the directions provided by the College.
- 3.1.2. General (unconditional) registration in Australia or general scope or restricted general scope registration in the relevant specialty in New Zealand.
- 3.1.3. Have permanent residency or citizenship of Australia or New Zealand at the time of registration
- 3.1.4. Have completed the RACS Hand Hygiene module available at <http://www.hha.org.au>
- 3.1.5. Applicants will be asked to consent to a full criminal history check during this process. Applicants that do not consent to this will be deemed unsuitable and will not be considered further in the Selection process

3.2. ORTHOPAEDIC SURGERY SPECIALTY SPECIFIC ELIGIBILITY CRITERIA:

In addition to the generic eligibility requirements, applicants to the SET program in Orthopaedic Surgery must also meet the following specific eligibility requirements:

Have completed 52 weeks of Orthopaedics at Registrar level or above. Twenty six weeks of this must be within the year previous to application or be scheduled for completion before the end of the 2017 Registrar year.

- 3.2.1. Applicants who have been in full time study/research in a medically related discipline within the past two years are eligible to apply if they have since completed 26 weeks of Orthopaedics at Registrar level.
- 3.3. Have completed a minimum of 12 weeks in an Emergency Department. This rotation must have been completed within the five years immediately prior to application, or be scheduled for completion before the end of the 2017 Registrar year.
- 3.4. Examinations:
 - 3.4.1. Must have successfully completed the Generic Surgical Sciences Examination (GSSE) at the time of application.

4. SELECTION PROCESS OVERVIEW

- 4.1. Applications can be made via the NZOA online application system at www.nzoz.org.nz. Paper applications can also be made and the form can be downloaded here <http://www.nzoa.org.nz/how-become-orthopaedic-surgeon>.

Applications open on 1 March 2017 and close on 31 March 2017. No extensions will be granted.

- 4.2. In the event of any discrepancy or inconsistency between these Regulations and other information from any source, written, verbal or otherwise, these Regulations shall prevail.
- 4.3. The Education Committee may verify the information provided within the application with external institutions or individuals, and by submitting an application the applicant is consenting to the collection, use, disclosure and storage of the information by the Committee or its agent.
- 4.4. By submitting an application, applicants certify that the information provided is correct and in accordance with these Regulations. If it is discovered that the applicant has provided incorrect or misleading information either intentionally or by mistake the applicant may be withdrawn from the selection process and their application will not be considered further in the selection process. This may occur at any point during the selection process.
- 4.5. Applicants who do not meet the generic eligibility requirements as set out in Regulation 3.1 and the specific Orthopaedic Surgery eligibility requirements as set out in Regulation 3.2 will not progress to the next stage of selection and will be advised accordingly.
- 4.6. Applicants who satisfy the eligibility and application requirements outlined in section 3 and 4, of these Regulations will be considered in open competition for selection to the SET Program.
- 4.7. On completion of the relevant components of the selection process eligible applicants will be classified as one of the following:
 - 4.7.1. **Successful** being an eligible applicant who satisfied the minimum standards for selection deeming them suitable and who did rank high enough to be made an offer of a position.
 - 4.7.2. **Unsuccessful** being an applicant who satisfied the minimum standards suitable for interview but who did not rank high to be made an offer of a position.
 - 4.7.3. Unsuitable being an applicant who failed to meet the minimum standard.
- 4.8. Applicants who attend the interview and the eligibility conditions will be deemed suitable for selection and will be ranked. The ranking will be determined by applying the following weightings to receive a score out of 100 obtained for each of the three selection tools, providing an overall percentage score:
 - 4.8.1. Structured Curriculum Vitae 15%
 - 4.8.2. Structured Referee Reports 35%
 - 4.8.3. Interview 50%
- 4.9. Suitable applicants for the SET 1 intake will be deemed successful and offered a position in a training unit, according to their ranking, in a region in which they must undertake SET 1. Successful applicants will be notified in writing as outlined in section 8 of these Regulations.
- 4.10. Unsuccessful applicants will be notified in writing as outlined in section 9 of these Regulations.
- 4.11. Unsuitable applicants will be notified in writing of performance in any components completed and the eligibility requirement or standard that was not met

5. STRUCTURED CURRICULUM VITAE

5.1. The Structured Curriculum Vitae (included in the online application form or hardcopy form) captures information and evidence on an applicant's surgical experience, other qualifications, publications, presentations, skills courses and medical achievements, and leadership exposure.

5.2. Each Structured Curriculum Vitae will be independently scored by 2 NZOA staff members. Where any discrepancy occurs provided by the two scorers, the Education Committee Chair will review discrepancies and provide a final score.

5.2.1. Any entry without documentation that clearly supports and verifies it will not be scored.

5.3. The Structured Curriculum Vitae is scored out of a potential 15 points. The components scored are:

5.3.1. Surgical and Medical Experience (2 points)

5.3.2. Skills Courses (2 points)

5.3.3. Anatomy (2 points)

5.3.4. Scholar and Teacher (2 points)

5.3.5. Research, Presentations and Publications (4 points)

5.3.6. Leadership or Community Contributions (3 points)

5.4. **Surgical and Medical Experience (maximum 2 points):**

Documentary evidence must be supplied for those Orthopaedic rotations considered eligible to be awarded marks and must detail work history and must include commencement and end dates, position held and hospital.

Documentary evidence must also be supplied for qualifications other than your primary medical qualification. This must be either an academic transcript or certificate of completion from the institution. Terms which are not undertaken on a full time basis will be adjusted pro rata.

5.4.1. Terms that are mandatory eligibility requirements are not scored.

5.4.2. Qualifications must be complete by the close of applications

5.4.3. Scoring does not include:

a. primary medical qualifications (MChB or equivalent).

b. Bachelor Degrees with or without Honours

5.4.4. Medical School Prizes are scored as half a point per prize.

5.4.5. A Master's degree is scored 1 point for a surgical qualification or half a point for non Medical.

5.4.6. A PhD is scored as 2 points for a medical qualification or 1 point for non Medical.

5.5. **Anatomy**

5.5.1. Successful completion of Post Graduate Diploma of Anatomy or Surgical Sciences Course is scored 1 point.

5.5.2. University of Otago Postgraduate Clinical Anatomy Workshops are scored half a point on completion.

5.5.3. University of Otago Surgical Approaches for Orthopaedic and Trauma Surgery is scored half a point on completion

5.5.4. Documented experience as anatomy demonstrator/prosector is scored 1 point per year, pro rata to a maximum of 2 points.

5.6. **Research (maximum 4 points total for Research, Publications and Presentations):**

Research projects will be scored at 1 point per paper

5.6.1. Scoring only includes research completed 5 years immediately prior to the close of applications.

5.6.2. In the application list the supervisor's name, title of research, your responsibilities on the project, start and finish dates and whether the project received ethics committee approval or not

5.6.3 Documentary evidence of the research project must be provided.

5.7. **Publications (maximum 4 points total for Research, Publications and Presentations):**

Documentary evidence must be a letter of acceptance from the publishing body (not the supervisor) or the first page of the publication which clearly shows the publication reference. A copy of the entire publication must not be attached.

5.7.1. Scoring only includes medical publications in the 5 years immediately prior to the close of applications.

5.7.2. Scoring includes publications accepted for publication prior to close of application in indexed and non-indexed publications and excludes published abstracts.

5.7.3. Each publication can only be scored once.

5.7.4. Scoring includes articles and book chapters with extra weighting on articles and book chapters where the applicant is the first author.

5.8. **Presentations (maximum 4 points total for Research, Publications and Presentations):**

Documentary evidence includes a letter of acceptance of the abstract from the meeting organisers, a copy of the published abstract or a copy of the applicable program page from the meeting. The documentary evidence must clearly identify the applicant as the presenter.

5.8.1. Presentations are defined as poster or oral presentations based on refereed abstracts.

5.8.2. Scoring only includes presentations in the 5 years immediately prior to the close of applications.

5.8.3. In the case of oral presentations, scoring only includes those personally given by the applicant.

5.8.4. Presentations (including posters) which have been presented at more than one scientific meeting or conference will only be scored once.

5.8.5. Presentations listed in the Publications section will only be scored once. The higher scoring entry will take precedence.

5.8.6. Poster presentations, regardless of type of meeting (international, national or state) will only be awarded half a point each.

5.8.7 Presentations at NZOA Paper Day will be scored half a point per paper.

5.8.8 The best paper at NZOA Paper Day will be scored one point and Highly commended papers will be scored half a point.

5.9. **Skills Courses (maximum 2 points):**

Documentary evidence must show completion of the course/workshop from the awarding body. The evidence must clearly identify the date of the workshop and the applicant.

Documentary evidence of University or other medals, awards or prizes must be provided and clearly state the applicant as the recipient of this award.

5.9.1. The College's ASSET, CLEAR, CCrISP and EMST courses are scored half a point each to a maximum of 2 points. EMST must be current at the time of application. Current, as defined in the EMST Course Conduct policy, is within four (4) years of completion.

NOTE: Overseas equivalent course also accepted are:

For ASSET – Intercollegiate Basic Surgical Skills (BSS) Provider: RCS England and Ireland

For CCrISP – Provider RCS England and Ireland

For EMST – ATLS – Provider Provider RCS England and Ireland and American College of Surgeons

5.10. **Leadership/ Cultural / Sporting Achievements/Community Service (maximum 3 points):**

Documentary evidence such as a certificate or letter from the professional or awarding body must be attached. Documents prepared by the applicant are not acceptable evidence.

5.10.1. Leadership positions and cultural or sporting achievements at a senior national or international representative level will be scored to a maximum of 3 points.

5.10.2. Community service is scored at 1 point per 12 months part time, 1 point per month full time at time of application.

6. STRUCTURED REFEREE REPORTS

6.1. Confidential references are collected to obtain information about the clinical aptitude, workplace behaviour and personal attributes of the applicant.

6.2. The applicant must seek permission and provide contact details, including a valid email address, for (4) Consultants:

6.2.1. Referees must have acted in a supervisory capacity for the applicant within a rotation from the last two years (1st January 2015 – 1 April 2017 of clinical work. At least one (1) Consultant must be from the current rotation.

6.3. A maximum of four (4) Consultants can be nominated per rotation.

6.4. If an applicant elects not to provide the details for supervising consultants in accordance with these Regulations, or it is subsequently discovered that the applicant has provided incorrect or misleading information, either intentionally or by mistake, the applicant may be withdrawn from the selection process and their application will not be considered further in the selection process.

6.5. NZOA will select a further 3 referees from the last two years where possible. If there are not enough referees available NZOA may go back to the last four years. The names of the selected referees selected to submit reports will not be released to applicants. In selecting the additional referees the Board will give consideration to the

recency, duration and type of term.

- 6.6. The nominated referees will be contacted requesting them to complete the referee report.
- 6.7. The referee must have a valid email address and be available to complete the reference during the allocated period. The referee report can be completed online or as a paper copy.
- 6.8. A minimum of six (6) valid referee reports must be returned in order for the applicant to progress through the selection process. A valid referee report has 16 out of 18 questions answered.
- 6.9. Applicants are advised to nominate people who are most likely to be able to give a complete report.
- 6.10. Harassment of any kind of any individual involved in the completion or collection of the reports is a serious matter and may result in the applicant's immediate removal from the selection process. Harassment includes repeated requests by the applicant to any supervising consultant for a copy of the report submitted.
- 6.11. The total score for the referee report selection tool will be determined by averaging the score of all reports received.
- 6.13. It is preferable that applicants do not use members of the NZOA Education Committee as referees.

7. INTERVIEW

- 7.1. Applicants will be ranked by the combined score of the Curriculum Vitae and Referee Report.
- 7.2. To receive an interview, applicants must achieve a combined adjusted score of 30/50 on the Curriculum Vitae and Referee Report. Applicants who achieve this minimum standard will receive an interview. Applicants who do not satisfy these minimum standards will not be eligible for an interview and will be advised accordingly.
- 7.3. Orthopaedic Selection Interviews will be held on Friday 23rd June 2017 in Wellington. It is the applicant's responsibility to make the appropriate travel arrangements and to meet any costs incurred in attending the interview. The Committee accepts no responsibility for any costs incurred by applicants in attending the interview or applicants who fail to satisfy the minimum standards or eligibility who are not permitted to attend an interview.
- 7.4. Applicants must make themselves available at the scheduled interview time. Applicants who do not present for the interview at the scheduled time, will not be considered further in the selection process and their application will be withdrawn.
- 7.5. The interview will be conducted by six (6) interview panels, each consisting of two (2) interviewers plus there will be an independent observer in some of the interviews.
- 7.6. Each interview panel will be eight (8) minutes in duration.
- 7.7. The interviews may consist of the following topics:
 - 7.7.1. Interest in Orthopaedic Surgery
 - 7.7.2. Technical Expertise
 - 7.7.3. Collaboration and Teamwork
 - 7.7.4. Communication
 - 7.7.5. Health Advocacy

- 7.7.6. Judgement- clinical decision making
 - 7.7.7. Management and Leadership
 - 7.7.8. Medical Expertise
 - 7.7.9. Professionalism and Ethics
 - 7.7.10. Scholarship and Teaching
- 7.8. Each interview panel will provide a consensus score for each of the interview questions they ask. The scores are added together and weighted to a score out of 50.

8. FEEDBACK TO SUCCESSFUL APPLICANTS

- 8.1. Applicants who are deemed successful in the selection process will be notified in writing of the following:
- 8.1.1. That they have been successful in the selection process and are being offered a position on the SET Program, including conditions associated with the offer, the position details to which the offer is subject to, contact details for the position supervisor and hospital.
 - 8.1.2. Information on any training conditions which form part of the offer.
 - 8.1.3. A list of the conditions identified in item 8.2 of these Regulations.
- 8.2. Acceptance of the offer to the SET Program will be conditional on the following:
- 8.2.1. Acceptance to take up the training position identified in the letter of offer. Applicants must be prepared to be assigned to a training position anywhere in New Zealand throughout their SET training. Given that NZOA is not the employing body, applicants must also satisfy the employment requirements of the institution in which the allocated training position is located.
 - 8.2.2. Agreement to abide by the Orthopaedic SET Program Regulations and College Policies at all times, which form part of the contract and acceptance of the conditions on which are likely to affect, or be affected by, dismissal.
 - 8.2.3. Submission of the signed SET Training Agreement, in accordance with instructions given, prior to the communicated offer expiry due date.
- 8.3. Applicants who do not satisfy any of the conditions outlined in item 8.2 of these Regulations, or who decline the offer, will automatically forfeit their offer.

9. FEEDBACK TO UNSUCCESSFUL APPLICANTS

- 9.1. Applicants who have been deemed unsuccessful in the selection process will be notified in writing of the following:
- 9.1.1. That they have not ranked high enough to be offered a position and have therefore been unsuccessful.
 - 9.1.2. Information on their overall ranking for each of the selection tools completed. Information on scores for individual structured referee reports will not be released to applicants.
- 9.2. Verbal feedback will not be given.