2019 Selection Regulations


Version 1 – 12 November 2018
1. Introduction

1.1. Definitions of Terms
1.1.1. AMC means the Australian Medical Council.
1.1.2. Applicant means an individual who applies for selection into the Plastic and Reconstructive Surgical Education and Training Program.
1.1.3. ASPS means the Australian Society of Plastic Surgeons.
1.1.4. Board means The Australian Board of Plastic and Reconstructive Surgery.
1.1.5. College or RACS means the Royal Australasian College of Surgeons.
1.1.7. Selection means selection into the accredited Plastic and Reconstructive Surgical Training Program.
1.1.8. SET means Surgical Education and Training.

1.2. Selection Rationale
The Australian Board of Plastic and Reconstructive Surgery selects surgical trainees annually. Two separate selection processes are conducted, one occurs in Australia, the other in New Zealand. Applicants who are applying to the New Zealand training program are not eligible to apply to the Australian training program in the same year.

The aim of the College and the Board is to select surgical trainees who possess the attributes outlined in the 9 College Competencies. The Competencies are as follows:

- Professionalism
- Scholar/Teacher
- Health Advocacy
- Management and Leadership
- Collaboration
- Communication
- Medical Expertise
- Judgment and Clinical Decision Making
- Technical Expertise

The selection of Plastic and Reconstructive Surgery Trainees in Australia is conducted by ASPS, as a component of the service agreement between RACS and ASPS.

We endeavour to maintain the fairest possible best practice selection process for the benefit of patients, applicants and the training program. This is accomplished through the Board's annual review and refinement of the process.

1.3. Purpose of Regulations

These selection regulations, in combination with the RACS “Selection to Surgical Education and Training” Policy (available at www.surgeons.org), are the final authority governing the Plastic and Reconstructive Surgical Selection Process.
2. Application Process Overview

2.1. Step 1 – Registration to RACS

2.1.1. To be eligible to apply for selection, an applicant must first register online at the RACS website between Friday 4 January, 2019 and Friday 1 February, 2019 5:00pm AEDT and satisfy the RACS generic eligibility requirements posted on the RACS website and in the Registration For Selection Into SET policy.

2.1.2. Details of eligible registrants who indicate an intention to apply to the SET in Plastic and Reconstructive Surgery (Australia) will be forwarded to the ASPS by RACS.

2.2. Step 2 – Application to ASPS

2.2.1. Applications will be available online via a link on the ASPS website (www.plasticsurgery.org.au). Applications open on Wednesday 27 February, 2019 12:00pm AEDT and close on Wednesday 27 March, 2019 12:00pm AEDT.

2.2.2. The Board applies three selection tools in assessing an applicant’s suitability for the training program: the Structured Curriculum Vitae, the Online Referee Report, and the Semi-Structured Interview. In 2019, the weighting of each of these tools is as follows:

2.2.2.1. Structured CV = 20%
2.2.2.2. Referee Reports = 35%
2.2.2.3. Interview = 45%

Refer to the relevant sections of this document for further details on each selection tool.

2.2.3. Applicants who meet the minimum standard for selection in 2.4.1 will be ranked based on a composite score of all three selection tools. The maximum score possible in 2019 is 1000 points.

2.3. Step 3 – Interviews

2.3.1. Interviews will be held in June / July 2019

2.3.2. All shortlisted applicants are entitled to an interview. Interview notifications will be sent out at least ten (10) business days prior to the interview date. Applicants may not necessarily be interviewed in their home state.

2.4. Step 4 – Minimum Standard for Selection

2.4.1. Applicants who have proceeded through to interview and achieved at least the minimum weighted score of 270 out of 450 points at interview will be considered eligible for selection.
2.5. **Step 5 – Outcome**

2.5.1. Interviewed applicants will be informed of the outcome of their application via email. For further information, refer to the Applicant Feedback section of this document.

2.5.2. Announcement of offers will be on **Monday 22 July, 2019**.

2.5.3. The number of training positions offered in Australia in 2017 was sixteen (16) and in 2018 was seventeen (17). It is expected that approximately thirteen (13) training positions will be offered in 2019 (for 2020 intake).

2.6. **Selection Administration**

2.6.1. All Selection correspondence will be by email. A notification date is the date that correspondence is sent either by ASPS staff or an automated system. Applicants are responsible for providing a correct and secure email address.

2.6.2. The following Australian Board of Plastic and Reconstructive Surgery members participate in and are responsible for all Australian selection decisions:

- **2.6.2.1. Chair of the Board**
- **2.6.2.2. Five (5) Regional Subcommittee Chairs**
- **2.6.2.3. Executive of the Board**
- **2.6.2.4. Other Board members as determined appropriate by the Board**

2.6.3. The persons identified in 2.6.2. may consult other persons as determined appropriate for the selection process.

2.6.4. Applicants are responsible for the submission of all supporting documentation requested prior to the application deadline. Insufficient supporting documents may result in a reduced selection score or the exclusion of the application from the selection process.

- **2.6.4.1. All documentation must be retrospective, except where noted.**
- **2.6.4.2. Evidence must be on letterhead and dated, and should be signed where applicable.**
- **2.6.4.3. All documentation must be in the English language or be accompanied by a certified English translation.**
- **2.6.4.4. Further information regarding documentation can be found in Section 5: Curriculum Vitae (CV).**

2.6.5. By submitting the application, the applicant certifies that the information is correct to the best of his or her knowledge. Any intentionally misleading or falsified information will result in the application being excluded from the selection process.

2.6.6. The Board has the right to contact previous supervisors and employers to confirm that the information provided in the application is correct.

2.6.7. Applicants must notify the ASPS office, via education@plasticsurgery.org.au, of any changes during the process.

2.6.8. Feedback to applicants is provided in accordance with **Section 8**.
2.7. **Research into Selection Tools and Processes**

2.7.1. To improve the quality and efficacy of selection into surgical training, RACS and ASPS may conduct research and evaluate the performance of selection instruments and processes. Research and evaluation may include ‘pilot’ implementation of selection instruments or processes to study their utility in the RACS context. Applicants to SET may be invited to participate in selection research or evaluation.

3. **Regional Preferences**

3.1. Regional Preferences form part of the application to the Australian SET Program in Plastic and Reconstructive Surgery. Regional Preferences are not scored.

3.2. Applicants to the SET Program in Plastic and Reconstructive Surgery may indicate their preferences for up to two (2) of the following training regions:

3.2.1. New South Wales (includes Australian Capital Territory)

3.2.2. Victoria (includes Tasmania)

3.2.3. Queensland

3.2.4. South Australia (includes Northern Territory)

3.2.5. Western Australia

3.3. Applicants will be considered for available training posts in all regions. The Board endeavours to give successful applicants their first preference of training region but cannot guarantee this.

3.4. Applicants must be willing to accept a post in any region and are expected to accept a post in any region offered, even if not listed as a preference.

3.5. Preferences cannot be altered after the application has been submitted.
4. Aboriginal and Torres Strait Islander Selection Initiative

4.1. RACS Council approved the Aboriginal and Torres Strait Islander (ATSI) Surgical Trainee Selection Initiative policy (ETA-SET-046). The Australian Board of Plastic and Reconstructive Surgery implemented the initiative in the 2018 selection process for the 2019 intake.

4.2. It is expected that there will be one (1) initiative post set aside for the 2020 intake.

4.3. Where there are more applicants eligible for an initiative post than posts available, those applicants shall be ranked against each other based on their selection score.

4.4. Any initiative posts unfilled under this initiative will be returned to the general pool and offered to applicants in accordance with these Selection Regulations.

4.5. An Applicant will be considered for the initiative post if:

4.5.1. They have identified themselves as Aboriginal and Torres Strait Islander during the RACS registration process, and

4.5.2. They have satisfied the eligibility requirements for membership of Australian Indigenous Doctors’ Association, and

4.5.3. They have satisfied the minimum standard for selection as per Selection Regulation 2.4.1.
5. Curriculum Vitae (CV)

5.1. The CV forms part of the application to the Australian SET program in Plastic and Reconstructive Surgery. The maximum available score for this selection tool is 200 points.

5.2. The CV scoring process is designed to capture information on aspects of the applicant’s surgical experience, publications and presentations, research and educational qualifications, and special skills.

5.3. Evidence claimed in the wrong section of the online application will not be counted towards the correct activity. Applicants are responsible for uploading their documentation correctly.

5.4. Applicants who are unsure whether an activity will attract points, or where to claim an activity to attract maximum points, should contact the ASPS office via education@plasticsurgery.org.au.

5.5. CVs are scored independently by at least two (2) scorers (ASPS staff nominated by the Board) and marks are compared for discrepancy. In the instance of a discrepancy between scorers, the final scoring decision will be made by a person specified in 2.6.2.

5.6. Minimum Eligibility Criteria

5.6.1. Applicants who meet the minimum eligibility criteria will be considered competitive in the selection process. The minimum eligibility criteria do not receive points.

5.6.2. Emergency or Critical Care Rotation

Applicants must complete a rotation that meets the following criteria:

<table>
<thead>
<tr>
<th>Emergency/ Critical Care Rotation</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-graduate level (PGY1+) rotation in Emergency or Critical Care prior to the closing date of applications (27 March 2019). The term must be at least eight (8) working weeks in length.</td>
<td>Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid.</td>
</tr>
</tbody>
</table>

5.6.3. The following conditions apply for Emergency and Critical Care experience:

5.6.3.1. Applicants will be exempt from this requirement who are in year 3 SET or higher of a non-Plastic & Reconstructive SET training program.

5.6.3.2. Emergency or Critical Care includes the following:
  o Emergency Department (ED)
  o Intensive Care Unit (ICU)

5.6.3.3. Trauma, Burns, Cardiothoracic and Vascular unit experience are not considered as being an Emergency or Critical Care rotation.

5.6.3.4. Emergency or Critical Care experience may be acquired within Australia or overseas.
5.6.3.5. No credit will be given for any Emergency or Critical Care experience acquired after the application closing date.

5.6.3.6. Combination and part-time terms will be adjusted pro-rata. For example, 20 weeks 0.5FTE in a part-time Emergency rotation will be credited as 10 weeks of Emergency experience.

### 5.6.4. Plastic and Reconstructive Surgery Rotation

Applicants must complete a rotation that meets the following criteria:

<table>
<thead>
<tr>
<th>P&amp;RS Rotation</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post graduate level (PGY1+) rotation in Plastic &amp; Reconstructive Surgery <strong>within the last five (5) years</strong> (28 March 2014 – 27 March 2019). The term must be <strong>at least ten (10) working weeks in length</strong>, including a minimum of <strong>five (5) continuous weeks</strong>.</td>
<td>Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid.</td>
</tr>
</tbody>
</table>

### 5.6.5. The following conditions apply for surgical experience:

5.6.5.1. Surgical experience may be acquired within Australia or overseas.

5.6.5.2. No credit will be given for any surgical experience acquired after the application closing date.

5.6.5.3. Combination and part-time terms will be adjusted pro-rata. For example, three months in a Plastic and Reconstructive and ENT Surgical rotation will be credited as 1.5 months of Plastic and Reconstructive experience.

### 5.6.6. Applicants will be exempt from this requirement who are:

5.6.6.1. In year 3 SET or higher of a non-Plastic & Reconstructive SET training program.

5.6.6.2. Possess a non-Plastic & Reconstructive Surgery FRACS.

5.6.6.3. Possess an overseas specialist surgical qualification.

### 5.6.7. Surgery In General Rotation

Applicants must complete a rotation that meets the following criteria:

<table>
<thead>
<tr>
<th>Surgery in General Rotation</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post graduate level (PGY2+) rotation in any surgical specialty <strong>within the last five (5) years</strong> (28 March 2014 – 27 March 2019). The rotation/s must be <strong>at least twenty-six continuous (26) working weeks in length</strong> and must be <strong>completed prior to the closing date of applications</strong> (27 March 2019).</td>
<td>Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in.</td>
</tr>
</tbody>
</table>

### 5.6.8. The following conditions apply for surgical experience:

5.6.8.1. Surgical experience may be acquired within Australia or overseas.

5.6.8.2. No credit will be given for any surgical experience acquired after the application closing date.
5.6.8.3. Combination and part-time terms will be adjusted pro-rata. For example, three months in a Plastic and Reconstructive and ENT Surgical rotation will be credited as 1.5 months of Plastic and Reconstructive experience.

5.6.8.4. The same surgical rotation may be claimed for more than one minimum requirement. For example, a 26 week rotation in Plastic and Reconstructive Surgery would satisfy both the “Plastic and Reconstructive Surgery Rotation” and the “Surgery In General Rotation” requirements.

5.6.9. Applicants will be exempt from this requirement who are:

5.6.9.1. In year 3 SET or higher of a non-Plastic & Reconstructive SET training program.

5.6.9.2. Possess a non-Plastic & Reconstructive Surgery FRACS.

5.6.9.3. Possess an overseas specialist surgical qualification.

5.6.10. **Surgical Examinations**

Applicants for selection must pass the following examination(s) prior to the closing date of applications (27 March 2019):

<table>
<thead>
<tr>
<th>Examination</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>RACS Surgical Sciences Exam (SSE)</td>
<td>Certificate of completion or letter on organisation letterhead. Prospective evidence is not valid.</td>
</tr>
</tbody>
</table>

*Note:* It is intended that the Clinical Exam (*CE*) will be a minimum eligibility requirement for the 2021 selection (2022 intake) and future rounds. Please refer to [RACS examination page](#) for updates.

5.6.11. **Online Referee Reports**

Applicants must nominate the minimum number of referees in the valid date range as per selection regulation 6.3 and its subclauses.
5.7. Surgical Experience & Qualifications Section

5.7.1. The maximum available score for this section is 60 points.

5.7.2. Surgical Experience

Points will be awarded for the following surgical experience, not including experience counted towards the minimum eligibility criteria:

<table>
<thead>
<tr>
<th>Surgical Experience</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident level or higher (PGY2+) experience in P&amp;RS in the last five (5) years</td>
<td>Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid.</td>
</tr>
<tr>
<td>Accredited SET experience NOT in P&amp;RS in the last five (5) years (28 March 2014</td>
<td>SET Transcript from RACS or correspondence from appropriate Specialty Society. Evidence must identify location of training, length of employment and specialty working in. Prospective evidence is not valid.</td>
</tr>
<tr>
<td>Registrar level or higher (PGY3+) experience NOT in P&amp;RS and NOT in SET, in the</td>
<td>Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid.</td>
</tr>
<tr>
<td>last five (5) years (28 March 2014 – 27 March 2019).</td>
<td></td>
</tr>
</tbody>
</table>

5.7.3. The following conditions apply for surgical experience:

5.7.3.1. Surgical experience may be acquired within Australia or overseas.

5.7.3.2. No credit will be given for any surgical experience acquired after the application closing date.

5.7.3.3. Credit will only be given for experience in excess of the minimum weeks required for eligibility.

5.7.3.4. Combination and part-time terms will be adjusted pro-rata. For example, three months in a Plastic and Reconstructive and ENT Surgical rotation will be credited as 1.5 months of Plastic and Reconstructive experience.

5.7.3.5. Maximum credit available for surgical experience not already used for minimum eligibility is fifteen (15) points per half year in unaccredited P&RS experience or accredited non-P&RS SET experience; five (5) points per half year experience not in P&RS and not in SET (PGY3+); three (3) points per 10 week rotation in P&RS (PGY2+).

5.7.4. Surgical Qualifications

Points will be awarded for the following surgical qualifications:

<table>
<thead>
<tr>
<th>Surgical Qualification</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non P&amp;RS FRACS</td>
<td>FRACS certificate / Correspondence from RACS verifying award of Fellowship</td>
</tr>
<tr>
<td>FRACDS</td>
<td>FRACDS certificate / Correspondence from RACDS verifying award of Fellowship</td>
</tr>
</tbody>
</table>
5.7.4.1. Maximum credit available for surgical qualifications listed above is sixty (60) points.

5.7.5. **Surgical Examinations**
Points will be awarded for applicants passing the following examinations prior to the closing date of 2019 applications (27 March 2019):

<table>
<thead>
<tr>
<th>Examination</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RACS Clinical Examination (CE)</td>
<td>Certificate of completion or letter on organisation letterhead. Prospective evidence is not valid.</td>
</tr>
</tbody>
</table>

5.7.5.1. Important note: For the 2021 selection round (2020 intake), a pass in the Clinical Examination will be a minimum eligibility requirement. Accordingly, no points will be available in that and future years.

5.7.5.2. Maximum credit available for surgical examinations listed above is two (2) points.

5.8. **Publications & Presentations Section**

5.8.1. The maximum available score for this section is 60 points.

5.8.2. **Research Publications**
Points will be awarded for the following publications:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article in a listed P&amp;RS journal</td>
<td>A letter of acceptance from the journal or journal article front page with full bibliographic details including the journal impact factor in 5.8.4.</td>
</tr>
<tr>
<td>Article in other journals meeting the conditions below</td>
<td>A letter of acceptance from the journal or journal article front page with full bibliographic details including the journal impact factor in 5.8.4.</td>
</tr>
<tr>
<td>Case report in either a listed P&amp;RS journal, or another journal meeting the conditions listed below.</td>
<td>A letter of acceptance from the journal or journal article front page with full bibliographic details including the journal impact factor in 5.8.4.</td>
</tr>
<tr>
<td>Chapter in a medical or surgical textbook.</td>
<td>A letter from the publisher showing level of contribution, plus a copy of the book chapter or full bibliographic details.</td>
</tr>
</tbody>
</table>

5.8.3. Articles and case reports published in a recognised peer reviewed Plastic and Reconstructive surgery journal will attract full points. The list of accepted PRS journals is:

- Aesthetic Plastic Surgery
- Aesthetic Surgery Journal
- Annals of Plastic Surgery
5.8.4. Articles and case reports published in other medically-related, peer-reviewed printed journals will also attract points, provided the Journal Impact Factor is 2.5 or greater, as published on line on the Research Gate website.

5.8.5. The following conditions apply for all research publications:
   5.8.5.1. Full credit will be given for eligible publications where the applicant is the principal author. Credit may be given in increments of five (5) points to a maximum of fifteen (15) points per publication.
   5.8.5.2. Partial credit will be given for eligible publications where the applicant is a subsequent author. Credit may be given in increments of two and a half (2.5) points to a maximum of seven and a half (7.5) points per publication.
   5.8.5.3. An article is considered creditworthy if it is medically related and peer-reviewed containing critically assessed data and results. Book reviews, study protocols, letters to journals and abstracts will not be scored and must not be submitted.
   5.8.5.4. Multiple publications with duplicate or similar topics or content will only attract credit for one (1) publication or presentation.
   5.8.5.5. Publications that have been accepted for publication will be scored as if they have been published, if written proof of acceptance for publication is submitted.

5.8.6. Research Presentations
Points will be awarded for the following presentations:

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral or poster presentation at a conference (*)</td>
<td>Correspondence from the conference certifying acceptance of presentation, or a copy of the program listing full details of the presenter and name of conference. Evidence must include the topic of</td>
</tr>
</tbody>
</table>
Oral or poster presentation at an international medical and surgical science conference, other than those listed below *(determined by the type of event, not the location)*

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Correspondence from the conference certifying acceptance of presentation, or a copy of the program listing full details of the presenter and name of conference. Evidence must include the topic of the presentation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral presentation at a state or regional surgical science conference</td>
<td>Correspondence from the conference certifying acceptance of presentation, or a copy of the program listing full details of the presenter and name of conference. Evidence must include the topic of the presentation.</td>
</tr>
</tbody>
</table>

5.8.7. (*) Accepted events for row 1 of the table above include:
- RACS Annual Scientific Congress (ASC)
- ASPS Plastic Surgery Congress (PSC)
- New Zealand Association of Plastic Surgeons Annual Scientific Meeting (NZAPS ASM)
- Australasian Society of Aesthetic Plastic Surgery (ASAPS) annual conference
- Australian and New Zealand Burn Association (ANZBA) annual conference
- Australian Hand Surgery Society (AHSS) annual conference
- Australasian Cleft Lip and Palate Association
- Asian Pacific Craniofacial Association
- Australian & New Zealand Head and Neck Cancer Society Meeting
- Plastic Surgery, The Meeting (American ASPS’ annual meeting)
- International Perforator Flap Course

5.8.8. The following conditions apply for all research presentations:

5.8.8.1. Applicants will receive credit for presentations and posters at events that involve competitive selection only.

5.8.8.2. Where the same article has been used as a journal article and also as a presentation or poster presentation it must be submitted once only, either as a publication or a presentation. It will be allocated points once only either as a journal article, presentation or poster presentation.

5.8.8.3. A presentation is considered creditworthy if it is medically-related. No points will be awarded for presentations at in-house hospital meetings, Hospital Grand Rounds, Morbidity Meetings, Unit Audits or similar "domestic" venues.

5.8.8.4. The applicant must be the first author of the presentation or poster and deliver the presentation. Presentation may be given a maximum of eight (8) points credit, and poster may be given a maximum of four (4) points credit.

5.8.8.5. Presentations and posters must be directly relevant to medicine for credit to be granted.
5.8.8.6. Presentations at meetings are classified for credit purposes by the target audience, and not the geographical location, of the meeting.

5.8.8.7. Multiple presentations with duplicate or similar topics will only attract credit for one (1) presentation only.

5.8.8.8. A presentation or poster that is based on a credited publication will attract no further points and is not to be submitted.

5.8.8.9. Presentations that have been accepted for presentation at a meeting will be scored as if they have been presented, only if written proof of acceptance for presentation is provided.

5.8.8.10. Evidence must include a conference logo and/or a signature of the organiser.

5.9. Educational Qualifications Section

5.9.1. The maximum available score for this section is 40 points.

5.9.2. Points will be awarded for the following degrees to the maximum indicated:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Evidence required:</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD (Medically related)</td>
<td>If completed with thesis: Transcript or testamur from University confirming awarding of the degree, plus details of thesis submitted. If completed without thesis: Transcript or testamur from University confirming awarding of the degree. If currently enrolled: Proof of enrolment in the PhD from the University.</td>
<td>Forty</td>
</tr>
<tr>
<td>PhD (Non-medically related)</td>
<td>If completed with thesis: Transcript or testamur from University confirming awarding of the PhD, plus details of thesis submitted. If completed without thesis: Transcript or testamur from University confirming awarding of the PhD.</td>
<td>Twenty</td>
</tr>
<tr>
<td>Doctor of Medicine (MD), except MD awarded after 2012 from UNSW</td>
<td>If completed with thesis: Transcript or testamur from University confirming awarding of the Doctorate degree, plus details of thesis submitted. If completed without thesis: Transcript or testamur from University confirming awarding of the Doctorate degree. If currently enrolled: Proof of enrolment in the MD</td>
<td>Thirty five</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fifteen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ten</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Qualification</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Surgery (MS) OR Master of Surgical Science, awarded by University of Adelaide or awarded by University of Edinburgh</td>
<td>Twenty five</td>
<td>If completed with thesis: Transcript or testamur from University confirming awarding of the degree, plus details of thesis submitted. If completed without thesis: Transcript or testamur from University confirming awarding of the degree.</td>
</tr>
<tr>
<td>Bachelor of Science (Medicine) with thesis OR Bachelor of Medical Science with thesis OR Bachelor of Medicine / Bachelor of Surgery (MBBS) with thesis OR Doctor of Medicine (MD) with thesis, awarded after 2012 from UNSW OR Master of Medicine, awarded by University of Queensland</td>
<td>Ten</td>
<td>Transcript or testamur from University confirming awarding of the degree, plus details of thesis.</td>
</tr>
<tr>
<td>Diploma in Surgical Science awarded by University of Edinburgh</td>
<td>Two</td>
<td>Transcript or testamur from University confirming awarding of the diploma.</td>
</tr>
</tbody>
</table>

5.9.3. (*) = Points will not be awarded for enrolment in a Doctor of Medicine (MD) at the following institutions:
5.9.3.1. University of Melbourne if commenced after 1 January, 2010
5.9.3.2. University of New South Wales if commenced after 1 January, 2013
5.9.3.3. University of Western Australia if commenced after 1 January, 2014.

5.9.4. Points will not be awarded for any pre-medical course leading to an MBBS (for example, B. Biomedical Science).

5.9.5. The following conditions apply for all educational qualifications not listed in 5.9.2:
5.9.5.1. Overseas qualifications must have been assessed by the relevant authorities in Australia and/or New as equivalent to the relevant Australian or New Zealand qualification. In New Zealand, this is the New Zealand Qualifications Authority (NZQA). In Australian the Medical Board of Australia (MBA)
5.9.5.2. For a Master of Surgery done overseas, this degree is considered equivalent if the candidate has completed a minimum 12 months of full time study and completed a thesis. A letter from the supervisor outlining these criteria must be provided. A clinically based MS degree is not accepted.

5.9.5.3. For a Doctor of Medicine done overseas, the degree is considered equivalent if the candidate can outline the thesis presented for completing the degree. A letter from the university and/or supervisor outlining the work undertaken must be provided. An MD equivalent of an undergraduate qualification is not accepted.

5.9.5.4. For a PhD done overseas, it is considered equivalent if the candidate has completed a minimum of 3 years full time study and completed a thesis. A letter from the supervisor and/or institution outlining these criteria must be provided and proof of thesis shown.

5.10. Special Skills Section

5.10.1. The maximum available score for this section is 40 points.

5.10.2. Undergraduate Academic Awards, Medical & Surgical Awards, and Non-Medical Awards

Applicants will receive credit for the following awards and achievements:

<table>
<thead>
<tr>
<th>Award</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or more of: University Medal OR First Class Honours OR Second Class Honours OR Recognition from the university with acknowledgement on a merit list / dean’s list</td>
<td>Academic transcript outlining the level of honours achieved, or university recognition for academic achievement.</td>
</tr>
<tr>
<td>Golden Key Society Membership</td>
<td>Gold Key Society membership or correspondence on letterhead from the university outlining achievement.</td>
</tr>
<tr>
<td>Medical Awards</td>
<td>Correspondence from the awarding institution for medical achievement.</td>
</tr>
<tr>
<td>Surgical Awards</td>
<td>Correspondence from the awarding institution for surgical achievement.</td>
</tr>
<tr>
<td>Non-medical awards with state, regional or national recognition</td>
<td>Correspondence from the awarding authority, or certificate of award.</td>
</tr>
<tr>
<td>Non-medical awards with local recognition</td>
<td>Correspondence from the awarding authority, or certificate of award.</td>
</tr>
</tbody>
</table>

5.10.3. The following conditions apply for awards and achievements:

5.10.3.1. Awards and achievements not listed will not attract points.
5.10.3.2. Completion of tertiary qualifications (including degrees, masters degrees, etc) will not attract points in this section.
5.10.3.3. Prospective evidence is not valid.
5.10.3.4. A maximum total of five (5) credit points will be awarded for each category 'Undergraduate Awards' and 'Medical and Surgical Awards'.
5.10.3.5. A maximum total of four (4) credit points will be awarded for the category 'Non-medical Awards'.

5.10.4. **Positions Held**

Applicants will receive credit for the following positions held:

<table>
<thead>
<tr>
<th>Position</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid medical manager or assistant medical manager (minimum 6 months)</td>
<td>Letter from the employer on letterhead detailing the applicant’s managerial responsibilities during the time spent in the position.</td>
</tr>
<tr>
<td>Leadership position on a medical or surgical committee / board (minimum 6 months)</td>
<td>Letter from the organisation detailing the applicant’s position on the committee, time spent on the committee undertaking community work, and details of the organisation.</td>
</tr>
<tr>
<td>Clinical teaching or anatomy demonstrating position in an accredited higher education institution (minimum 6 months)</td>
<td>Letter from the organisation detailing the applicant’s position in the organisation, time spent in the organisation undertaking clinical teaching or anatomy demonstrating, and details of the organisation.</td>
</tr>
<tr>
<td>Unpaid part-time volunteer work in a not-for-profit organisation (minimum 6 months)</td>
<td>Letter from the organisation detailing the applicant’s position in the organisation, time spent in the organisation undertaking volunteer work, and details of the organisation.</td>
</tr>
<tr>
<td>Continuous, full-time unpaid volunteer work in a not-for-profit organisation (minimum 2 weeks)</td>
<td>Letter from the organisation detailing the applicant’s position in the organisation, time spent in the organisation undertaking volunteer work, and details of the organisation.</td>
</tr>
</tbody>
</table>

**Examples include volunteer humanitarian missions to developing nations.**

5.10.5. The following conditions apply for positions held:
5.10.5.1. Medical management positions must be paid.
5.10.5.2. Organisational leadership, clinical teaching and anatomy demonstrating positions are subject to investigation by the Board. Points will be awarded at the Board’s discretion.
5.10.5.3. Membership of a charity only will not attract points. Applicants must demonstrate active participation over a period of at least 6 months.
5.10.5.4. Cash donations will not attract points.
5.10.5.5. Blood or organ donation will not attract points.
5.10.5.6. Paid work in a not-for-profit organisation will not attract points.
5.10.5.7. Mandatory service will not attract points.
5.10.5.8. Prospective evidence is not valid.
5.10.5.9. A maximum total of four (4) credit points will be awarded for each category ‘Medical or Surgical Organisational’ and ‘Clinical Teaching or Anatomy Demonstration’.
5.10.5.10. A maximum total of three (3) credit points will be awarded for each category of ‘Medical or Surgical Leadership’ and ‘Volunteer’ positions.

5.10.6. **Post-Secondary Skills**

Applicants will receive credit for the following skills:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sporting achievements (National representative level)</td>
<td>Certificate of participation or accomplishment award on organisation letterhead.</td>
</tr>
<tr>
<td>Sporting achievements (State representative level)</td>
<td>Certificate of participation or accomplishment award on organisation letterhead.</td>
</tr>
<tr>
<td>Language Skills</td>
<td>Applicants must provide evidence of course completed (with level) and/or a certificate of proficiency, on organisation letterhead.</td>
</tr>
</tbody>
</table>

5.10.7. The following conditions apply for skills:

5.10.7.1. Only post-secondary awards are eligible for points.
5.10.7.2. Coaching achievements at a State or National representative level will attract points.
5.10.7.3. Individual (non-team) sports will not attract points.
5.10.7.4. Casual sporting activities will not attract points.
5.10.7.5. Language skills must be at a minimum of “conversational”. This is equivalent to a Certificate 3 in the Australian Qualifications Framework, or level B in the Common European Framework of Reference for Languages. The discretion of the markers will be used to determine the equivalent level for evidence presented.
5.10.7.6. English language skills will not attract points.
5.10.7.7. Prospective evidence is not valid.
5.10.7.8. A maximum combined total of three (3) credit points will be awarded for language skills and sporting achievements.

5.10.8. **Medical Courses & Conferences Attended**

Applicants will receive credit for the following courses and conferences:

<table>
<thead>
<tr>
<th>Course / Conference</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical courses including (or equivalent to):</td>
<td>Certificate of completion or RACS transcript outlining courses completed.</td>
</tr>
<tr>
<td>• EMST</td>
<td></td>
</tr>
<tr>
<td>• CCrISP</td>
<td></td>
</tr>
<tr>
<td>• ASSET</td>
<td></td>
</tr>
<tr>
<td>• BSS</td>
<td></td>
</tr>
<tr>
<td>• CLEAR</td>
<td></td>
</tr>
<tr>
<td>• Statistics for Surgeons Workshop</td>
<td></td>
</tr>
<tr>
<td><strong>EMSB</strong></td>
<td></td>
</tr>
<tr>
<td>Any surgical skills course, medically-related ethical skills course, medical management course, or anatomy course not outlined above.</td>
<td>Certificate of completion or RACS transcript outlining courses completed.</td>
</tr>
</tbody>
</table>

| **ASPS Plastic Surgery Conference (PSC)** |  |
|  | Proof of registration or attendance at the meeting. |

| **Other Plastic Surgery meeting or conference (state, national or international) that meets the conditions below** |  |
|  | Proof of registration or attendance at the meeting. |

| **RACS Annual Scientific Conference (ASC)** |  |
|  | Proof of registration or attendance at the meeting. |

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5.10.9. The following conditions apply for courses and conferences:

5.10.9.1. Mandatory basic knowledge courses (such as radiation safety or x-ray interpretation) will not attract points.

5.10.9.2. The BASIC course will not attract points.

5.10.9.3. The EMSB Instructor course will not attract points.

5.10.9.4. Operating with Respect e-module will not attract points.

5.10.9.5. No points will be awarded for attendance at hospital grand rounds, morbidity meetings, unit audits or other such “domestic” venues.

5.10.9.6. Other Plastic Surgery meetings which attract points include meetings relating to:

- Hand surgery
- Burns surgery
- Aesthetic surgery
- Craniomaxillofacial surgery
- Head & neck surgery
- Microsurgery.

5.10.9.7. Virtual meetings or conferences will attract points at the same rate as physical meetings.

5.10.9.8. A maximum combined total of eight (8) credit points will be awarded for Medical Courses attended.

5.10.9.9. A maximum combined total of five (5) credit points will be awarded for Medical Conferences attended.
6. Online Referee Reports

6.1. The Online Referee Reports (ORR) form part of the application to the Australian SET program in Plastic and Reconstructive Surgery. The maximum available score for this selection tool is 350 points.

6.2. The Online Referee Report is a confidential report gathered from several evaluators who are familiar with the professional and/or technical capabilities of the applicant. The report is an indicator of applicant skills and is divided into several categories of professionalism.

6.3. Contacts Required for the Online Referee Report

6.3.1. Applicants must provide the following information:

<table>
<thead>
<tr>
<th>Referees</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All P&amp;RS Consultants from the most recent plastic &amp; reconstructive surgical term.</td>
<td>Correct information for each referee, including current email address.</td>
</tr>
<tr>
<td></td>
<td>Identifying which consultants an applicant did and did not work with.</td>
</tr>
<tr>
<td>No less than three (3) and no more than five (5) consultants worked with from each surgical term over the past three (3) years (28 March 2016 – 27 March 2019).</td>
<td>Correct information for each referee, including current email address. Where there have been fewer than three (3) consultants in a rotation, the applicant must indicate the reason or reasons on the ORR Excel form.</td>
</tr>
<tr>
<td>This includes consultants from P&amp;RS and non-P&amp;RS terms.</td>
<td></td>
</tr>
<tr>
<td>At least one (1) of the following (or equivalent) from each surgical term over the past two (2) years (28 March 2017 – 27 March 2019):</td>
<td>Correct information for each referee, including current email address.</td>
</tr>
<tr>
<td>• Clinical nurse unit manager</td>
<td></td>
</tr>
<tr>
<td>• Charge nurse</td>
<td></td>
</tr>
<tr>
<td>• Clinical nurse consultant</td>
<td></td>
</tr>
<tr>
<td>• Unit nurse</td>
<td></td>
</tr>
</tbody>
</table>

6.3.2. The following conditions apply for all referees listed:

6.3.2.1. A minimum total of 8 consultants and 2 nurse referees must be nominated by the applicant.

6.3.2.2. Prior to submission of an application, applicants must contact each referee and obtain their current email address.

6.3.2.3. Applicants must confirm that each of the consultants and nurses nominated as referees have been contacted by the applicant prior to the submission of their application and have been informed that they may be contacted as a referee by RACS or by ASPS during the selection process.

6.3.2.4. Applicants may be excluded from the selection process if misleading or incorrect contact information is provided.

6.3.2.5. The referees nominated by an applicant must be persons who are able to assess performance in a plastic surgery or other type of surgical unit.
within a public hospital environment or a recognised plastic surgery training unit within a private hospital, otherwise the referee will not be a valid referee.

6.3.2.6. The surgical referees nominated by an applicant must be employed in a plastic surgery or other type of surgical unit within a public hospital environment or a recognised plastic surgery training unit within a private hospital, otherwise the referee will not be a valid referee.

6.3.2.7. The surgical referees nominated by an applicant for experience gained in Australia or New Zealand must be Fellows of the Royal Australasian College of Surgeons (FRACS) and satisfy 6.3.2.6.

6.3.2.8. The surgical referees nominated by an applicant for experience gained while overseas (not in New Zealand) must be Fellows of the relevant national Surgical College or members of the relevant national specialty society or association and satisfy 6.3.2.6.

6.3.2.9. International Medical Graduates (IMGs) on a pathway to specialist recognition in Australia or New Zealand will not be considered a valid referee. Vocationally registered doctors will not be considered a valid referee.

6.4. Referee Reports Information

6.5. The Board will collect all Online Referee Reports and applicants will not be involved in the confidential collection process.

6.6. Online Referee Report evaluators will be selected by individuals listed in selection regulation 2.6.2.

6.7. The Board will choose eight (8) surgical consultants and two (2) nurses to contact from the information provided by the applicant. The Board may contact hospital units and Consultants to ensure that the information provided about the applicant’s history is correct.

6.8. The Board will upload to RACS all evaluators selected for applicants by a date determined by RACS. No further evaluators will be uploaded beyond that date.

6.9. The Board Chair, or Board Executive, will confirm if an applicant is to be excluded from the selection process due to insufficient or invalid information.

6.10. The Board will endeavour to include at least two (2) P&RS Consultants in the final report for each applicant.

6.11. If the minimum number of valid reports (4 consultants and 1 nurse) is not submitted by the referee report closing date, the application will be excluded from the selection process.

6.12. Any Consultant report that is less than seventy five percent (75%) complete (15 out of 20 questions answered) will be considered invalid. Any nurse report that is less than seventy five percent (75%) complete (6 out of 8 questions answered) will be considered invalid.
7. The Semi-Structured Interview

7.1. The Interview forms part of the application to the Australian SET Program in Plastic and Reconstructive Surgery. The maximum available score for this selection tool is 450 points.

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

7.3. Selection for Interview

7.3.1. The number of interviews is capped at three (3) interviews per one (1) training position available.

7.3.2. Not all applicants will receive an interview during the selection process. Gaining an interview in one year does not guarantee an applicant will be invited to interview in subsequent application.

7.3.3. In 2019 applicants must meet the following criteria to be invited to interview:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must rank highly enough to be invited to interview.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

7.4. Interview Information

7.4.1. It is the responsibility of the applicant to arrive fifteen (15) minutes prior to the interview. Applicants who do not arrive by this time with photo identification (driver’s license or passport) will not be considered further in the Selection process.

7.4.2. Applicants are responsible for all travel costs incurred when attending interviews.

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

7.4.4. The interview panels will be comprised of two (2) or three (3) Consultant Plastic Surgeons per panel. Applicants will be interviewed at three (3) separate panels. An additional Consultant may attend the interview for observation purposes.

7.4.5. All applicants will be asked the same initial questions at interview; follow-up questions may vary based on applicant responses.
7.5. Interview Scoring

7.5.1. The interview scoring process was developed through consultation with experts in selection development. This method enables a standardised evaluation of each applicant evaluated against the nine College Competencies.

7.5.2. Applicant responses at interview are evaluated based on a standard interview scoring guide which contains favourable and unfavourable indicators.

7.5.3. Each panel member may take notes during the interview. Panel members will discuss ratings following the interview and mark a composite rating on the final assessment sheet.

7.5.4. One (1) final assessment sheet will be provided by each panel, equalling a total of three (3) final assessment sheets per applicant. These scores will be combined into a total applicant score.

7.5.5. The completed final assessment sheets will be maintained as records of the interview.
8. Outcome & Applicant Feedback

8.1. Applicants will be classified in accordance with this classification:

8.1.1. **Successful.** The applicant will receive a training post offer.

8.1.2. **Unsuccessful.** The applicant satisfies the minimum standard for selection in 2.4.1, but did not rank high enough to receive an offer.

8.1.3. **Unsuitable.** The applicant failed to satisfy the minimum standard for selection in 2.4.1 during the selection process.

8.1.4. **Ineligible.** The applicant failed to satisfy one or more of the minimum selection criteria in 5.6 during the selection process.

8.2. All feedback to applicants will be provided by email. Any feedback requests must be submitted by email.

8.3. **Ranking of applicants**

8.3.1. Applicants who have proceeded through interview and satisfy the minimum standard for selection in 2.4.1, will be ranked based on their overall score. The overall score of the applicant whose rank is equal to the number of training positions available, will be used to determine the cut-off band (+/-2% of the maximum possible score in 2.2.3). For example, if twelve (12) training positions are available, all applicants whose overall score is within 2% of the 12th ranked applicant will be placed into the cut-off band.

8.3.2. For applicants whose overall score is higher than the cut-off band, determination of offers will be made based on the applicant’s ranking and their preferences for training region.

8.3.3. For applicants whose overall score falls within the cut-off band, determination of offers will be made based on the applicant's first preference of training region.

8.3.4. Applicants may be offered a training post in a training region that they have not listed as a preference, if there are no other positions available.

8.3.5. All trainee placement decisions are at the Board’s discretion and are final. Applicants may not necessarily be placed in their first preference of training region.

8.4. **Feedback to Successful Applicants**

8.4.1. Successful applicants will be offered a SET 1 training placement based on a combination of ranking in the selection process and regional preference. A copy of the training agreement and conditions will be sent to these applicants.

8.4.2. To accept their training position, successful applicants must submit their signed training agreement to ASPS by the due date.
8.4.3. Successful applicants will be provided with deciles showing their overall standing, and their relative standing in each selection tool.

8.4.4. Successful applicants will receive logins for the RACS and ASPS websites after return of the signed training agreement.

8.5. Feedback to Unsuccessful Applicants

8.5.1. Applicants who satisfy the minimum standard for selection in 2.4.1, will be informed by email that they were found suitable for the program, but did not rank high enough to secure a training position.

8.5.2. Unsuccessful applicants will be provided with information by email on the wait listing process if second round offers are expected.

8.5.3. Unsuccessful applicants will be provided with deciles showing their overall standing, and their relative standing in each selection tool.

8.5.4. Upon email request, unsuccessful applicants will be informed of the process to seek further feedback. No other feedback queries will be addressed.

8.6. Feedback to Unsuitable Applicants and Ineligible Applicants

8.6.1. Applicants determined to be unsuitable or ineligible will be notified by email and will not be considered further in the selection process.

8.6.2. Unsuitable and ineligible applicants will receive information by email on the minimum standard they failed to achieve but will not be ranked in the selection process.

8.6.3. Upon email request, unsuitable and ineligible applicants will be informed of the process to seek further feedback. No other feedback queries will be addressed.

8.7. Reconsideration and Appeal

8.7.1. All applicants have the right to request reconsideration of, or to appeal a selection decision, in accordance with to the RACS “Appeals Mechanism Policy”, available at www.surgeons.org.”