



Regulations for Selection to the Surgical Education and Training Programme Orthopaedic Surgery 2020 Intake

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	Page
1. Introduction	3
2. Principles of the Selection Process	5
3. Eligibility for Application to the SET Programme	6
4. Selection Process Overview	7
5. Structured Curriculum Vitae	9
6. Structured Referee Reports	18
7. Interview	19
8. Feedback to Successful Applicants	20
9. Feedback to Unsuccessful Applicants	20

1. INTRODUCTION

Definition of terms and acronyms for the purpose of these Regulations:

Term	Definition
Applicant	A person who has submitted an application
ASM	Annual Scientific Meeting
ASSET	Australian and New Zealand Surgical Skills Education and Training Course
BSET	Royal Australasian College of Surgeons Board of Surgical Education and Training
CCrISP	Care of the Critically Ill Surgical Patient Course
CLEAR	Critical Literature Evaluation and Research
Composite Reference	Orthopaedic Department reference coordinated by the Education Representative including 360 feedback
College or RACS	The Royal Australasian College of Surgeons
CV or Curriculum Vitae	The scored components of the Application for Selection
Education Committee	The NZOA Education Committee
EMST	Early Management of Severe Trauma Course
GSSE	Generic Surgical Sciences Exam
Interview	The panel interview conducted as part of the Selection process
Medal/prize/award	Refers only to those at an academic, tertiary level
NZOA	The New Zealand Orthopaedic Association
Referee	A person who evaluates the Applicant's workplace performance
Referee Report	The in-depth Referee Report conducted as part of the Selection process
Regulations	These Regulations
Selection	The process of being selected
SET Programme	The Surgical Education and Training (SET) Programme in Orthopaedic Surgery
SOTB	Speciality Orthopaedic Training Board
Term or Rotation	An employment period within a hospital unit/department at post-graduate level. This terminology is interchangeable
Trainee	Orthopaedic Surgical Trainee

1.1. 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) Programme in Orthopaedic Surgery for the 2020 intake. This is a public document.

1.2. 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 Programme 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.

1.3. Objective of the SET Programme

The overall objective of the SET Programme is to produce competent independent specialist Orthopaedic Surgeons with the experience, knowledge, skills, cultural competence 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.

The NZOA SET Training Programme is structured to ensure Trainees achieve the RACS surgical competencies of:

- Collaboration and Teamwork
- Communication
- Health advocacy
- Judgement - clinical decision making
- Management and Leadership
- Medical expertise
- Professionalism and Ethics
- Scholarship and Teaching
- Technical expertise

2. PRINCIPLES OF THE SELECTION PROCESS

- 2.1 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, open and accountable process.
- 2.2 The selection process will be 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 Programme 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 (SOTB).
- 2.8 Applicants who have obtained the minimum standard for the Structured Curriculum Vitae and Structured Referee Reports will be considered for an interview.
- 2.9 The Selection Regulations change on an annual basis.
- 2.10 Incomplete or incorrect applications may result in ineligibility or failure to progress through the Selection process.

3. ELIGIBILITY FOR APPLICATION TO THE SET PROGRAMME: ORTHOPAEDIC SURGERY

3.1 Registration and Generic Eligibility Criteria:

To apply to the SET Programme, applicants must:

- 3.1.1 Register with the College to apply for SET Selection. Registration opens Friday 4th January 2019 and closes Friday 1st February 2019. Applicants must register in accordance with the directions provided by the College.
- 3.1.2 Have 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>

3.2 Orthopaedic Surgery Specialty Specific Eligibility Criteria:

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

- 3.2.1 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 2019 Registrar year.
 - 3.2.2 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. The Emergency run requirement needs to be in a hospital level emergency department.
- 3.4 Examinations:**
- 3.4.2 Must have successfully completed the Generic Surgical Sciences Examination (GSSE) at the time of application.
- 3.5** Applicants may be asked to consent to a full criminal history check during this process. Applicants that do not consent to this check will be deemed ineligible for Selection and will not be considered further in the Selection process.

4. SELECTION PROCESS OVERVIEW



- 4.1** Applications can be made via the NZOA online application system at www.nzoz.org.nz. Applications open on Wednesday 27 February 2019 and close on Wednesday 27 March 2019. 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 NZOA or 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 NZOA 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 Programme.

- 4.7** To receive an interview, applicants must achieve a combined score of 60/100 on the Curriculum Vitae and Referee Report. Applicants who achieve this minimum standard may receive an interview. Applicants who do not satisfy these minimum standards will not be eligible for an interview and will be advised accordingly.
- 4.7.1 The score of 100 is proportioned:
CV 35%
Referee Reports 65%
- 4.8** Applicants who attend the interview 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 two selection tools, providing an overall percentage score:
- 4.8.1 Interview 65%
- 4.8.2 Composite Reference 35%
- 4.9** On completion of the relevant components of the selection process eligible applicants will be classified as one of the following:
- 4.9.1 **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.
- 4.9.2 **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.
- 4.9.3 **Unsuitable** being an applicant who failed to meet the minimum standard to be suitable for an interview.
- 4.10** 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.
- 4.11** Unsuccessful applicants will be notified in writing as outlined in section 9 of these Regulations.
- 4.12** Unsuitable applicants will be notified in writing of performance in any components completed and the eligibility requirement or standard that was not met.
- 4.13** All evidence must be provided at the time of application.
- 4.14** The Selection process may change on an annual basis and no data is carried over from one year's Selection process to the next. Evidence that was accepted in the past will not be accepted on the basis that it has been accepted previously. All evidence must comply with the Regulations for the current Selection process.
- 4.15** Each application will be assessed and marked as submitted. No active follow up will take place in instances where the application (or verification) is incorrect or absent.
- 4.16** Achievements that are not listed in the correct section of the application will not be awarded points.

5. STRUCTURED CURRICULUM VITAE

- 5.1** The Structured Curriculum Vitae (included in the online application 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 13 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 - Qualifications | 2 points |
| 5.3.5 | Research, Presentations and Publications | 4 points |
| 5.3.6 | Leadership or Community Contributions | 1 point |

Requirement	Notes	Maximum Points	Documentary evidence
5.3.1 Surgical and Medical Experience			
Orthopaedic Registrar Surgical Term <i>Note: This experience must have been completed within the last two years.</i>	Points scored at 1 per full year completed at time of application. Part points will be awarded pro rata. Terms which are not undertaken on a full-time basis will be adjusted pro rata.	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 start and end dates, position held and hospital. <i>Attach letter from medical administration detailing work history:</i> <i>Date commenced:</i> <i>Date completed:</i> <i>Position:</i> <i>Hospital:</i> <i>Months worked:</i>

Requirement	Notes	Maximum Points	Documentary evidence
5.3.2 Skills Courses			
<p><i>Courses delivered by a recognised training provider, RACS or equivalent (please name). Points only awarded for courses completed at time of application.</i></p> <p>ASSET (<i>½ point</i>) Date completed: CCrISP (<i>½ point</i>) Date completed: EMST (<i>½ point</i>) Date completed: CLEAR (<i>½ point</i>) Date completed:</p>	<p>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.</p> <p>The College’s ASSET, CLEAR, CCrISP and EMST courses are scored half a point each to a maximum of 2 points.</p> <p>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.</p> <p>NOTE: Overseas equivalent courses 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 RCS England and Ireland and American College of Surgeons.</p>	2 points	<p><i>Attach RACS or alternative provider transcript, copies of certificates or enrolment confirmation letters, as appropriate. Please note that the EMST certificate must be current to be counted.</i></p>

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.3 Anatomy			
<p><i>Max 1 Point can be scored for either course delivered by Universities listed or equivalent (please provide details of alternative course(s)).</i></p> <p><i>A maximum of 2 points can be scored for confirmed experience as an anatomy demonstrator/prosector.</i></p>	<p>Successful completion of Post Graduate Diploma of Anatomy is scored at 1 point.</p> <p>University of Otago Postgraduate Clinical Anatomy Workshops are scored half a point on completion.</p> <p>Documented experience as anatomy demonstrator/prosector is scored 1 point per year, pro rata to a maximum of 2 points.</p> <p><i>Either of the following courses: -</i></p> <p>Postgraduate Diploma in Anatomy, Otago University (1-point, pro rata)</p> <p>Surgical Sciences Course, Auckland University (1-point, pro rata)</p> <p><i>University of Otago Postgraduate Clinical Anatomy Workshops (½ point- on completion)</i></p> <p><i>University of Otago Surgical Approaches for Orthopaedic and Trauma Surgery (½ point- on completion)</i></p>	2 points	<p>Attach University transcript or enrolment confirmation, certificate of attendance or letter from University stating hours worked and time period as demonstrator.</p> <p><i>Course Dates: And/or</i></p> <p><i>Documented experience as anatomy demonstrator /prosector (1 point per year, pro rata, max 2)</i></p> <p><i>Dates:</i></p>

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.4 Scholar and Teacher - Qualifications			
<p><i>Note. Qualifications in addition to MBChB</i></p> <p>Medical School Prizes ($\frac{1}{2}$ point per prize)</p> <p>Master's degree (non-Medical) (1 point)</p> <p>Master's degree (Medical) (1 point)</p> <p>PhD (non-Medical) (1 point)</p> <p>PhD (Medical) (2 points)</p>	<p>Medical School Prizes are scored as $\frac{1}{2}$ a point per prize.</p> <p>A Master's degree is scored at 1 point for a surgical qualification or non-medical.</p> <p>A PhD is scored as 2 points for a medical qualification or 1 point for non-medical.</p> <p>Documentary evidence must also be supplied for qualifications other than your primary medical qualification.</p> <p>Terms that are mandatory eligibility requirements are not scored.</p> <p>Qualifications must be complete by the close of applications.</p> <p>Scoring does not include primary medical qualifications (MBChB or equivalent) or Bachelor Degrees with or without Honours.</p>	2 points	<p>This must be either an academic transcript or certificate of completion from the institution.</p> <p><i>Attach university transcript(s)</i></p> <p>All transcripts must include:</p> <p><i>Prize/Qualification name:</i></p> <p><i>University:</i></p> <p><i>Date awarded:</i></p>

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.5 Research			
<p><i>Undertaken in the last five years. List completed research only.</i> <i>(1 point per project)</i></p>	<p>Scoring only includes research completed 5 years immediately prior to the close of applications.</p> <p>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.</p>	<p>4 points</p>	<p>Documentary evidence of the research project must be provided.</p> <p><i>Include Supervisor's name:</i> <i>Title of research:</i> <i>List your responsibilities on project:</i> <i>Start and completion dates:</i> <i>Ethics Committee number & approval date:</i></p>

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.5 Presentations			
<p><i>Undertaken within the last five years. List only presentations given by time of application, and those personally delivered.</i></p> <p>Points scored for Orthopaedic meetings only.</p> <p>NZOA or International Orthopaedic Meeting – personally delivered <i>(1 point per paper)</i></p> <p>NZOA Registrar Paper Day <i>(½ point per paper)</i></p> <p>NZOA Registrar Paper Day <i>(Winner 1 point, Highly Commended ½ point per paper)</i></p> <p>Presentation prizes Highly Commended <i>(½ point each)</i></p> <p>Presentation prizes Best or Runner up Paper <i>(1 point each)</i></p>	<p>Presentations are defined as poster or oral presentations based on refereed abstracts.</p> <p>Scoring only includes presentations in the 5 years immediately prior to the close of applications.</p> <p>In the case of oral presentations, scoring only includes those personally given by the applicant.</p> <p>Presentations (including posters) which have been presented at more than one scientific meeting or conference will only be scored once.</p> <p>Presentations listed in the Publications section will only be scored once. The higher scoring entry will take precedence.</p> <p>Poster presentations, regardless of type of meeting (international or, national) will only be awarded half a point each.</p> <p>Presentations at NZOA Paper Day will be scored half a point per paper.</p> <p>The best paper at NZOA Paper Day will be scored one point and Highly commended papers will be scored half a point.</p>	4 Points	<p>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 Programme page from the meeting.</p> <p><i>The documentary evidence must clearly identify the applicant as the presenter.</i></p> <p><i>Name of meeting and/or name of Paper:</i></p> <p><i>Venue:</i></p> <p><i>Date:</i></p>

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.5 Publications			
<p>Book chapter / Major Journal (e.g. JBJ, Spine, JPO) <i>(1st author 2 points, 2nd author 1 point)</i> 1st Author 2nd Author</p> <p>Lesser Journal (e.g. ANZS) <i>(½ point per paper)</i></p>	<p>Scoring only includes medical publications in the 5 years immediately prior to the close of application.</p> <p>Scoring includes publications accepted for publication prior to close of application in indexed and non-indexed publications and excludes published abstracts.</p> <p>Each publication can only be scored once.</p> <p>Scoring includes articles and book chapters with extra weighting on articles and book chapters where the Applicant is first author.</p> <p>Undertaken in the last five years only. Points are awarded for publications accepted but not yet published only if validation from publisher is provided. List full papers only – 0 points for abstracts, posters or letters.</p>	<p>4 points</p>	<p>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.</p> <p>A copy of the entire publication need not be attached.</p> <p><i>Attach copy of paper/chapter.</i> <i>Accepted work not yet published must be accompanied by status validation from the publisher.</i></p> <p><i>Book/Journal & chapter /paper title:</i> <i>Year of publication:</i> <i>Volume/issue/pages:</i></p> <p><i>Author's name:</i> <i>Journal & paper title:</i> <i>Year of publication:</i> <i>Volume/issue/pages:</i></p>
<p>Note: Total points of Research, Publications and Presentations can only score a maximum of 4 points combined</p>			

Requirement	Notes	Maximum Points	Documentary Evidence
5.3.6 Leadership and Community Contribution			
<p>Leadership in cultural groups and events, fluency or extended knowledge in Te Reo Māori and Te Ao Māori.</p> <p>Community Service Leadership positions in the community.</p> <p>This must be no longer than 5 years prior to application and must be ongoing.</p>	<p>Must be regular and voluntary – no points for commercial enterprise or individual/ad hoc team sporting participation such as member of a sports team, charity matches, fun runs, marathons etc.</p> <p>Active involvement only (not passive such as charitable donations)</p>	<p>1 point</p>	<p>A personal statement of 100 words must be provided outlining any significant leadership.</p> <p>Evidence must be included of any voluntary, community work, language level spoken, or leadership role including name of the organisation, the role title, when started and expected completion date, as appropriate.</p> <p><i>Attach letter specifically stating nature of achievement/s, positions held and dates of involvement from official of the organisation on official letter head.</i></p> <p><i>N.B. Email endorsements are not acceptable.</i></p> <p>No points scored if validating letter does not clearly state the period of involvement and an indication of time commitment weekly/monthly.</p>

Total /13

- 5.4** Applications must be accompanied by appropriate documentary evidence, as advised for each of the CV components above. Points will not be awarded for achievements claimed on the CV where the required evidence is not provided.
- 5.5** Where a signature is required, that signature must be either a physical, handwritten signature or an electronic scanned version. Address blocks, typed signatures and email signatures are not acceptable.
- 5.6** All Letters of evidence must be dated.
- 5.7** All documentary evidence must be in English or Te Reo Māori. If any documentary evidence is in a language other than English, a certified translation must be provided.
- 5.8** The full name on documentary evidence must match the full name of the applicant as specified on the online application. If any documentary evidence bears a different name, proof of name change (e.g. marriage certificate) must also be provided.

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.
 - 6.1.2 The maximum score for Structured Referee Reports is 100.
- 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 2017 – 1 April 2019 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 randomly 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 randomly selected referees selected to submit reports will not be released to applicants.
- 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 17 out of 19 questions answered.
- 6.9** Applicants are advised to nominate people who are most likely to be able to give a complete report.
- 6.10** A Composite Reference will be carried out by a member of the Education Committee with those in the current department of the applicant.
- 6.11** 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.
- 6.12** The top and bottom scored references will be discarded and the median total of the remaining 5 will be used to determine the score of this selection tool..
- 6.13** It is preferable that applicants do not use members of the NZOA Education Committee as referees.
- 6.14** By applying for SET selection applicants give approval for phone interviews to be carried out at the discretion of the Education Committee.

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 score of 60/100 on the Curriculum Vitae and Referee Report. Applicants who achieve this minimum standard may 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 **Friday 21st June 2019** 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 three (3) 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 member will score independently.
- 7.9. A Composite Reference will be carried out by a member of the Education Committee. The reference will include input from multiple sources.
- 7.10. Applicants who attend the interview 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 two selection tools, providing an overall percentage score:
 - 7.10.1. *Interview 65%*
 - 7.10.2. *Composite Reference 35%*

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 Programme, 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 Programme 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 designated 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 allocated institution.
 - 8.2.3 Agreement to abide by the Orthopaedic SET Regulations and College Policies, these form part of the contract and acceptance of the conditions.
 - 8.2.4 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 Applicants will be advised only that they were unsuccessful.
 - 9.1.3 Information on rankings and scores for all scoring tools will be released to applicants.
 - 9.1.4 Unsuccessful applicants will be informed of their performance in the selection process or any criteria that has not been satisfied.
- 9.2** Verbal feedback will not be given.

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