Selection Regulations

Surgical Education and Training programme in Aotearoa New Zealand Plastic and Reconstructive Surgery (2028 intake)

Table of contents

1 Introduction 1

2 Principles and Selection Criteria 3

3 Overview of the Selection Process 5

4 Registration 6

5 Application 6

6 Eligibility Requirements 8

7 Structured Curriculum Vitae 11

8 Referee Reports 17

9 Semi-Structured Interviews 19

10 Application Progress 21

11 Application Outcome 22

1 Introduction

1.1 Definition of terms and acronyms

1.1.1 Acronyms, definitions, and terms used in this document shall mean the following:

AMC	Australian Medical Council
Applicant	A doctor who has applied
Application closing date	Closing date specified in RACS website
ASC	Annual Scientific Congress
ASM	Annual Scientific Meeting
Business days	Monday to Friday excluding public holidays
Consultant	Senior Medical Officer
CSET	Committee of Surgical Education and Training
Curriculum Vitae or CV	The scored components of the application for selection
FRACS	Fellow of RACS

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Ineligible	Applicants who fail to satisfy one or more of the eligibility requirements, or who have reached the maximum number of application attempts.
Interview	A panel interview conducted as part to the selection process
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
NZAPS	New Zealand Association of Plastic Surgeons
NZBPRS	New Zealand Board of Plastic and Reconstructive Surgery
PRS	Plastic and Reconstructive Surgery
PSC	Plastic Surgery Congress
RACS	Royal Australasian College of Surgeons
Referee	A person who knows the applicant, is willing to describe or report on observed work performance, character, and abilities; and meets the eligibility requirements outlined in these regulations.
Referee Report	An in-depth report conducted as part of the selection process.
Registration closing date	Closing date specified in RACS website
Rotation/Term	A period of employment within a hospital unit/department at post graduate level
SET	Surgical Education and Training
SET programme	The surgical education and training programme as approved by the NZBPRS
SET Selection Committee	A sub-committee of NZBPRS with delegated authority to conduct selection
Successful	Applicants who have ranked high enough to be made an offer of a position on the SET programme
Unit	PRS department within a hospital
Unsuccessful	Applicants who have achieved the minimum standard for selection but who have not ranked high enough to be offered a training position on the SET programme
Unsuitable	Applicants who have not achieved the minimum standard for selection at any point in the selection process, or who did not receive an invitation to interview, or who have not met the requirements as set out in these regulations
Waitlisted	Applicants who have achieved the minimum standard for selection but who have not ranked high enough to be offered a training position in the first round of offers are waitlisted in case additional training posts become available.

1.2 Purpose

1.2.1 The purpose of these regulations is to establish the principles, terms, and conditions of the selection process for the RACS Surgical Education and Training programme in PRS conducted in Aotearoa New Zealand in 2025 for the 2026 intake.

1.3 Administration

1.3.1 RACS is the body accredited and authorised to conduct SET in Australia and Aotearoa New Zealand.

1.3.2 The NZBPRS is responsible for the delivery of the SET Programme in PRS, the accreditation of hospital training posts, and the assessment and supervision of PRS trainees in Aotearoa New Zealand.

1.3.3 The SET Selection Committee is a committee of the NZBPRS formed each year for the purposes of conducting the selection process. 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.

1.4 Objectives and structure of the SET programme

1.4.1 The SET programme has the following objectives:

a) 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 standard of safe, ethical, and comprehensive care and leadership.

b) To select Applicants who, on completion of the SET Programme, will continue to work in and contribute to the Aotearoa New Zealand health system.

1.4.2 The SET Programme is structured to ensure trainees achieve competencies in:

a) Medical expertise

b) Judgement and clinical decision making

c) Technical expertise

d) Professionalism

e) Health advocacy

f) Communication

g) Collaboration and teamwork

h) Leadership and management

i) Scholarship and Teaching

j) Cultural Competence and cultural safety

2 Principles and Selection Criteria

2.1 Principles of Selection

2.1.1 The aim of the selection process is to select trainees of the highest calibre for the PRS training programme based on merit through a fair, open and accountable process.

2.1.2 The selection process will be documented, transparent, and objective with Applicants having access to eligibility criteria, information on the selection process, general selection criteria and the RACS reconsideration, review, and appeal process.

2.1.3 The selection process will be subject to continuous review to ensure continued validity and objectiveness.

2.1.4 The selection process will abide by the principles of the RACS Regulation: REG-2017 Registration and Selection to Surgical Education and Training

2.1.5 The number of trainees selected in any year will depend on the number and suitability of eligible Applicants together with the number of accredited training posts available in the following year.

2.1.6 These regulations may be changed from year to year and cannot be relied on for the intakes conducted in future years for the SET programme. Any regulations for the SET Programme from

any previous years are not applicable and cannot be relied upon for meeting the SET programme requirements for the 2027 intake unless specifically stated in these regulations.

2.1.7 These regulations apply to Aotearoa New Zealand only. Applicants who are applying to the Australian SET programme are not eligible to apply to the Aotearoa New Zealand SET programme the same year.

2.2 Selection Criteria

2.2.1 Applicants are expected to have adequate insight in PRS to make an informed decision about the specialty as a potential career path.

2.2.2 Applicants are expected to have a sound knowledge of basic sciences, and a commitment and motivation to continuous self-directed learning including a demonstrated willingness to seek out experiences through active participation in activities such as scientific meetings, conferences, courses, and workshops.

2.2.3 Applicants are expected to have exposure to varied working environments, work hours and an aptitude to appropriately manage high stress environments in a responsible, efficient, and dependable manner, seeking appropriate assistance when needed.

2.2.4 Applicants are expected to have suitable experience, dexterity, and clinical knowledge to consistently make dependable judgements, master operative techniques, and provide comprehensive care from initial examination to post-operative management with a willingness to seek advice and modify behaviour based on previous experiences.

2.2.5 Applicants are expected to have a history of fostering harmonious highly effective working relationships, having gained the respect of others, and exhibiting positive influences in the working environment.

2.2.6 Applicants are expected to have a history of being considerate to the views of others at all times, reacting appropriately and diplomatically in all work situations and behaving in a manner, which is professional and supportive for all work, ethnic, social, and gender groups.

2.2.7 Applicants are expected to have interpersonal skills and a commitment to contribute effectively as a dependable and accountable member of the health care team, displaying cooperation, tact, courtesy, respect, and reliability always and actively contributing to assessing progress and providing workable solutions.

2.2.8 Applicants are expected to have a history of reliability and punctuality, assuming responsibility for completing tasks without prompting in a timely and efficient manner and demonstrating a high level of self-motivation and organisation.

2.2.9 Applicants are expected to have insight into their own strengths and weaknesses, a willingness to accept positive and negative feedback from others, learn from experiences and from others, and a commitment to actively seek feedback and respond constructively.

2.2.10 Applicants are expected to always have a willingness to take the initiative and come forward with mistakes and adverse outcomes, displaying absolute honesty and a willingness to seek advice and respond appropriately.

2.2.11 Applicants are expected to have highly effective listening and vocabulary skills and timely and highly effective written and verbal communication, keeping all team members up to date without prompting and always providing clear directions and descriptions of situations in an appropriate tone, which encourages confidence and understanding.

2.2.12 Applicants are expected to always have ethical and responsible behaviour with concern and sensitivity to the needs of others, demonstrating aesthetic sensibility, sound judgment and a focus on providing safe, comprehensive surgical care of the highest standard relating to patients, families, and members of the health care team in a manner which exhibits honesty, integrity, and compassion.

2.2.13 Applicants are expected to have a good knowledge of ethical principles and practices and the ability to identify ethical expectations that impact on patient care and the work environment including informed consent, risk minimisation, confidentiality, and clinical governance.

2.2.14 Applicants are expected to have interests outside their career and a balance in their work and personal life with community involvement considered to be a positive reflection of the character of the applicant.

2.2.15 Applicants are expected to understand the importance of research and its application to clinical practice. Publications, presentations, or research experience, resulting in some meaningful and tangible outcome are highly regarded.

2.2.16 Applicants are expected to have good integrity, honesty and character upholding high service and professionalism standards, in keeping with the need for the public to have absolute trust and confidence in medical professionals.

3 Overview of the Selection Process

3.1 Selection Tools

3.1.1 Interview selection and final scoring are two separate stages utilising various selection tools.

(i) Stage 1: Selection to interview utilises the combined score of the curriculum vitae and referee report.

(ii) Stage 2: utilises the referee reports and semi structured interviews, each contributing the following weightings to the overall selection score out of 100.

Selection Tool	Weighting	Minimum score to be deemed suitable for selection	Scored in accordance with section
a) Structured Referee Reports	45	50% (200 out of 400)	8
b) Semi-Structured Interview	55	-	9
Total Overall Score	100		

3.1.2 Applicants who do not meet the minimum score to be deemed suitable for selection for each of the selection tools will not progress further in the selection process.

3.1.3 Only Applicants who satisfy the eligibility and application requirements in accordance with RACS policy and these regulations will be considered in open competition for selection to the SET Programme in PRS.

4 Registration

4.1 Applicants who wish to apply for the SET Programme in PRS must first register in accordance with the RACS regulation: REG-2017 Registration and Selection to Surgical Education and Training available on the RACS website.

4.2 Applicants must confirm for themselves, that they meet the minimum RACS generic, and PRS eligibility criteria required before submitting their completed registration form.

4.3 Applicants must confirm for themselves that they have correctly registered for the Aotearoa New Zealand SET programme in PRS.

4.4 Applicants must submit a completed registration form including the required supporting documentation and pay the registration fee by the registration closing date.

4.5 Registrations will not be accepted after the closing date under any circumstances.

4.6 Applicants who are not registered cannot lodge an application for the SET programme in PRS.

4.7 Applicants will be emailed confirmation of completed registration and eligibility.

5 Application

5.1 Maximum Attempts

5.1.1 All Applicants will be allowed a maximum of three (3) eligible attempts at selection into the PRS SET programme in Aotearoa New Zealand (which includes any attempt made for an equivalent PRS SET programme in Australia).

5.1.2 Subject to section 5.1.3, An eligible attempt is defined as a completed application that has satisfied the generic and specialty eligibility requirements set out in section 6 and includes any application that is withdrawn in accordance with section 5.4.1.

5.1.3 The following will not be deemed an eligible attempt:

(a) An application submitted before 2020;

(b) If in any year, an Applicant is waitlisted but is not subsequently offered a training post (in which case the Applicant may reapply in any proceeding year).

5.1.4 In exceptional circumstances and on receipt of a formal request from an Applicant, the SET Selection Committee, may in its sole discretion, acting reasonably, approve an additional attempt by an Applicant.

5.2 Online Application

5.2.1 NZAPS administers the overall selection process for entry into the SET Programme in PRS in Aotearoa New Zealand.

5.2.2 All communication during the selection process will be conducted in writing via email. Applicants are responsible for ensuring their contact information is current. Correspondence must be directed, in writing via email, through the NZAPS Training Manager via training@plasticsurgery.org.nz.

5.2.3 The online application form captures information relevant to the eligibility of the Applicant, the administration of the selection process and referees.

5.2.4 Applications must be submitted via the RACS online application system during the published dates. No other form of application will be accepted. The online application system can be accessed via the NZAPS website and/or RACS website.

a) Access to the online form will be made available to all registered and eligible Applicants on the opening date for applications.

b) Applicants are responsible for ensuring they allow enough time to complete the application.

c) Documentary evidence and achievements must be entered in the correct section. If entered in the incorrect section of the online application, achievements will not attract points.

d) Applications may be commenced, saved, printed, and re-accessed during the application period. Applicants are recommended to print and review their application before submitting.

e) Applications must be submitted by the closing date. Saved un-submitted applications will not be considered. No extensions will be granted.

f) 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.

g) Incomplete applications or those that do not comply with the instructions within the online application form, or these Regulations will not be considered.

h) Applicants will receive an email confirmation when they have successfully submitted their application.

5.3 Documentary Evidence

5.3.1 Applicants must attach documentary evidence for all claims made throughout the application.

a) Applicants are responsible for ensuring their evidence supports and verifies all claims.

b) Applicants are responsible for ensuring that all necessary evidence is included in their application at the time of submission. No additional evidence will be accepted once an application has been submitted, unless requested by the SET Selection Committee.

c) In most cases, evidence must be retrospective. Prospective evidence will not be accepted. Exceptions to this are noted in section 6.2.

d) Forms of evidence other than what is outlined will not be accepted.

e) Where a signature is required, the signature must be either a physical, handwritten signature or an electronic scanned version of such a signature. Address-blocks, typed signatures and email signatures are not acceptable.

f) Letters of evidence must be dated.

g) All documentary evidence must be in English. If any documentary evidence is in a language other than English, a certified translation must be provided.

h) Achievements that are not accompanied by the appropriate documentary evidence as specified in these Regulations, or where the evidence does not meet the verification requirements will not be awarded points.

i) The selection process is specific to the year within which it falls. 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 process/year.

5.4 Disclosure Requirements

5.4.1 It is a condition of the application for selection that the information provided is true and accurate and not misleading. If at any time, any such information is found to be false, inaccurate, or misleading:

a) the Applicant will be dismissed from the selection process or the SET programme (as the case may be); and

b) the Applicant's application will be deemed an eligible attempt at selection in accordance with section 5.1.1

5.5 Completing the Application

5.5.1 Applicants must pay a selection application fee at the time of application to be considered for selection. If the fee is not received by the closing date, the application will not be considered. The fee is non-refundable as of the closing date for applications.

5.5.2 Each application is assessed and marked as it was submitted. No active follow up will take place in instances where the application (or verification) is incorrect or absent.

5.5.3 The information collected as part of the application and during the selection process will be used to assess the Applicant's suitability for the SET programme in PRS. Information may be disclosed to other parties for the purpose of selection or where required to do so by law. The NZBPRS may verify the information provided within the application with external institutions or individuals and gather additional information to process the application. Failure to provide the information requested by the NZBPRS will deem the Applicant ineligible for selection and their application will be withdrawn.

5.5.4 By submitting the application, the Applicant is consenting to the collection, use, disclosure, and storage of the information by the NZBPRS or its agents.

5.5.5 By submitting an application, the Applicant is consenting to references being collected, and to the referees within the application providing the information requested as part of the Reference Report process.

5.5.6 By submitting an application, the Applicant certifies the information provided is correct and in accordance with these Regulations. The Applicant also verifies no false or tampered documentation will be submitted.

5.5.7 Should the NZBPRS determine an application contains tampered and/or falsified documents or misleading information the NZBPRS may, at its absolute discretion, report this to the relevant authorities and/or disqualify the Applicant from making further applications to the SET programme.

6 Eligibility Requirements

6.1 RACS Generic Eligibility

6.1.1 Applicants must have permanent residency or citizenship of Aotearoa New Zealand at the time of registration.

6.1.2 Applicants must have general scope or restricted general scope in the relevant specialty in Aotearoa New Zealand with the Medical Council of New Zealand (MCNZ) in accordance with RACS regulation: Medical Registration for the Surgical Education and Training Programme

6.1.3 Applicants must have completed:

a) The **Introduction to Operating with Respect** on the RACS website, prior to registration.

6.2 Plastic and Reconstructive Surgery Eligibility Requirements

6.2.1 In addition to the RACS generic eligibility criteria, Applicants must fulfil the PRS eligibility criteria to progress to the next stage of selection. Applicants who do not meet the specialty specific eligibility requirements will be considered not eligible.

6.2.2 Examinations

Requirement	Documentary evidence
a) Applicants must have passed the GSSE Examination by close of application.	An official certificate of completion or retrospective letter on RACS letterhead with appropriate signature. Prospective evidence will not be accepted.

6.2.3 Plastic and Reconstructive Surgery rotation

Requirement	Documentary evidence
26 continuous weeks in a PRS rotation at registrar level in a tertiary, teaching hospital or Tauranga hospital within the last five (5) years by 1 August 2027 (i.e., June 2022 – 1 August 2027).	A statement of service from the hospital administration identifying: • level of employment • length of employment • speciality Evidence from Tauranga Hospital must indicate rotation in PRS unit, with supporting letter from PRS consultant.
a) If an Applicant has not completed the rotation by 1 August 2027, the application will be determined ineligible, and any offer made will be withdrawn. b) The Tauranga non-SET PRS Registrar position will be recognized as meeting the 26-week continuous PRS rotation requirement within the last five years. To be eligible for SET selection, applicants who have held the Tauranga non-SET registrar position must also have worked in another PRS unit to enable them to provide PRS SET trainee referees. c) Applicants are exempt from this requirement if they are: a. in SET 5 of a non-PRS SET programme; or b. possess a non-PRS FRACS; or c. have full Vocational Registration with the MCNZ.	

6.2.4 Emergency or Critical Care experience

Requirement	Documentary evidence
26 continuous weeks at registrar level or equivalent within the last five (5) years by 1 August 2027 (i.e., June 2022 – 1 August 2027) in any one of the following rotations: • **General Surgery** with acute call and trauma • **Orthopaedic Surgery** with acute call, managing multi-trauma e.g., compound leg fractures, pelvic fractures, and spinal injuries.	A **statement** from the Head of Department describing the trauma experience for General Surgery and Orthopaedic Surgery to confirm experience gained in emergency assessment, formulation of management plans including surgery and inpatient management and review. Full details of **General Surgery** experience must be provided to ensure applicant has managed acute call which must include trauma. This is in addition to elective surgery. The letter ***must*** include the on-call ratio. On call less than 1 in 7 and no trauma experience, will not meet the eligibility requirements. Full details of **Orthopaedic Surgery** experience must be provided to ensure applicant has managed acute call and multi trauma - compound leg fractures, pelvic fractures, spinal injuries acutely and not only elective patients. This is in addition to elective surgery. The letter ***must*** include the on-call ratio. On call less than 1 in 7 and no trauma experience, will not meet the eligibility requirements.
• **Emergency Department (ED)** • **Intensive Care Unit (ICU)** • **High Dependency Unit (HDU)**	A statement of service from the hospital administration ED or ICU identifying: • level of employment • length of employment • speciality 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.

a) If an Applicant has not completed the rotation by 1 August 2027, the application will be determined ineligible, and any offer made will be withdrawn.

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

c) Applicants are exempt from this requirement if they:
   - are a SET Trainee in another SET programme, or
   - have been in SET training in the last two years; and have not been subject to dismissal proceedings or
   - hold FRACS.

6.2.5 **Other Criteria**

Further to the SET programme objectives set out in section 1.4.1 (and specifically the commitment to the Aotearoa New Zealand health system), an Applicant will be required to work for a minimum of two (2) years in an Aotearoa New Zealand hospital immediately prior to submitting an application for selection. This criterion may be waived by the SET Selection Committee at its sole discretion (acting reasonably) if a request is received in writing prior to registration.

7 Structured Curriculum Vitae

7.1 The online application form includes the Structured CV which collects information on experience, education, research, publications, presentations, development activities, achievements, and referee contact details.

7.2 Scoring

7.2.1 Each CV will be independently scored by two (2) scorers (NZAPS staff and/ or SET Selection Committee members) using a structured scoring system and compared for accuracy.

a) Applicants must supply documentary evidence of experience and skills stated in their CV. Any claims made without evidence will not be scored.

b) Minimum eligibility requirements will not be scored.

c) If an Applicant's score for a section exceeds the maximum points no additional points will be awarded once the maximum is reached.

d) Where a discrepancy occurs in the CV scores, the SET Selection Committee Chair (or delegate) will review the discrepancy between scorers and determine the correct score.

7.3 Surgical Qualifications and Experience – Maximum 45 Points

7.3.1 No credit will be given for eligibility rotations, or any surgical experience after the application closing date, except for the current rotation at the time of application.

7.3.2

Surgical Qualification	Points	Documentary evidence
Other specialty FRACS	45	FRACS certificate or correspondence from RACS
Overseas surgical specialist equivalent to FRACS	45	Evidence of full Vocational Registration with the MCNZ
Fellow of the Royal Australasian College of Dental Surgeons or overseas equivalent to FRACDS	20	FRACDS certificate or evidence of Full Vocational Registration with the MCNZ. Points are only awarded for FRACDS which requires a medical degree.

Surgical Experience	Points	Documentary evidence
Current active SET registrar not in PRS	10 points per ½ year Maximum 20	A statement of service from the hospital administration identifying: • level of employment • length of employment • speciality
Unaccredited Surgical Registrar in PRS rotation	10 points per ½ year Maximum 30	
Unaccredited surgical registrar in other speciality rotation	5 points per ½ year Maximum 10	
Rural/Regional unaccredited surgical registrar	10 points per ½ year Maximum 20	

a) Experience in Aotearoa New Zealand, Australia or overseas during the previous five (5) years; period June 2022 to 31 July 2027
b) Points will only be accredited for one rotation once

Definition of Regional/Rural Area in Aotearoa New Zealand:
A regional/rural area is defined as R1, R2, R3, and U2 classifications, excluding the main urban areas of Auckland, Christchurch, Wellington, Hamilton, Tauranga, and Dunedin. Refer to the "Regional and Rural Map" for detailed classification boundaries.

Regional and Rural Map

7.4 Research – Maximum 45 Points

7.4.1 The Applicant must be aware that every publication or presentation submitted implies a separate piece of research to which they have contributed.

7.4.2 The Applicant should apply only for the maximum points (as indicated in the tables below) for a research topic. Each research topic must only be submitted for points once.

7.4.3 If research is submitted for duplicate points or found not to be the applicant's own work this will be raised with the SET Selection Committee Chair for a decision on outcome.

7.4.4 Points will only be awarded for research undertaken in the past five (5) years prior to application.

7.4.5 If a publication or presentation is the result of a group project, the research supervisor must sign a statement indicating that the Applicant was responsible for most of the research and this statement must be submitted along with evidence of the publication or presentation.

7.4.6 If a publication or presentation is the result of a global project, the research supervisor must sign a statement indicating the level of contribution that the applicant was responsible for. This statement must be submitted along with the evidence of the publication or presentation.

7.4.7 Publications

Publication	Points	Documentary evidence
Publication in a major Plastic and Reconstructive Surgery, or subspecialty journals. Chapter in a PRS related book.	15 points 1st author	

Publication in other medically related, peer-reviewed Medline journals. Chapter in a medically related book.	10 points 1st author	Copy of journal article/case report/book chapter with full bibliographic details
Case reports published in medical journals	5 points 1st author	

a) Journals must be mainstream, Medline, medically related, and peer reviewed. Half points are awarded where the applicant is not first author.

b) Journal articles that have been accepted for publication before the closing date will be scored as if published. Book reviews, letters, "how I do it papers" and abstracts do not attract points.

c) Multiple chapters in a single book will only be scored once.

d) Entries without adequate supporting evidence of publication will NOT be scored.

7.4.8 Presentations

Presentation	Points	Documentary evidence
• Presentation	8 points	Correspondence from the conference organisers certifying acceptance of the presentation OR a copy of the programme listing full details of the poster/presentation, including the conference, date, and presenters' names **AND** Documentary evidence of the power point or e-poster must be attached, or the presentation will NOT be scored. **Two points per poster to a maximum of eight points.**
• Poster presentation	2 points	

Presentation	Points	Documentary evidence
a) Points will only be awarded for presentations and posters at conferences listed below: Accepted International/National Conferences Annual Scientific Meeting of RACS Plastic Surgery Congress (ASPS) NZAPS ASM Australian Hand Surgery Society ASAPS (Australian) Australasian Cleft Lip and Palate Association Australian Hand Surgery Society Australian & New Zealand Head and Neck Cancer Society Australian & New Zealand Burns Association, New Zealand Society for Surgery of the Hand Pacific Island Surgeons Association (PISA) (on application) b) No points will be allocated for presentations at in-house hospital meetings, hospital grand rounds, morbidity meetings, unit audits and other 'domestic' venues. c) Creditworthy presentations must be part of a competitive selection process. d) The presentation must be directly relevant to medicine for points to be awarded.		

7.5 Professional Development and Achievements – Maximum 84 Points

7.5.1 Points are only awarded for achievements and activities undertaken post-medical school.

Description	Points	Notes
Medical courses, examinations and workshops attended/completed	12	**Required Evidence**: certificate of completion or correspondence from course coordinator/organiser/ presenter. ***Four*** points for successful completion of the RACS Clinical Examination. ***Two*** points per course for each of the following: • Australia and New Zealand Surgical Skills Education and Training (ASSET) course or Basic Surgical Skills (BSSC) Course. • Early Management of Severe Trauma (EMST) or Advanced Trauma Life Support (ATLS®) • Emergency Management of Severe Burns (EMSB) • Care of the Critically Ill Surgical Patient (CCrISP®) Note: No points are awarded for CPR courses or the RACS TiPS course.

Description	Points	Notes
Plastic Surgery meetings and conferences	6	**Evidence**: certificate of attendance or other proof of attendance (not registration). These meetings must be related to Plastic Surgery or its subspecialties; aesthetic, burns, craniomaxillofacial, hand, head and neck, melanoma, microsurgery, vascular etc. ***One*** point per meeting to a maximum of 6 points. Points will be awarded for attending RACS ASC and RACS Annual Research Conference. Meetings at state, national and international level will be awarded points. No points are awarded for presentations at hospital grand rounds, morbidity meetings, unit audits and other such 'domestic' venues.
Medical and surgical awards	6	**Evidence**: award certificate or correspondence from awarding institution. ***One*** point per medical or surgical award.
Organisational - medical or surgical	4	**Evidence**: certificate or correspondence from institution stipulating duration of work, position, and details about the organization. Points are awarded for leadership positions on medical or surgical boards or committees: • 2 points per office bearing role • 3 points for committee/organization/board work of 12 months or longer No points are awarded for teaching roles.
Volunteer work in a not-for-profit organisation	3	**Evidence**: certificate or correspondence from institution stipulating duration of work, position, and details about the organization • 1 point for voluntary service of 1 to 5 months • 2 points for voluntary service of 6 to 11 months • 3 points for voluntary service of 12 months or longer No points are awarded for membership of a charity or donations to charity.
Named non-medical awards	4	**Evidence**: award certificate or correspondence from awarding institution Points are awarded for external recognition of achievements outside the field of medicine. • 1 point for local award/recognition • 2 points for regional or national award/recognition Distinctions in non-medical qualifications will not be scored.

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Description	Points	Notes
Sporting, Arts and Cultural achievements	3	**Evidence**: award certificate or correspondence from awarding institution. 2 points for regional, state or iwi representation 3 points for national representation
Cultural Ancestry/Whakapapa	26	**Applicants who can demonstrate the following will be awarded points:**
Participation in Māori cultural groups and events.		**Evidence**: A personal statement from the Applicant describing their regular ongoing active involvement in Māori cultural groups and events and supporting letter from iwi and cultural leaders. • 1 point for involvement of 1 to 5 months • 2 points for involvement of 6 to 11 month • 3 points for involvement of 12 months or longer
Te Reo Māori and Te Ao Māori.		**Evidence**: A personal statement from the applicant outlining their extended fluency or extended knowledge in Te Reo Māori and Te Ao Māori and supported by iwi leaders. • 3 points
Whakapapa Māori.		Evidence: Applicants will be required to provide written evidence and demonstration of whakapapa Māori, with support from iwi leaders. • 20 points Where an applicant applies under the Cultural Ancestry path/category, the NZBPRS Cultural Advisor (or designated Māori representative) may request an informal, direct conversation with the applicant. The purpose of this interview/discussion is to assess and confirm the applicant's demonstration of *whakapapa* and proficiency/fluency in *Te Reo Māori* as required for eligibility under this pathway.

Description	Points	Notes
Rural/Regional Equity	20	The maximum available score this section is 20 points. Points in this section are awarded for demonstrated commitment to, or experience in, rural and regional areas of Aotearoa New Zealand. **1. Rural/Regional Origin (10 points)** Applicants may be awarded **10 points** if they meet either of the following criteria: • Five (5) or more years of primary education completed at a school located within a designated regional/rural area. • Three (3) or more years of secondary education completed at a school located within a designated regional/rural area. **Definition of Regional/Rural Area in Aotearoa New Zealand:** A regional/rural area is defined as R1, R2, R3, and U2 classifications, excluding the main urban areas of Auckland, Christchurch, Wellington, Hamilton, Tauranga, and Dunedin. Refer to the "Regional and Rural Map" for detailed classification boundaries. Regional and Rural Map **Required Evidence:** An official letter from the regional/rural educational institution attended, clearly outlining the duration of study and the name and physical location of the institute. **2. Medical School (Auckland and Otago) Rural/Regional Immersion Scheme (10 points)** Applicants may be awarded **10 points** for the successful completion of a minimum one-year rural immersion scheme. **Required Evidence:** An official letter from the Medical School detailing the duration of participation in the immersion scheme and the name and physical location of the placement.

8 Referee Reports

8.1 Overview

8.1.1 Structured Referee Reports are collected to obtain information, in confidence, about the history of the Applicant.

8.1.2 Applicants must contact referees prior to application only to obtain permission to provide contact details including a valid e-mail address. No attempt should be made to canvas the referee's intended response.

8.1.3 Referee Reports are collected in confidence. Applicants and referees will not be provided with updates on the reports collected, nor will they be involved in the collection process in anyway.

8.1.4 Applicants must not attempt to ascertain who gave input to their Referee Report or the outcomes of their Referee Report. Applicants attempting to discuss their Referee Reports in this manner may be considered in breach of 10.1.

8.1.5 All referees contacted as part of the selection process will be advised of the confidential nature of the reports.

8.1.6 Applicants must achieve a minimum score of 50% on the combined Referee Reports to progress to the next stage of selection.

8.2 Process

8.2.1 The preparation of a Referee Report for each Applicant will be prepared by NZAPS staff.

8.2.2 The Referee Report will consist of:

a) three (3) online reports representing 40% of the score from one (1) nurse and two (2) AoNZ PRS SET trainees with whom the Applicant has worked directly; and

b) a consultant referee score based on interviews with two (2) **PRS** consultants representing 60% of the score.

8.2.3 All PRS consultant referees are to hold full vocational registration with the Medical Council of New Zealand.

8.2.4 Applicants must request consent and provide contact details for **all** PRS consultants (limited to 15) under whose direct supervision they have worked regularly on a team in the two -year period prior to the close of their application. Applicants may select three (3) PRS consultants as their preferred referees and list them in order of preference. However, while the NZBPRS will note an Applicant's preferences, the NZBPRS will decide, in its sole discretion, which of those PR consultants will be asked by the NZBPRS to act as referees.

8.2.5 PRS Supervisors of Training must not be listed as referees. PRS Supervisors are on the SET Selection Committee and conduct telephonic referee interviews.

8.2.6 Applicants must request consent and provide contact details for a minimum of three (3) and a maximum of five (5) AoNZ PRS SET trainees with whom they have worked regularly 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) For Applicants who have only completed one PRS run at Waikato Hospital, the SET Selection Committee Chair has discretion to reduce the minimum requirement to two (2) PRS SET trainees. An exception may be granted as there is only one SET post at this hospital. Applicants must submit a written request following registration and before the application closing date to be considered.

b) For Applicants who have only completed one PRS run at Dunedin Hospital, the SET Selection Committee Chair has discretion to reduce the minimum requirement to two (2) PRS SET trainees. An exception may be granted as there is only one SET post at this hospital. Applicants must submit a written request following registration and before the application closing date to be considered.

8.2.7 Applicants must request consent and provide contact details for a minimum of two (2) and a maximum of four (4) PRS nurses, including 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.

8.2.8 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.

8.2.9 The SET Selection Committee may send advanced notification to consultant referees to be contacted and include information regarding the areas to be explored during the discussion which informs the Referee Report.

8.2.10 A panel consisting of at least two (2) members of the SET Selection Committee will interview two PRS consultants using structured interview questions. Having considered the responses from the PRS consultant referees, the interview panel will arrive at a consensus score using standardised scoring guidelines.

8.2.11 Any online SET trainee report which is less than 75% complete (i.e., 15/20 questions) will be considered invalid.

8.2.12 Any online nurse's report which is less than 75% (i.e., 6/8 questions) complete will be considered invalid.

8.2.13 The Referee Report score will be recorded as a percentage for applicants satisfying the minimum standard.

8.2.14 The applicant will receive a selection score for the Combined Referee Report out of a maximum of 400 points (i.e., 240 [60%] from consultant referee 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.

9 Semi-Structured Interviews

9.1 Overview

9.1.1 The interview is designed to evaluate non-technical professional skills and to provide the applicant with an opportunity to demonstrate his or her professional behaviours.

9.1.2 Combined CV and Referee Report scores will rank Applicants who have satisfied the minimum requirements for progression to interview. Applicants will be invited to interview based on ranked order.

9.1.3 The total number of interviews is capped at nine (9) Applicants. Applicants with identical scores at the cut off mark will be invited to interview.

9.2 Notice of Interview

9.2.1 Applicants who are shortlisted for interview will be notified in writing at least fifteen (15) business days prior.

9.2.2 Interviews will be held in **Wellington, Thursday 24 June 2027.**

9.2.3 Applicants are responsible for making the appropriate travel arrangements and meeting any costs incurred in attending the interview.

9.2.4 Applicants will be required to make themselves available for the Mihi and their scheduled interview time. Applicants are required to arrive 15 minutes before the interview.

9.2.5 Applicants are required to provide proof of identification at the interview.

9.2.6 Applicants who do not present for both aspects of the interview day will not be considered further in the selection process and the application withdrawn.

9.2.7 Applicants will be briefed on the interview process and will be given the opportunity to ask any process-related questions.

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9.3 Interview Panels

9.3.1 The interview will be conducted by three (3) panels comprised of a minimum of two (2) interviewers. Each panel will conduct a designated section of the interview with all Applicants rotating between panels.

9.3.2 The duration of the interview is approximately one (1) hour. Applicants will spend approximately 20 minutes with each panel.

9.3.3 Panel interviews will commence in a standard manner for all Applicants. Follow-up questions may vary based on applicant responses. These questions will be used to explore the breadth and depth of the Applicant's experience and insight. There may be some scenario-based questions.

9.3.4 Observer(s) may be present for all or part of the interview to ensure the validity of the interview process but will not participate in scoring.

9.4 Scoring

9.4.1 Applicant responses will be evaluated based on a standardised interview scoring guide.

9.4.2 Each panel member will score each applicant individually.

9.4.3 The scores for the three (3) panels will be combined to reach a total interview score.

10 Application Progress

10.1 Harassment of any kind is a serious matter and may result in an Applicant being deemed unsuitable for section. Harassment includes but is not limited to repeated requests by an Applicant to any referee, NZBPRS member or NZAPS staff member involved in the selection process. Inappropriate, aggressive, or bullying behaviour will not be tolerated.

10.2 Applicants who satisfy the eligibility and application requirements will be considered in open competition for selection to the SET programme in PRS.

10.3 The minimum eligibility for selection onto the training programme will be determined by the SET Selection Committee annually based on score bands.

10.4 Applicants who do not meet the minimum eligibility requirements will be deemed **unsuitable** and will not be considered further in the selection process. Applicants will be notified by email:

a) The minimum standard or CV component the applicant failed to satisfy.

b) The overall scores for the Structured Curriculum Vitae and Referee Report.

c) The Applicant may request feedback by emailing training@plasticsurgery.org.nz. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.

10.5 Applicants will be shortlisted for interview based on the combined CV and Referee Report score ranking.

10.6 Applicants who are not invited to interview are deemed **unsuitable** and will not be considered further in the selection process. Applicants will be notified in writing:

a) They have not ranked high enough to be invited to interview and will not be considered further in the selection process.

b) Information on overall scores (adjusted for weighting) received for each of the selection tools completed. Note: Individual structured Referee Reporting scores will not be released to the applicant or referee.

c) The Applicant may request feedback by emailing training@plasticsurgery.org.nz. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.

10.7 Applicants who have progressed through to interview will be ranked based on their Referee Reports and Interview scores.

10.8 Applicants who progressed to interview but who did not rank highly enough to be made an offer of a position will be classified as **unsuccessful**. Applicants will be advised in writing by **Friday 30 July 2027:**

a) They have been deemed suitable for selection but have not ranked highly enough to be made an offer.

b) Information on the waiting list process and the Applicant's position on the wait list should a position become available.

c) Information on their rank and overall percentage scores (adjusted for weighting) received for each of the selection tools completed. Note: individual structured referee reporting scores will not be released to the Applicant.

d) The Applicant may request feedback by emailing training@plasticsurgery.org.nz. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.

10.9 Applicants who progressed to interview and who ranked high enough in comparison to the number of available training positions will be classified as **successful** and will be allocated to a training post. Applicants will be advised in writing:

a) They have been successful in the selection process and are being offered a position on the SET programme in PRS in Aotearoa New Zealand.

b) Notification of their overall ranking.

c) Conditions associated with the offer.

d) Information on applicable entry level, and the process for allocation to a training post.

e) A SET Trainee Agreement.

f) The Applicant may request feedback by emailing training@plasticsurgery.org.nz. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.

10.10 In the event two or more Applicants are ranked equally, the Interview score will be the differentiating factor. In the event the Applicants remain equal, the Referee score will be the differentiating factor. In the event the Applicants remain equal, the NZBPRS will have discretion to make the final decision regarding the ranking on review of the selection documentation, Applicant experience and performance.

11 Application Outcome

11.1 Offers

11.1.1 Successful Applicants are required to accept or decline the training post allocated to them.

11.1.2 It is expected that due to deferral and interruption requests, there may be several rounds of offers.

11.1.3 Applicants who do not rank highly enough to receive a first-round offer, will be considered eligible for subsequent offers, and will be waitlisted. Applicants who do not wish to receive a later round offer must advise the NZBPRS before **Friday 12 November 2027**

11.1.4 Acceptance of the offer will be conditional on the following:

a) Acceptance of the training post identified in the offer.

b) Applicants satisfying the medical registration requirements in Aotearoa New Zealand.

c) Applicants satisfying the employment requirements of the allocated hospital.

d) The information submitted in the application form being true and correct.

e) Satisfactory completion of all minimum eligibility criteria.

f) Agreement to always abide by the SET programme Regulations and RACS policies which form part of the contract and acceptance of the conditions which are likely to affect, or be affected by, dismissal.

g) Return of a signed SET Trainee Agreement, in accordance with instructions given, by the stipulated deadline.

11.1.5 Applicants who fail to satisfy any of the above conditions will automatically forfeit the offer.

11.1.6 Applicants who decline the offered training post will automatically forfeit the offer.

11.1.7 Forfeited offers will be made available to the next highest scoring eligible applicant.

11.2 Deferral

11.2.1 Successful Applicants may apply to the NZBPRS to defer commencement of the SET programme in PRS.

11.2.2 All applications for deferral are governed by the RACS regulation: Trainee Registration and Variation and the NZ PRS SET Programme Training Regulations.

11.2.3 Applicants who wish to defer the commencement of the SET programme must formally apply to the NZBPRS at the time of acceptance outlining the reasons for their request and providing any related documentary evidence.

11.2.4 All requests for deferral will be considered but not necessarily granted. The NZBPRS will decide on the approval or otherwise taking into consideration the reasons for the request and logistical considerations.

11.2.5 Requests for deferral may be denied. Should a request for deferral be denied, Applicants must either accept the original offer or withdraw and consider reapplying in any subsequent year.

11.2.6 The NZBPRS can approve deferral of commencement for a fixed period of one year. Trainees who have already commenced the SET programme cannot apply for deferral and may only apply for interruption of training.

11.2.7 Applicants who receive approval to defer the commencement of training will be guaranteed a clinical training post and assigned a SET level; at the start of the year they commence clinical training.

11.2.8 Applicants are not permitted to apply for retrospective accreditation of clinical work undertaken during any period of deferral.

11.2.9 An approved period of deferral does not preclude the Applicant from being employed in a non-training clinical rotation.

11.3 Reconsideration

11.3.1 An Applicant dissatisfied with a decision made in relation to these Regulations may apply to have the decision reconsidered (**Reconsideration**).

11.3.2 The Reconsideration will be processed in accordance with the RACS regulation: Reconsideration, Review and Appeal. The original decision maker under these regulations is the SET Selection Committee.

11.3.3 Applications for Reconsideration must be addressed to the Chair, SET Selection Committee, and received within seven (7) business days of the applicant being notified of the decision. Applications received outside this timeframe will not be considered.

11.3.4 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.

11.3.5 Applications for reconsideration must be accompanied by all relevant information or grounds upon which the applicant seeks to rely in respect of the reconsideration. The applicant will bear the onus of proof to establish the grounds of the reconsideration application.

11.4 Selection Process Review

11.4.1 The NZBPRS will review the selection process on an annual basis and consider feedback from Applicants, interviewers, referees, and other stakeholders.

11.4.2 Applicants may be asked to complete an evaluation form/survey as part of the selection process.

11.4.3 Long term data will be kept and monitored as part of the review process including completion rates, withdrawal rates, performance levels and dismissal rates.

11.4.4 New selection tools may be developed and piloted during the selection process. Any data collected will not be used in the current selection process but may be used to analyse and validate the tool piloted.

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