
The Royal Australasian College of Surgeons and the Australian Society of Plastic Surgeons collaborate in the delivery of the Surgical Education and Training Program in Plastic and Reconstructive Surgery.

Applicant Declaration

As part of the Royal Australasian College of Surgeons (RACS) selection process to the Surgical Education and Training Program (Selection Process), applicants may be invited to attend an interview. Before attending the interview, and as directed by the Australian Board of Plastic and Reconstructive Surgery (the Board) all applicants are to complete and submit this electronic declaration form.

I, the applicant to the Board's Surgical Education and Training Program, declare my knowledge, understanding and consent to the following terms and conditions:

1. Confidentiality Declaration

- 1.1. For the purposes of this declaration, Information means information, other than information in the public domain, which is provided to the applicant as part of, or in relation to, the Selection Process and includes but is not limited to:
 - 1.1.1. The interview process;
 - 1.1.2. The interview questions;
 - 1.1.3. Any notes, recordings, photographs, copies, modifications or reproductions of the interview process or questions whether they are produced by the applicant or RACS.
- 1.2. I acknowledge that all Information provided to me in relation to the Selection Process is confidential.
- 1.3. I agree that I will maintain confidentially of the Information, and not disclose the Information to any person, other than Board interviewers, assessors and staff (Board Representatives)
- 1.4. I acknowledge that any unauthorised access to or disclosure of the Information will result in immediate termination and discontinuance of my application. For the avoidance of any doubt, this will have the effect of disqualifying me from making any future applications to the RACS Surgical Education and Training Program.

2. Personal Information

- 2.1. I agree and acknowledge that where Personal Information is disclosed by me to RACS, RACS shall use such Personal Information in accordance with the RACS Privacy of Personal Information Policy.

3. False or Misleading Information

- 3.1. I agree and declare that any information provided by me to RACS as part of the Selection Process will be true and accurate.

- 3.2. I agree and acknowledge that my application will be withdrawn from consideration and will be subject to immediate termination and discontinuance, in the event RACS determines that any information provided by me, as part of the Selection Process, is false, misrepresented or misleading.

4. Interview Mode

- 4.1. I agree and acknowledge that the delivery mode for my interview will be determined by the Board. Delivery mode options may include, but are not limited to:
- 4.1.1. face-to-face (in person);
 - 4.1.2. virtual (videoconferencing from a location at the election of the Board; and
 - 4.1.3. virtual (videoconferencing from a location of the election of the applicant).
- 4.2. I understand that other applicants may be interviewed via different modes at the discretion of the Board.
- 4.3. I understand and agree that I will be notified of the specific interview mode at least 10 working days before the interview date.
- 4.4. I understand and agree that applicant requests for a specific interview mode will not be considered under any circumstances.

5. Face-to-face Interview Process and COVID-19 Declaration

- 5.1. I acknowledge and agree not to attend the interview where delivered as per 4.1.1 or 4.1.2 (and will notify the Board immediately of my inability to attend the interview) in the following circumstances:
- 5.1.1. I am experiencing fever (greater or equal to 37.5 degree C), chills or sweats in the absence of an alternative diagnosis that explains the clinical presentation (including consideration of potential co-infection with other illness);
 - 5.1.2. I am experiencing acute respiratory infection (e.g. cough, sore throat, shortness of breath, difficulty breathing, runny nose, anosmia or loss of smell or loss of taste);
 - or
 - 5.1.3. I have been a close contact of a confirmed case of COVID-19 in the past 14 days;
 - or
 - 5.1.4. I have returned from overseas in the past 14 days; or
 - 5.1.5. I have been tested for COVID-19 and awaiting my test results; or
 - 5.1.6. I have been tested positive for COVID-19 and have not yet received clearance from the relevant Public Health authorities.
- 5.2. I understand and acknowledge that I will be refused entry if I present for my interview in any of the abovementioned circumstances listed in clause 5.1.
- 5.3. I understand and acknowledge in the event I am refused entry, per clause 5.2, the Board will endeavour to offer me videoconference interview on or close to the advertised interview date.

6. Virtual Interview Process

I understand, acknowledge and agree to the following terms in the event I am required to attend a virtual interview process.

6.1. Videoconference Technology:

- 6.1.1.I acknowledge and agree for my Board interview to be held via videoconferencing technology.
- 6.1.2.I agree that the interview is to be conducted on the Board's preferred videoconference technology software, Zoom. Interviews will not be conducted using any other platform.
- 6.1.3.I accept the Contingency plan for dropouts/IT issues outlined in the Applicant guide for Selection Interviews regarding any internet or technical difficulties or outages during the course of the interview.
- 6.1.4. I acknowledge that I have read the Applicant guide for Selection Interviews and agree to comply with the terms outlined under Interview Conduct and Etiquette.
- 6.1.5.I acknowledge that the Board is not responsible for any technical issues outside its control that may potentially occur on the day of the interview.

6.2. **Virtual Interview Audio Recording:**

- 6.2.1.I consent to an audio only recording (Recording) being recorded at the conclusion of the virtual interview by the Board and used for the purposes of obtaining my declaration about the interview's conduct.
- 6.2.2.I acknowledge and agree to the Recording being accessed by the Board Representatives (including ASPS staff of contractor).
- 6.2.3.I acknowledge and agree that the Board will store the Recording securely until it is destroyed 28 days after the interview date.
- 6.2.4.I acknowledge and agree that the Recording will not be accessible to me as an applicant.
- 6.2.5.I acknowledge and agree that I will not, without the prior written permission of RACS, copy, record, reproduce, photograph or display the content of the interview or any part thereof, including but not limited to the interview questions.
- 6.2.6.I acknowledge and agree that all my personal notes made during my interview must be destroyed at the end of my interview.
- 6.2.7.I acknowledge and agree that should I breach the requirements in this clause 6.2, I will jeopardise my progression in the Selection Process leading to the forfeiture of my SET Selection Program.
- 6.2.8.I acknowledge that the use of any record made by me will not be permissible as evidence in any reconsideration, review of appeal.

7. Costs

- 7.1. I acknowledge and agree that I will be liable for all costs associated with my application, compliance, attendance, or participation in the Selection Process and/or interview. This may include, but is not limited to, internet access, a computer or laptop and a webcam.

8. Internet Connection

- 8.1. I acknowledge and agree that I am responsible for ensuring a strong, clear and secure WIFI or wired connection with no to minimal interference during the interview.

9. Interview Room

- 9.1. I acknowledge that the room where I have chosen to undertake the videoconference selection interview is a suitable environment in which to participate in the interview.

10. Sole Participant Requirement:

- 10.1. Applicants are required to participate in the interview without assistance or guidance from any other individual during the Selection Process interview (Sole Participant Requirement).
- 10.2. In relation to the Sole Participant Requirement:
- 10.2.1. I confirm that I will be the only person in the interview room for the duration of my interview.
- 10.2.2. I acknowledge and agree that if there are concerns around other persons being present in the room, the Board will pause or terminate the interview and investigate further.
- 10.2.3. I acknowledge and agree that any substantiated breach of the Sole Participant Requirement will result in immediate forfeiture and disqualification of my application and prohibits me from making any future applications to the RACS Surgical Education and Training program.

11. Test Session

- 11.1. I acknowledge and agree that prior to my interview, at a time to be determined by the Board, I will have a test session with the Board Representative/s. At such time, I will ensure to use the same software, computer and location that I plan to utilise for the interview.

12. Contact on day of interview

- 12.1. I acknowledge and agree to be contactable via the mobile number submitted on my application in case a member of the Board staff needs to contact me regarding arrangements for my interview.

13. Ability to participate

- 13.1. Aside from the COVID-19 circumstances as detailed in clause 5, I acknowledge and agree to advise the Board, in accordance with the Board's Selection Regulations, if circumstances arise that prevent me from attending my interview.

14. Interview Outcome

- 14.1. I accept that the choice of interview delivery mode, the use of videoconferencing technology and any technological failures are not considered valid grounds to claim exceptional circumstances as a means of challenging the Selection Process outcome under the Reconsideration, Review and Appeal Regulation.

15. Relevant Documentation

- 15.1. I acknowledge that I have read the Board's Selection Regulations and will comply with the terms and conditions therein.
- 15.2. I acknowledge that I have read the Reconsideration, Review and Appeal Regulation and will comply with the terms and conditions therein.
- 15.3. I acknowledge that I have read the Applicant guide for Selection Interviews and will comply with the terms and conditions therein.

FULL NAME: _____

SIGNATURE: _____

DATE: _____

Instruction:

Return signed form to ASPS Office by email at geliovson@plasticsurgery.org.au or prior to your interview, if being held face to face.