







SET APPLICATION 2018 CV MARKING GUIDE

<p>A – Surgical and Medical Experience: Note: <i>This experience must have been completed within the last two years.</i> <i>Please note that to comply with College requirements, no more than 10% of the total score of this tool can be earned in section A.</i></p>	<p>Documentary evidence</p>
<p>Orthopaedic Registrar Surgical Term <i>(1 point per full year completed at time of application. Part points will be awarded pro rata)</i> Date commenced: Date completed: Position: Hospital:</p>	<p style="text-align: center;"></p> <p><i>Attach letter from medical administration detailing work history</i></p>
<p>Score A (maximum 2)</p>	
<p>B – Skills Courses: <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>Documentary evidence</p>
<p>ASSET (<i>½ point</i>) Date completed:</p>	<p style="text-align: center;"></p> <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>
<p>CCrISP (<i>½ point</i>) Date completed:</p>	
<p>EMST (<i>½ point</i>) Date completed:</p>	
<p>CLEAR (<i>½ point</i>) Date completed:</p>	
<p>Score B (maximum 2)</p>	
<p>C- Anatomy: <i>Max 1 Point can be scored for either course delivered by Universities listed or equivalent (please provide details of alternative course(s)). A maximum of 2 points can be scored for confirmed experience as an anatomy demonstrator/prosector.</i></p>	<p>Documentary evidence</p>
<p>Either of the following courses:-</p> <ul style="list-style-type: none"> • Postgraduate Diploma in Anatomy, Otago University <i>(1 point, pro rata)</i> 	<p style="text-align: center;"></p> <p><i>Attach University transcript or enrolment</i></p>

<ul style="list-style-type: none"> • Surgical Sciences Course, Auckland University (1 point, pro rata) • <i>University of Otago Postgraduate Clinical Anatomy Workshops</i> (½ point- on completion) • <i>University of Otago Surgical Approaches for Orthopaedic and Trauma Surgery</i> (½ point- on completion) • <p>Course Dates: And/or Documented experience as anatomy demonstrator/prosector (1 point per year, pro rata, max 2) Dates:</p>	confirmation, certificate of attendance or letter from University stating hours worked and time period as demonstrator
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Score C (maximum 2)



D –Qualifications: <i>Note. Qualifications in addition to MBBS</i>	Documentary evidence
Medical School Prizes (½ point per prize) Prize name: University: Date awarded:	 Attach university transcript(s)
Masters degree (non-Medical) (½ point) Qualification: University: Date completed:	
Masters degree (Medical) (1 point) Qualification: University: Date completed:	
PhD (non-Medical) (1 point) Qualification: University: Date completed:	
PhD (Medical) (2 points) Qualification: University: Date completed:	

Score D (maximum 2)


E –Research <i>Undertaken in the last five years. List completed research only.</i>	Documentary evidence
Completed research project (1 point per project) Supervisor’s name: Title of research : Please list your responsibilities on project: Start and completion dates: Ethics Committee number & approval date:	

Score E (maximum 4)

F -Presentations <i>Undertaken within the last five years. List only presentations given by time of application, and those personally delivered.</i>	Documentary evidence
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Points scored for Orthopaedic meetings only.	
NZOA or International Orthopaedic Meeting – personally delivered (1 point per paper) Name of meeting: Venue: Date:	 <i>Attach meeting schedule including name of meeting, venue, & date</i>
Registrar Paper Day (½ point per paper) Paper Title: Venue & year:	
Presentation prizes Highly Commended (½ point each) Paper title: Venue & date:	 <i>Attach letter confirming prize</i>
Presentation prizes Best or Runner up Paper (1 point each) Name of Paper Venue & Date	


Score F (maximum 4)

G -Publications <i>Undertaken in the last five years. 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.</i>	Documentary evidence
Book chapter / Major Journal (e.g. JBJS, Spine, JPO) (1 st author 2 points, 2 nd author 1 point) 1 st Author 2 nd Author Book/Journal & chapter/paper title Year of publication Volume/issue/pages	 <i>Attach copy of paper/chapter. Accepted work not yet published must be accompanied by status validation from the publisher.</i>
Lesser Journal (e.g. ANZS) (½ point per paper) Author's name Journal & paper title Year of publication Volume/issue/pages	

Score G (maximum 4)

Score E+F+G (maximum 4)

H,I,J Management, Leadership and Collaboration <ul style="list-style-type: none"> • No time limit for when these activities were undertaken but must be for a minimum of 12 months at time of application if part time, or 1 month if full time. Points will only be scored with official validation • Must be regular and voluntary – No points for commercial enterprise • No points for individual/ad hoc team sporting participation such as charity matches, fun runs, marathons etc <i>Active involvement only (not passive such as charitable donations)</i>	Documentary evidence
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<p>H- National Level: Significant leadership position, cultural or sporting achievement at a national level (2 points per complete 12 months at time of application) Position held Organisation Period of involvement Please state weekly commitment in hours</p>	 <p>Attach letter specifically stating nature of achievement/s, positions held and dates of involvement from official of the organisation on official letter head. N.B. Email endorsements are not acceptable.</p>
<p>I – Regional level: Significant leadership position, cultural or sporting achievement at a regional level (1 point per complete 12 months at time of application) Position held Organisation Period of involvement Please state weekly commitment in hours</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>
<p>J – Community service: e.g. VSO, Tsunami, earthquake relief etc (1 point per 12 months part time, 1 point per month full time at time of application) Service description Organisation Period of involvement Please state if part-time or full time</p>	

Score H+I+J (maximum 3)

Total /15