

Selection Regulations Surgical Education and Training in Vascular Surgery 2020 Intake



1 INTRODUCTION

1.1 Definition of terms for the purpose of these Regulations

- 1.1.1 Applicant** means a person who has applied for the Surgical Education and Training (SET) Program in Vascular Surgery of the Royal Australasian College of Surgeons (RACS).
- 1.1.2 Board** means the Royal Australasian College of Surgeons Board of Vascular Surgery
- 1.1.3 ANZSVS or Society** means the Australian and New Zealand Society for Vascular Surgery.
- 1.1.4 Police Report** refers to a report on the criminal record of a person.
- 1.1.5 Referee** refers to a person who evaluates the applicant's workplace competence.

1.2 Purpose of these Regulations

These Regulations describe the principles, terms, and conditions of the selection process for the Royal Australasian College of Surgeons SET Program in Vascular Surgery for the 2020 intake. This document is a public document.

1.3 Administration and Ownership

The College is the principal organisation accredited to conduct surgical education and training in Australia and New Zealand. The Board of Vascular Surgery undertakes the development, delivery, selection and administration of the SET Program as an agent of the College. The Board of Vascular Surgery is responsible for communicating with the College regarding training and education.

1.4 Objective of the SET Program

The overall objective of the SET Program is to produce competent independent specialist 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.

2 PRINCIPLES UNDERPINNING THE SELECTION PROCESS

- 2.1** The aim of the selection process is to select the highest calibre trainees for the SET Program on the basis of merit through a fair, open, and accountable process.
 - 2.2** The selection process will be documented and objective with applicants having access to eligibility criteria, information on the selection process, general selection criteria and an appeals process.
 - 2.3** The selection process will be subject to continuous review to ensure its continued validity and objectiveness.
 - 2.4** The SET Program will be advertised to create awareness of opportunity for all eligible applicants.
 - 2.5** The selection process will conform to the requirements agreed by the College Board of Surgical Education and Training and will meet the College's generic eligibility requirements.
 - 2.6** The number of trainees selected in any year will depend on the number of suitable applications and accredited SET 1 hospital training posts available.
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3 ELIGIBILITY FOR APPLICATION TO THE SET PROGRAM

- 3.1** To apply to the SET Program, applicants must fulfil the following RACS generic eligibility criteria, available at www.surgeons.org.
- 3.2** Applicants who do not meet the generic eligibility criteria will not progress to the next stage of selection.
- 3.3** In addition to the RACS generic eligibility criteria applicants must fulfil the following specialty specific eligibility criteria:
- 3.3.1** Successful completion of RACS Generic Surgical Sciences Examination (GSSE) by date of application.
 - 3.3.2** 8 weeks surgical rotation in General Surgery undertaken within the 5 years immediately prior to, and completed by, closing date of application.
 - 3.3.3** 16 weeks surgical rotation in Vascular surgery undertaken within the 5 years immediately prior to, and completed by, closing date of application.
 - 3.3.4** 8 weeks rotation in an Intensive Care Unit (ICU) undertaken within the 5 years immediately prior to, and completed by, closing date of application.
- 3.4** No more than two rotations can make up the minimum requirement in 3.3.2, 3.3.3, or 3.3.4.
- 3.5** Vascular rotations must have at least two (2) Fellows of the Royal Australasian College of Surgeons employed as a specialist surgeon, or a vocationally trained surgeon employed as a specialist surgeon who works at the hospital on a weekly basis.
- 3.6** To meet the minimum ICU requirement in item 3.3.4, applicants must have spent an equivalent of 8 weeks full time in a dedicated Intensive Care Unit; Cardiac ICU will also be accepted. HDU, CCU and Paediatrics ICU rotations will not satisfy this minimum eligibility requirement. Evidence submitted for this rotation must clearly state that an applicant has spent the equivalent of 8 full time weeks in a dedicated ICU.
- 3.7** Rotations listed as covering, lates or nights will not meet the requirement of 3.3.2, 3.3.3, or 3.3.4.
- 3.8** Rotations listed as Private Assisting will not meet the requirement of 3.3.2, 3.3.3, or 3.3.4.
- 3.9** Evidence must be provided for all rotations listed on the application, including the minimum eligibility rotations. All evidence must be submitted at the time of application, no further evidence will be accepted following the application submission.
- 3.10** Applicants who do not meet the specialty specific eligibility criteria will not progress to the next stage of selection.

4 CRIMINAL RECORD CHECKS AND POLICE REPORTS

- 4.1** Police record checks are an integral part of the assessment of applicants for suitability for the SET Program. Applicants must disclose whether they are the subject of any criminal charge(s) still pending before a Court, or whether they have been subject to criminal conviction(s) or findings(s) of guilt before a Court (criminal history). The Board may ask applicants for written consent to seek reports from any or all of the New Zealand Police, Australian Federal Police and the various State and Territory Police Forces (Relevant Police Force):
- 4.1.1** Disclosing criminal history information from its own records to the Board; and
 - 4.1.2** Accessing the records of any other New Zealand, State or Territory police and to obtain any criminal history information which in turn would be disclosed the Board.
- 4.2** Applicants who do not consent to a full criminal history check will be deemed ineligible for selection and will not be considered further in the selection process.
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- 4.3** The disclosure or existence of a criminal history or a criminal record does not automatically result in the applicant being deemed unsuitable for selection. Each case will be assessed on its merit.
- 4.4** In considering applications for the SET Program, where a Police Report reveals a criminal record, the Board must take into account:
- 4.4.1** the nature of the conviction recorded;
 - 4.4.2** when the conviction was recorded;
 - 4.4.3** the relevance of the conviction to the application for the SET Program; and
 - 4.4.4** any further explanation the applicant may give for the circumstances in which the conviction arose.
- 4.5** Criminal convictions (relevant convictions) which will lead to being deemed unsuitable for selection to the SET Program include, but are not limited to those:
- 4.5.1** of a sexual nature;
 - 4.5.2** relating to drug usage and or trafficking;
 - 4.5.3** against liberty, morality and abduction;
 - 4.5.4** relating to dishonesty, fraud and deception.
- 4.6** All information obtained through police reports will be treated confidentially.

5 APPLICATION TO THE SET PROGRAM

- 5.1** Applications must be submitted via the ANZSVS online application system at www.vascularsurgeryapplications.com.au. Applications will close 29 March 2019.
- 5.2** The Board may verify the information provided within the application with external institutions or individuals, by submitting an application the applicant is consenting to the collection, use, disclosure and storage of the information by the Board or its agent.
- 5.3** By submitting an application, applicants certify that the information provided is correct and in accordance with these Regulations. If it is discovered that the applicant has provided incorrect or misleading information the applicant may be withdrawn from the selection process and their application will not be considered further. This may occur at any point during the selection process.

6 SELECTION COMMITTEE

- 6.1** The selection committee may include:
- 6.1.1** Members of the Board; and
 - 6.1.2** Members of ANZSVS; and
 - 6.1.3** Fellows of the College; and
 - 6.1.4** Other persons as deemed appropriate by the Board.
- 6.2** The selection committee is bound by these Regulations and will be held accountable for their processes and decisions in all forums.
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7 SELECTION PROCESS OVERVIEW

7.1 On completion of the relevant components of the selection process eligible applicants will be classified as:

7.1.1 **Successful** is an applicant who ranked high enough to be made an offer of a position

7.1.2 **Unsuccessful** is an applicant who does not rank high enough to be made an offer of a position, but is suitable for training.

7.1.3 **Unsuitable** is an applicant who does not rank high enough to be offered an interview. They will be advised of their performance in the selection tools completed.

7.2 Applicants who progress through to interview will be ranked by applying the following weightings to the selection tools, providing an overall combined score out of 100 (rounded to the nearest whole number).

7.2.1 Structured Curriculum Vitae 25%

7.2.2 Structured Referee Reports 35%

7.2.3 Semi-Structured Vascular Surgery Panel Interview 40%

7.3 Allocation to available positions will be according to applicants' final ranking in the selection process.

7.4 All applicants will be notified of the outcome in writing

8 STRUCTURED CURRICULUM VITAE

The Structured CV (included in the online application form) captures an applicant's information on experience, other qualifications (degrees, Masters, PhD etc.), research, examinations, publications, presentations, skills courses and scientific meetings, and non-medical achievements.

8.1 Each CV will be scored by the two Board members using a structured scoring system. Discrepancy in any of the scores which cannot be resolved between the scorers will be reviewed by the Board Chair, or appointed representative to determine the correct score.

8.2 The CV will be scored out of a maximum of 25 points. The components scored are:

8.2.1 Surgical and Medical Experiences

8.2.2 Skills Courses

8.2.3 Examinations

8.2.4 Qualifications

8.2.5 Presentations

8.2.6 Publications

8.2.7 Leadership and Community Service

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9 STRUCTURED REFEREE REPORTS

- 9.1** Confidential references are collected to obtain information about the workplace behaviour and personal attributes of the applicant.
- 9.2** The applicant must provide at least one (1) and a maximum of three (3) supervising consultants who have had the greatest period of supervision for each surgical rotation listed on the application.
- 9.3** Applicants must nominate a minimum of seven (7) and a maximum of ten (10) supervising consultants to act as referees.
- 9.4** A minimum of two (2) referees must be vascular surgical consultants.
- 9.5** All other referees must be surgical consultants.
- 9.6** A referee cannot be a current RACS IMG.
- 9.7** If an applicant elects not to provide details for referees in accordance with these Regulations, or it is discovered that the applicant has provided incorrect or misleading information, the applicant may be withdrawn from the selection process and their application will not be considered further in the selection process.
- 9.8** It is the applicant's responsibility to ensure all potential referees are aware their contact details have been included on the application and have consented to being contacted.
- 9.9** The referee must have a valid email address. The referee report is an online application and cannot be filled out manually. It is the applicants' responsibility to ensure the referee is aware of the process.
- 9.10** The Board will select five (5) referees to be contacted as part of the selection process. The remaining referees will be considered alternative referees.
- 9.11** Reports completed by alternative referees will only be used as part of the selection process if the Board has not obtained at least four (4) valid reports by 8 May 2019.
- 9.12** Where required the alternative referee reports will be used in order of their submission date.
- 9.13** Where the Board has not obtained at least four (4) valid reports by 22 May 2019 the candidate will be deemed unsuitable.
- 9.14** On the report the referee will be asked to rate each of the twenty assessment areas which they believe best describes the applicant. The selection criteria which will be scored within the reports can be generally categorised as:
- 9.14.1** Medical expertise
 - 9.14.2** Judgement- clinical decision making
 - 9.14.3** Communication
 - 9.14.4** Collaboration
 - 9.14.5** Management and Leadership
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9.14.6 Health Advocacy

9.14.7 Scholar and teacher

9.14.8 Professionalism

9.15 The response for each assessment area will be converted to an associated numeric score using a predetermined scoring system as follows:

- a. Unsatisfactory is scored at 0 points.
- b. Basic is scored at 2 points.
- c. Intermediate is scored at 4 points.
- d. Advanced is scored at 6 points.

9.16 The maximum score is 120 points.

9.17 The referee report will be converted to a percentage score calculated by dividing the total score of the report by the total number of questions for which the referee has provided a response.

9.18 If a referee has provided a response for less than 80% of the report, the report will be invalid.

9.19 Referee reports close on 24 May 2019. No additional referee reports will be accepted following this date.

10 SEMI-STRUCTURED VASCULAR SURGERY PANEL INTERVIEW

10.1 Interviews will be offered based on a ratio of three (3) applicants to one (1) available accredited SET 1 post (i.e. a ratio of 3:1). Applicants will be invited to interview based on ranked order of the combined CV and referee score. Applicants at the cut-off with identical ranked scores will be invited to interview.

10.2 All applicants will be notified 10 business days prior to interview. It is the applicants' responsibility to make the appropriate travel arrangements and to meet costs incurred in attending the interview. Information about the interview process will be included in the letter inviting applicants to interview.

10.3 Applicants must make themselves available at the scheduled interview time. Applicants who contact the Executive Officer before the interview offers are sent out to request a specific time will be considered. Times will not be changed after offers have gone out. Applicants who do not present for the interview at the scheduled time will not be considered further in the selection process and their applications will be withdrawn.

10.4 The interview will be conducted by six (6) interview panels, consisting of two interviewers per panel. An observer may also be present.

10.5 The total time for each interview will be approximately sixty minutes. (10 minutes per panel)

10.6 Applicants will be asked the same question/s per panel. The follow-up probing questions will explore the breadth and depth of each applicant's experience and insight.

10.7 The interview will seek information on the following attributes:

10.7.1 Ability to perform realistic self assessment

10.7.2 Ability to contribute effectively as a member of a health care team

10.7.3 Ability to act ethically, responsibly and with honesty



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10.7.4 Capacity for caring, concern and sensitivity to the needs of others

10.7.5 The ability to interact effectively with peers, mentors, members of the health care team, patients and their families

10.7.6 Effective spoken communication/Preparation for Vascular training/Overall impression

10.8 Each panel member will score each applicant individually and the scores will be added to form the total points awarded.

11 MINIMUM STANDARD FOR SELECTION

11.1 Applicants who attend the semi-structured Vascular Surgery panel interview must achieve a weighted interview score of 25/40 or greater to meet the minimum standard for selection.

11.2 Applicants who attend the semi-structured Vascular Surgery panel interview and achieve a weighted interview score of less than 25/40 will be considered ineligible and not proceed further in the selection process.

12 ABORIGINAL AND TORRES STRAIT ISLANDER SELECTION INITIATIVE

12.1 RACS Council has approved the Aboriginal and Torres Strait Selection Initiative Policy and the Board of Vascular Surgery will implement this initiative as follows:

12.1.1 Under this initiative the Board of Vascular Surgery will make one (1) post available for the 2020 intake.

12.1.2 An Applicant will be considered for the post if the following criteria are met:

- a. They have identified as Aboriginal or Torres Strait Islander in the registration process, and
- b. They have met the eligibility requirements for membership of Australian Indigenous Doctors' Association, and
- c. They have met the minimum eligibility requirements as per 3.3
- d. They have met the minimum standard for selection in 11.1

12.1.3 In the circumstances of more than one applicant meeting the above criteria, the post will be allocated to the highest-ranking applicant.



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13 FEEDBACK TO UNSUCCESSFUL APPLICANTS

13.1 Applicants who are unsuccessful in the selection process will be notified in writing of the following:

- 13.1.1** That they have been deemed suitable for selection but have not ranked high enough to be offered a position.
- 13.1.2** Information of their scores for each of the selection tools, as well as their overall ranking. Information on scores for individual structured referee reports will not be released to applicants.
- 13.1.3** Requests on the process available to seek more detailed feedback must be received by 30 August 2019.

14 FEEDBACK TO SUCCESSFUL APPLICANTS

14.1 Applicants who are successful in the selection process will be notified in writing of the following:

- 14.1.1** That they have been successful in the selection process and are being offered a position on the SET Program, including conditions associated with the offer.
- 14.1.2** A signed SET Trainee Agreement.

14.2 Acceptance of the offer to the SET Program will be conditional on the following:

- 14.2.1** Applicants must be prepared to be assigned to a training position anywhere in Australia and New Zealand throughout their SET Program. The College is not the employing body; applicants must also satisfy the employment requirements of the institution in which the allocated training position is located.
- 14.2.2** Agreement to abide by the SET Program and College Regulations at all times.
- 14.2.3** Acceptance of the SET Program offer prior to the communicated offer expiry due date.

14.3 Applicants who do not satisfy any of the above conditions, or who decline the offer, will automatically forfeit the offer.

15 SELECTION PROCESS REVIEW

15.1 Applicants may be asked to complete evaluation forms during the selection process.

15.2 The selection process will be reviewed and feedback to the Board on potential improvements and other relevant information.
