

2023 Selection Regulations

2023 Selection Regulations for the 2024 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	NZBPRS	the New Zealand Board of Plastic and Reconstructive Surgery
1.1.3	SET Selection Committee	a Committee of the New Zealand Board of Plastic and Reconstructive Surgery
1.1.4	RACS	the Royal Australasian College of Surgeons
1.1.5	NZAPS	the New Zealand Association of Plastic Surgeons
1.1.6	MCNZ	the Medical Council of New Zealand
1.1.7	PRS	Plastic and Reconstructive Surgery
1.1.8	Rotation	A period of employment within a hospital unit/department at post graduate level
1.1.9	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 2023 intake to the RACS Surgical Education and Training (SET) programme in Plastic and Reconstructive Surgery (PRS) in Aotearoa New Zealand. This document is a public document and should be read in conjunction with the RACS ['Registration for Selection to SET Regulation'](#).

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 RACS Committee of Surgical Education and Training (CSET) and will meet the RACS 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 will depend on the suitability of the trainees and the number of accredited training posts available in the following year.
- 1.4.6 Applicants must be aware that interviews are not automatically granted.
- 1.4.7 The selection process and requirements change on an annual basis; 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 year.

2. Eligibility

- 2.1 To apply to the SET programme in PRS applicants must first register in accordance with the RACS: ['Registration for Selection to SET Regulation'](#) and confirm for themselves that they meet the minimum RACS generic eligibility criteria before submitting their completed registration form.
- 2.2 Applicants who do not meet the generic RACS eligibility criteria will not be eligible to apply to the SET programme in PRS.
- 2.3 To apply to the Aotearoa New Zealand SET programme in PRS, applicants must provide documentary evidence that they have fulfilled the following specialty specific eligibility criteria:
 - 2.3.1 26 continuous weeks in a Plastic and Reconstructive Surgery rotation at registrar level in a tertiary, teaching hospital within the past five years by August 2023 (i.e., June 2018 – 1 August 2023). If the applicant does not complete this rotation, the application will be determined ineligible.

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

2.3.2 26 continuous weeks at registrar level or equivalent in any one of the following rotations completed by August 2023 (i.e., June 2018 – 1 August 2023). If the applicant does not complete this rotation, the application will be determined ineligible.

- i. **General Surgery.** The applicant must provide a run description by their Head of Department as evidence of acute call, which must include trauma, to confirm experience has been gained in emergency assessment, formulation of management plans including surgery and inpatient management and review. Elective surgery with on call of less than 1 in 7 and no trauma experience will be considered as not meeting eligibility requirements.
- ii. **Orthopaedic Surgery** with acute call, managing multi-trauma e.g., compound leg fractures, pelvic fractures and spinal injuries. The applicant must provide a run description by their Head of Department as evidence of having managed multi trauma from emergency assessment to formulation of management plans including surgery and inpatient management and review.
- iii. **Emergency Department (ED)**
- iv. **Intensive Care Unit (ICU)**
- v. **High Dependency Unit (HDU).** Full details of HDU experience to be provided and referred to the Chair of the NZ PRS SET Selection Committee for consideration regarding its acceptance as an emergency term.

Anaesthetic, Burns, Cardiothoracic, Neurosurgery and Vascular unit experience is not considered equivalent to Emergency or Critical Care unit experience.

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

2.3.3 Have successfully completed the Generic Surgical Sciences Examination (GSSE) by the end of March 2023.

2.3.4 Applicants must have worked for a minimum of two (2) years in an Aotearoa New Zealand hospital immediately prior to applying for selection.

2.4 Documentary evidence must be a statement of service from the hospital administration identifying level of employment, length of employment and specialty. Forms of evidence other than what is outlined will not be accepted.

2.5 In most cases, evidence must be retrospective. Prospective evidence will not be accepted unless specifically stated.

2.6 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 RACS's online system during the published dates. This can be accessed via the NZAPS website or the RACS's website. No other forms of application will be accepted.

3.2 By submitting an application, the applicant verifies 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. Applications that are withdrawn under these circumstances will be considered as eligible and count towards the maximum number of applications. In the instance where an applicant is offered a position and the application subsequently determined as ineligible as per clauses 2.3.1 and 2.3.2, the offer will be withdrawn. Probity issues discovered after SET selection is completed will result in dismissal from the NZ PS training programme.

- 3.3 Applicants must ensure applications are complete prior to submission. Once an application is submitted, it cannot be changed. Applicants are responsible for ensuring their application is complete and correct at the time of submission.
- 3.4 No documents will be accepted after the closing date for applications unless requested by the SET Selection Committee for clarification.
- 3.5 The SET Selection Committee may verify information provided in an application with external institutions or individuals and gather additional information to process the application. By submitting an application, applicants consent to the collection, storage, use and disclosure of the information by the NZBPRS or its agent.
- 3.6 The maximum eligible attempt limit is three (3) eligible attempts, including applications to the Australian Plastic and Reconstructive Surgery SET programme. Thereafter an applicant will be ineligible for selection. Applications submitted prior to 2020 will not count towards the maximum limit. An eligible attempt is defined as an application that meets all the conditions specified in Section 2 of these Regulations.

The SET Selection Committee, in exceptional circumstances and if applied for via a formal request prior to an application being submitted, may rarely approve additional attempts.

- 3.7 All correspondence relating to an application must be directed through the NZAPS Training Manager at training@plasticsurgery.org.nz. An application may be at risk of being terminated if at any time during the application process, inappropriate behaviour is identified or reported.

4. Selection Overview

- 4.1 The SET Selection Committee is a formal committee of the NZBPRS formed each year. This committee is ordinarily made up of the Supervisors of Training but may also include other members of the NZBPRS, members of NZAPS, Fellows of the RACS and other persons considered appropriate by the NZBPRS. The Chair of the SET Selection Committee will be selected by members of the Committee.
- 4.2 Interview selection and final scoring are two separate stages. The combined score of the Structured Curriculum Vitae (CV) and Reference Reports will rank applicants who satisfy the eligibility conditions in Section 2 to determine selection to interview.
- 4.3 The total number of interviews will be capped at nine applicants.
- 4.4 Applicants will be invited to interview based on ranked order. Applicants with identical scores at the cut off mark will be invited to interview.

4.5 Following the interview, applicants who satisfy the conditions in Sections 2, 4.2, 4.3 and 4.4 will be ranked. Rank will be determined by applying the following weightings to the selection tools:

Selection Tool	Weighting
Structured Reference Reports	45%
Semi-Structured Interviews	55%
Total	100%

4.6 If more than one applicant has the same total score, the applicant with the higher interview score will receive the higher rank.

4.7 If more than one applicant has the same total and interview score, the applicant with the higher referee score will receive the higher rank.

4.8 The minimum eligibility for selection onto the training programme will be determined by the SET Selection Committee annually based on score bands. Candidates who do not achieve the standard will be deemed as eligible but unsuitable for selection.

4.9 Applicants will be classified as:

4.9.1 Successful: Applicant considered suitable for selection and ranked high enough to be offered a SET post.

4.9.2 Waitlisted: Applicant considered suitable for selection and ranked high enough to be offered a SET post if one becomes available.

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

4.9.4 Unsuitable: Applicant failed to satisfy a minimum selection criterion

4.10 Offers will be made to applicants classified "Successful".

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 Structured CV. Claims made without evidence will not be considered.

5.3 Structured CVs are scored independently by two scorers, (NZAPS staff and/or SET Selection Committee members) using a structured scoring system and compared for accuracy.

5.4 In instances of discrepancy between the scorers, the Chair of the SET Selection Committee will review the discrepancy and provide a final decision for that part.

5.5 The Structured CV will be scored out of a maximum of 147 points. The components are:

- (a) Qualifications (20 points)
- (b) Surgical Qualifications and Experience (45 points)
- (c) Publications and Presentations (45 points)
- (d) Professional Development and Achievements (37 points)

6. Structured Reference Reports

6.1 References will be sought for applicants who satisfy the requirements in Sections 2 and 3 of these regulations.

6.2 All referees will be nominated by the applicant and be individuals with whom the applicant has worked directly.

6.3 Reference Reports are collected in confidence. Applicants will not be provided with updates on the reports collected, nor will they be involved in the collection process in any way. Applicants must not attempt to ascertain who gave input to their Reference Report or the outcome of their Reference Report.

6.4 Applicants must request consent from and provide current contact details, including a valid email address for:

6.4.1 A minimum of four and a maximum of six PRS consultants under whose direct supervision they have worked regularly on a team in the past three years prior to the close of applications.

- (a) One of the consultants listed must be from a rotation in the previous 12 months (to time of application).
- (b) Maximum of two consultants per rotation to allow insight from more than one team into applicant's professional practice.
- (c) PRS Supervisors of Training must not be listed as referees because they are on the SET Selection Committee and conduct telephonic referee interviews.

6.4.2 For rotations completed as a reliever or rotator, applicants must elect two referees under whose direct supervision they have worked regularly on a team in the past five years prior to the close of applications.

6.4.3 A minimum of three and a maximum of five NZ PRS SET Trainees with whom they worked in collegial relationship on a team in the past two years prior to close of applications. Referees must have been PRS SET Trainees at the time the applicant was working with them.

- (a) The SET Selection Committee Chair has discretion to reduce the minimum to two PRS SET Trainees upon written request submitted after registration but before application from applicants who have only completed one PRS run at Waikato Hospital, as there are only two SET posts at that hospital.

- 6.4.4 A minimum of two and a maximum of four clinical nurse unit managers, charge nurses, clinical nurse consultants or unit nurses with whom they have worked closely in the past two years prior to close of applications.
- 6.5 A Reference Report score for each applicant will be prepared by NZAPS staff.
- 6.6 The Reference Report score will consist of online scores from one nurse and two NZ PRS SET trainees with whom the applicant has worked directly, worth 40% of the total Reference Report score, and an interview score from two PRS consultants, worth 60%. It is the applicant's responsibility to ensure that referees are aware of this process.
- 6.7 All PRS consultant referees are to hold full vocational registration with the Medical Council of New Zealand.
- 6.8 The Chair of the SET Selection Committee will, in consultation with members of the SET Selection Committee, choose referees from the information provided by eligible applicants.
- 6.9 The names of the referees selected to assist in preparing the Reference Report will not be released to applicants.
- 6.10 A pro forma Reference Report will be used for the online reference reports. The Reference Report will have assessment areas focused on the following:
- (a) Medical expertise
 - (b) Judgement - clinical decision making
 - (c) Communication
 - (d) Collaboration
 - (e) Management and leadership
 - (f) Health advocacy
 - (g) Scholar and teacher
 - (h) Professionalism
 - (i) Technical expertise
 - (j) Cultural Competence and Cultural Safety
- 6.11 A panel consisting of at least two members of the SET Selection Committee will interview two PRS consultant referees using structured interview questions. Having considered the responses from the PRS consultant referees, the interview panel will arrive at a consensus score using the scoring guidelines and scales shown in the Reference Report.
- 6.12 The SET Selection Committee may send advanced notification to the consultant referees to be contacted and include information regarding the areas to be explored during the discussion which informs the Reference Report.
- 6.13 Any online SET Trainee report which is less than 75% complete (i.e., 15/20) will be considered invalid.
- 6.14 Any online nurse's report which is less than 75% complete (i.e., 6/8) will be considered invalid
- 6.15 Applicants must score a minimum of 50% for the Reference Report to be deemed suitable for selection.
- 6.16 The Reference Report score will be recorded as a percentage for applicants satisfying the minimum standard in regulation 6.15.

- 6.17 The applicant will receive a selection score for the Combined Reference Report out of a maximum of 400 points (i.e., 240 [60%] from telephone interviews, 120 [30%] from SET Trainee online reports and 40 [10%] from Nurse online reports). The selection tool weighting of 45% will then be applied.

7. Semi-Structured Interviews

- 7.1 Applicants who achieve a high enough rank for their combined Structured CV and Reference Report score will be granted an interview as per Sections 4.2, 4.3 and 4.4.
- 7.2 Interviews will be held in Wellington on Friday 21 July 2023. If face-to-face interviews cannot be held due to unforeseen circumstances, alternative interview means may be utilized or SET Selection may be rescheduled or cancelled.
- 7.3 Applicants will be given at least seven (7) business days' notice prior to interviews. If the interviews are rescheduled as per 7.2, Applicants will be given a minimum of three (3) business days' notice.
- 7.4 It is the applicant's responsibility to make the appropriate arrangements and to meet any costs incurred to present at interview.
- 7.5 Applicants must make themselves available for the Mihi Whakatau and their scheduled interview time. Applicants who do not present for both aspects of the interview day will be determined to be unsuitable and not considered further in the selection process.
- 7.6 Applicants are required to arrive onsite 10 minutes prior to their interview and have photo ID available for checking.
- 7.7 Interviews will be conducted by three separate interview panels consisting of a minimum of two interviewers per panel.
- 7.8 Applicants will be asked the same initial questions. Follow-up questions may vary based on applicant responses.

8. Feedback to Unsuitable Applicants

- 8.1 Applicants determined to be unsuitable will be informed in writing by Wednesday 12 July 2023:
- 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 their overall scores for the Structured Curriculum Vitae and Reference Report.
- 8.1.3 About the RACS Reconsideration, Review and Appeals Regulations.

9. Feedback to Unsuccessful Applicants

- 9.1 Unsuccessful applicants will be informed in writing by Monday 24 July 2023 at the latest:

- 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 Reference Report and Semi-Structured Interview.
- 9.1.3 About the RACS Reconsideration, Review and Appeals Regulations.

10. Feedback to Waitlisted Applicants

- 10.1 Waitlisted applicants will be informed in writing by Monday 24 July 2023 at the latest:
 - 10.1.1 That they have been determined as suitable for selection and their application has been waitlisted in case a position becomes available by Friday 10 November 2023.
 - 10.1.2 Of their rank and overall percentage scores for the Structured Reference Report and Semi-Structured Interview
 - 10.1.3 About the RACS Reconsideration, Review and Appeals Regulations.

11. Feedback to Successful Applicants

- 11.1 Successful applicants will be formally notified via e-mail by Monday 24 July 2023 at the latest.
- 11.2 Successful applicants must submit a signed training agreement to accept a SET post.

12 Selection Instruments

- 12.1 To improve the quality and efficacy of selection into SET, the RACS conducts research and evaluates the performance of selection instruments and processes.
- 12.2 Research and evaluation may include 'pilot' implementation of selection instruments or processes to study their utility in the RACS context.
- 12.3 Applicants to SET may be invited to participate in selection research or evaluation.

13. Reconsideration

- 13.1 An applicant dissatisfied with a decision made in relation to these Regulations may apply to have the decision reconsidered (Reconsideration).
- 13.2 The Reconsideration will be processed in accordance with the RACS Regulation: "Reconsideration, Review and Appeal". The original decision maker under these Regulations is the NZ PRS SET Selection Committee.
- 13.3 Applications for Reconsideration must be addressed to the Chair, NZBPRS SET Selection Committee and received within seven days of the applicant being notified of the decision. Applications received outside this timeframe will not be considered.
- 13.4 In the interests of clarity, the release of each score which forms part of the selection process is the notification of a decision. Once the period to apply for Reconsideration of that score expires, the score is final, and the applicant cannot request a Reconsideration of that score at a later stage in the selection process.