



# Selection Regulations

## Australian Selection to Surgical Education and Training in Otolaryngology Head and Neck Surgery Commencing in 2023

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## 1. INTRODUCTION

### 1.1 Definition of terms for the purpose of these Regulations

- 1.1.1 **Applicant** means an individual who applies for selection into the SET Program.
- 1.1.2 **ASOHNS** means the Australian Society of Otolaryngology Head and Neck Surgery.
- 1.1.3 **Application Attempt:** means an Applicant has submitted an application to ASOHNS for the purposes of being selected onto the SET Program.
- 1.1.4 **BoOHNS** means the Royal Australasian College of Surgeons Board of Otolaryngology Head and Neck Surgery.
- 1.1.5 **Business Days** means Monday to Friday excluding Public Holidays.
- 1.1.6 **Structured Curriculum Vitae** captures an Applicant's surgical experience, other qualifications, publication and presentation history and skills courses.
- 1.1.7 **OHNS** refers to the surgical specialty of Otolaryngology, Head and Neck Surgery.
- 1.1.8 **FRACS** means Fellow of the Royal Australasian College of Surgeons.
- 1.1.9 **Full-time research** is defined as one or more years in full-time research and study towards a higher degree (Masters by research or PhD) in the year immediately preceding application.
- 1.1.10 **Ineligible** means that the Applicant did not meet the standards outlined in the Selection Regulations.
- 1.1.11 **RACS** means the Royal Australasian College of Surgeons.
- 1.1.12 **Selection Process** is the means by which Applicants are assessed and ranked for selection in accordance with these Regulations.
- 1.1.13 **SET Program** means the Surgical Education and Training program in OHNS as approved by the BOHNS.
- 1.1.14 **SET Trainee** means being registered with RACS as a trainee in a SET program at the time of application.
- 1.1.15 **Substantive Gender Equality** substantive gender equality is achieved when the ratio of Successful male and female Applicants is the same as the ratio of male and female Applicants who scored a minimum of 50% for the Structured Curriculum Vitae.
- 1.1.16 **Successful** means the Applicant was successful in the Selection Process and will be offered a position on the SET Program.
- 1.1.17 **Special Measure** means where Substantive Gender Equality is not achieved, the BoOHNS may alter the selection of eligible Applicants for the purpose of achieving Substantive Gender Equality between male and female Applicants.
- 1.1.18 **Unsuccessful** means the Applicant met the minimum standard of selection but did not rank high enough to be offered a position on the SET Program.
- 1.1.19 **Training Region** means a region as identified in 5.14.1.

### 1.2 Purpose of these Regulations

These Regulations describe the principles, terms and conditions of the Selection Process for the 2023 intake.

### 1.3 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 trainees for the SET Program on the basis of merit through a fair 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 is subject to ongoing review to ensure its continued validity and objectiveness.
- 2.4 The selection process will conform to the requirements agreed by the RACS Board of Surgical Education and Training (BSET) and will meet RACS' generic eligibility requirements.
- 2.5 The number of trainees selected in any year will depend on the number of accredited hospital training posts available in the following year.
- 2.6 Although the application process closes on the 30 March 2022 all surgical rotations completed up to 12 April 2022 will be accepted for the purposes of surgical experience, CV Scoring and Referee reports.

## 3 GENERIC ELIGIBILITY FOR APPLICATION TO THE SET PROGRAM

Prior to applying to the SET Program, the Applicant must first register with RACS via its website. The Registration period is Wednesday 12 January – Wednesday 9 February 2022. Applicants must meet all the generic eligibility requirements at the time of registration. The generic eligibility requirements as well as the selection into surgical training policies are published on the RACS website. Applicants not registered cannot submit an application for the SET Program.

Applications for the SET Program must be submitted online via the [ASOHN](#) online application system between 2 March – 30 March 2022 (refer 4.1.3)

## 4 OHNS SPECIFIC ELIGIBILITY REQUIREMENTS FOR APPLICATION

### 4.1 Eligibility Assessment

- 4.1.1 Applicants will be allowed a maximum of four (4) attempts at selection into the SET Program. This is effective from the 2022 intake.
- 4.1.2 Documentary evidence for all requirements must be provided at the time of application or the entry will not be considered. No late documentation will be accepted.
- 4.1.3 Applications must be submitted via the ASOHN online application system. Applications close on 30 March 2022 (12:00pm AEDT).
  - a) By submitting an application, an Applicant certifies 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 stage during the selection process.
  - b) Misleading or incorrect information can include but is not limited to:
    - Prior attendance at examinations or courses without a pass/certified completion of all assessments
    - Past rotations allocated but not completed.
- 4.1.4 Applicants will be required to pay an Application Fee. Applicants will not be able to submit an application without providing payment. This fee is non-refundable.
- 4.1.5 The BoOHNS 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 BoOHNS or its agent.
- 4.1.6 By submitting an application, the Applicant is consenting to references being collected, and to the named surgical consultants within the application providing the information requested as part of the Structured Reference Report process outlined in section 7.



- 4.1.7 By submitting an application, the Applicant is consenting to members of the BoOHNS and other persons appointed by the BoOHNS Chair, in accordance with these Regulations, conducting the selection process and making decisions relating to their application and selection.
- 4.2 Applicants who are not SET trainees and not in full-time research, must complete:
- 4.2.1 The RACS Generic Surgical Sciences Examination with a pass grade prior to 30 March 2022.
- 4.2.2 An OHNS Selection Eligibility Form completed by a supervising consultant with a FRACS in OHNS.
- 4.2.3 A minimum of 10 consecutive weeks in an Otolaryngology Head and Neck Unit completed since 1 January 2020 and up to 12 April 2022. The unit must be staffed by one or more Consultant(s) with a FRACS in OHNS.
- 4.2.4 A minimum 20 weeks of surgical experience. This is in addition to 4.2.3 and must have been completed since 1 January 2019 and up to 12 April 2021.
- Surgical rotations must be at least 10 continuous weeks each to be included.
  - Surgical rotations are defined as rotations in one of the nine specialties of RACS.
  - Surgical night rotations will not be eligible.
  - Surgical relief rotations will not be eligible unless at least 10 weeks is spent in one unit.
- 4.2.5 Minimum 8 consecutive full-time equivalent weeks in a dedicated Emergency Department completed since beginning of intern year and up to 12 April 2022.
- 4.2.6 Minimum 8 consecutive full-time equivalent weeks in a dedicated Intensive Care Unit completed since beginning of intern year and up to 12 April 2022.
- 4.2.7 A list of approved Intensive Care Units can be found [here](#). Other units will be reviewed on a case-by-case basis.
- 4.3 SET trainees must complete the criteria set out in sections 4.2.1 to 4.2.4 in these Regulations.
- 4.4 Applicants in full-time research for a Higher Degree must complete:
- 4.4.1 The criteria set out in sections 4.2.1 to 4.2.2 in these Regulations.
- 4.4.2 A minimum of 10 consecutive weeks in an Otolaryngology Head and Neck Unit completed in one (1) year prior to commencing full-time research and up to 12 April 2022.
- Part-time rotations undertaken during the research period may be considered and will be calculated pro-rata. Evidence of hours worked per month must be provided.
  - The unit must be staffed by one or more Consultant(s) with a FRACS in OHNS.
- 4.4.3 A minimum 20 weeks of surgical experience. This is in addition to 4.4.2 and must have been completed in the 12 months prior to commencing full-time research and up to 12 April 2022.
- Surgical rotations must be at least 10 continuous weeks each to be included.
  - Surgical rotations are defined as rotations in one of the nine specialties of RACS.
  - Surgical night rotations will not be eligible.
  - Surgical relief rotations will not be eligible unless at least 10 weeks is spent in one unit.
  - Surgical rotations can be on an ongoing and part-time basis and will be calculated pro-rata with documentary evidence of hours worked per month/in total.
- 4.4.4 The criteria set out in sections 4.2.5 to 4.2.7 in these Regulations.



## 5 SELECTION PROCESS OVERVIEW

- 5.1 Applicants who satisfy the generic and specialty specific eligibility and application requirements will be considered in open competition for selection to the SET Program.
- 5.2 Applicants who do not satisfy the OHNS Specific Eligibility Requirements outlined in Section 4 will not be considered for selection onto the SET Program and will be informed of the criterion not met no later than 10 business days after the close of applications.
- 5.3 The selection process uses three selection tools, each contributing the following weightings to the overall selection score out of 100:
  - a. Structured Curriculum Vitae 20%
  - b. Reference Reports 40%
  - c. Semi-Structured Interview 40%
- 5.4 Applicants must score a minimum of 50% for the Structured Curriculum Vitae to be eligible for selection. This will be scored in accordance with Section 6 of these Regulations.
- 5.5 Applicants who satisfy the standards in Regulation 5.4 will proceed to the preparation of a Reference Report. Applicants who do not satisfy the standards in Regulation 5.4 will be Ineligible and will not proceed further in the selection process.
- 5.6 Applicants will be ranked according to their combined score for the Structured Curriculum Vitae and Reference Report. Only top ranked suitable Applicants will proceed to the Semi- Structured Interview. The number of Applicants interviewed will be based on the estimated number of positions available in 2023. All other Applicants will be deemed unsuccessful and will not proceed further in the selection process.
- 5.7 Applicants will be informed of their performance in the Reference Report and shortlisting for the Interview no later than 10 business days prior to the Interview date.
- 5.8 Applicants must score a minimum weighted interview score of 25/40 or greater to meet the minimum standard for selection. The interview will be scored in accordance with Section 8 of these Regulations.
- 5.9 Applicants who satisfy the minimum standard for selection will be ranked according to their combined score for the Structured Curriculum Vitae, Reference Report and Interview, which equates to a score out of 100 selection points.
- 5.10 Allocation to available SET training positions in Australia will be determined by the BoOHNS taking into consideration requirements of the SET Program, an Applicant's final ranking in the selection process, and in accordance with 5.12, 5.13 and 5.14 of these Regulations.
- 5.11 Applicants who attend the Interview will be notified of the outcome of their application by Monday 25 July 2022.
- 5.12 Aboriginal and Torres Strait Islander Selection Initiative
  - 5.12.1 RACS Council has approved the Aboriginal and Torres Strait Selection Initiative policy and the BoOHNS will apply this initiative for the 2023 Intake.
  - 5.12.2 Under this initiative, it is expected that there will be one (1) post available for the 2023 intake.
  - 5.12.3 An Applicant will be considered for the initiative post if the following conditions apply:
    - 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 standard for selection as per 5.4 and 5.8.
  - 5.12.4 In the circumstance of more than one Applicant meeting the above criteria, the post will be allocated to the highest-ranking Applicant.
  - 5.12.5 An Applicant's status as Aboriginal or Torres Strait Islander will only be known to members directly involved in the Selection process, for the purposes of implementing Selection initiative.



### 5.13 Special Measure

- 5.13.1 The BoOHNS will mandate a Special Measure to give effect to the RACS Diversity and Inclusion Plan. The Special Measure will ensure there is Substantive Gender Equality between Successful female and male Applicants.
- 5.13.2 The Special Measure will only be applied in circumstances where the ratio of male and female ranked Applicants fails to meet Substantive Gender Equality. Where Substantive Gender Equality has not been met, the BoOHNS may select the next highest ranked Applicant(s), rather than other Successful Applicants who may have ranked higher, to achieve Substantive Gender Equality.

### 5.14 Regional Training Nomination

For the 2023 intake, the BoOHNS has elected to return to a process where applicants are required to nominate a Training Region in which they will be considered for a training position.

- 5.14.1 Applicants must nominate **one** (1) of the following training regions:
  - a. New South Wales / Australian Capital Territory / Northern Territory
  - b. Queensland
  - c. South Australia
  - d. Victoria
  - e. Western Australia
- 5.14.2 Successful Applicants will be allocated to the Training Region to which they have applied as per 5.14.1.
- 5.14.3 The Special Measure may be applied if Substantive Gender Equality has not been met at a Federal or State level as per 5.13.
- 5.14.4 In exceptional circumstances, the BoOHNS may offer a Successful Applicant a position in a Training Region other than that for which they have applied.
- 5.14.5 Successful Applicants will complete their training in their allocated Training Region.
- 5.14.6 A guide to anticipated post vacancies for the 2023 intake year will be published on the ASOHNS website by end of January 2022. It is important to note that this is only a guide, the number of vacancies can vary prior to January 2023.

## 6 STRUCTURED CURRICULUM VITAE

The Structured Curriculum Vitae (CV), included in the online application form, captures an Applicant's surgical experience, other qualifications, publication and presentation history and skills courses.

### 6.1 Scoring

- 6.1.1 The CV will be scored by two Assessors approved by the BoOHNS Chair using the structured scoring system outlined in 6.2-6.8. Discrepancy in any of the scores which cannot be resolved between the Assessors will be reviewed by the BoOHNS Chair, or appointed representative to determine the correct score.
- 6.1.2 If an Applicant requests a reconsideration of a score, it will be referred to the BoOHNS Chair.
- 6.1.3 Any entry without clear supporting documentation will not be considered or scored. No further documentation can be provided after submission of application.



6.2 The CV will be scored out of a maximum 18 points.

- 6.2.1 Surgical Experience (maximum 6 points)
- 6.2.2 Qualifications (maximum 5 points)
- 6.2.3 Presentations (maximum 2 points)
- 6.2.4 Publications (maximum 4 points)
- 6.2.5 Rural Origin (maximum 1 point)

6.3 Surgical Experience (maximum 6 points)

- 6.3.1 Surgical rotations are required to be a minimum of 10 continuous weeks duration completed within the last 5 years. (Commencement 1 January 2017 and up to 12 April 2022)
- 6.3.2 Surgical rotations outlined in section 4.2 – 4.4 of these Regulations will not be scored where they have been used to meet eligibility requirements.
- 6.3.3 Surgical rotations longer than 20 weeks will be scored up to the maximum allowable points per rotation.
- 6.3.4 Only surgical rotations of the nine RACS specialties will be scored.
- 6.3.5 Mixed surgery rotations will be scored as a general surgery rotation.
- 6.3.6 Surgical nights rotations will not be scored.
- 6.3.7 Surgical relief rotations will not be scored unless at least 10 weeks is spent in one unit and documentation explicitly states this.
- 6.3.8 Private assisting will not be scored.
- 6.3.9 Rotations that were not full-time will be scored pro-rata on presentation of detailed evidence of hours worked.
- 6.3.10 Rotations will only be considered for scoring if accompanied by documentary evidence in the form of a letter of confirmation from the appointing hospital or Health Service. An employment contract, letter of offer or roster is not adequate documentation and will not be scored.
- 6.3.11 Scoring
  - a. A 10 week rotation in Otolaryngology, Head and Neck Surgery is scored 2 points.
  - b. A six month or longer appointment in Otolaryngology, Head and Neck Surgery is scored 4 points.
  - c. A 10 week rotation in another surgical discipline is scored 1 point.
  - d. A six month or longer appointment in another surgical discipline is scored 2 points.

6.4 Qualifications (maximum 5 points)

- 6.4.1 Higher degrees awarded prior to 30 March 2022 will be scored;
  - a. Higher degrees are defined as a Masters or PhD.
  - b. A higher degree should be equivalent in syllabus and assessment to one conferred by an Australian or New Zealand University.
  - c. A Masters of Surgery completed outside of Australia or New Zealand is considered equivalent if the Applicant completed a minimum one year of full time research. A letter from the supervisor outlining these criteria must be provided. A clinically based Masters degree is not accepted. Applicants must include an Academic Transcript in order to be scored.



- 6.4.2 Registration as a General Dental Practitioner with the Dental Board in Australia prior to 30 March 2022 will be scored.
- 6.4.3 SET trainees who have satisfactorily completed at least one full training year prior to the closing date of application will be scored.
- 6.4.4 A Fellowship of the Royal Australasian College of Surgeons will be scored.
- 6.4.5 Scoring does not include:
- Primary medical degrees (MBBS or equivalent).
  - Bachelor Degrees with or without Honours
  - Post-graduate and/or Graduate diplomas or certificates.
  - Masters of Surgery that required less than one year full-time study (or equivalent) or was clinically-based.
  - Qualifications not completed prior to 30 March 2022.
  - Entries without adequate documentation.
- 6.4.6 Scoring
- A PhD relevant to medicine is scored 4 points.
  - A PhD not relevant to medicine is scored 2 points.
  - A Masters degree by research and thesis, relevant to medicine is scored 1 point.
    - Evidentiary documentation of fulltime research and an Academic Transcript must be included.
  - A Masters degree by course work, relevant to medicine is scored 0.5 point.
    - This includes Masters obtained with the completion of a thesis or dissertation in addition to course work.
    - Evidentiary documentation of an Academic Transcript must be included.
  - Registration as a General Dental Practitioner with the Dental Board in Australia is scored 1 point.
  - Satisfactory completion of at least one full year of SET in one of the other RACS surgical specialties is scored 2 points for current SET trainees.
  - FRACS is scored 5 points.
- 6.5 Presentations (maximum 2 points)
- 6.5.1 Scoring only includes medically relevant presentations within five years prior to 30 March 2022 (1 January 2017 and up to 30 March 2022).
- 6.5.2 In the case of oral presentations, scoring only includes those made personally by the Applicant. Documentary evidence must be explicit on this point or the presentation will not be scored. An oral presentation at the ASOHNS virtual conference in 2020 and 2021 or other virtual scientific conferences in 2020 and 2021 will only be scored if the presentation was accepted for oral presentation and the presenter was registered as a delegate for the virtual conference.
- 6.5.3 Scoring only includes presentations made at a scientific meeting or conference subject to peer reviewed abstract selection.
- 6.5.4 Scientific meetings and conferences are classified by their intended audience, not title. For example, the Queensland RACS ASM is a regional meeting. However, the Society of Country ENT Surgeons conference is defined as a national meeting.
- 6.5.5 Presentations of a similar topic presented at one or more meetings or listed in the Publications section will only be scored once. The higher scoring entry will take precedence.
- 6.5.6 Entries without documentation that states paper title, meeting date and author will not be scored.





- 6.5.7 Entries that include full conference programs without easily identifiable reference to presentation will not be scored (highlighting or circling your presentation details is recommended).
- 6.5.8 The Applicant must be first Author for the Presentation to be scored.
- 6.5.9 Scoring
- Each poster presentation is scored 0.25 point.
  - Each oral presentation at a regional meeting is scored 0.5 point.
  - Each oral presentation at a national or international meeting is scored 1 point.
- 6.6 Publications (maximum 4 points)
- 6.6.1 Scoring only includes publications relevant to medicine in a peer-reviewed journal indexed on Medline, or the Australian Journal of Otolaryngology.
- 6.6.2 Publications must be published or accepted for publication within five years prior to 30 March 2022. (1 January 2017 and up to 30 March 2022).
- 6.6.3 Applicants must provide adequate proof that the article has been accepted for publication. A Pubmed citation and link to article, or full citation and ISBN, or retrospective letter of acceptance for publication on publisher letterhead, with the appropriate signature, must be provided.
- 6.6.4 Accepted publications must be published within 12 months of the initial acceptance date from the publisher, or they will not be scored.
- 6.6.5 Publications of a similar nature published or listed in the Presentations section will be scored once. The higher scoring entry will take precedence.
- 6.6.6 Publications that may be scored include original research or review journal articles and book chapters.
- 6.6.7 Letters to the Editor and Case Reports will not be scored.
- 6.6.8 Conference presentation abstracts will not be scored.
- 6.6.9 Multiple chapters in the one book will be scored only once.
- 6.6.10 Entries without adequate proof of publication will not be scored.
- First page of article that lists journal title, article, publication date and authors is acceptable, or
  - Letter from editor accepting article for publication with the Applicant listed as the corresponding author. Articles with correspondence indicating revisions or edits are required will not be scored.
- 6.6.11 Scoring
- An article or book chapter where the Applicant is the first author is scored 2 points.
  - An article or book chapter where the Applicant is a second or subsequent author is scored 0.5 point.
- 6.7 Rural Origin (maximum 1 point)
- 6.7.1 Applicants who can certify that they are of rural origin will be awarded a maximum of 1 point.
- 6.7.2 The BoOHNS defines 'Rural origin' as residency for at least any 10 years cumulatively or at least any 5 years consecutively from the age of 5 upwards, in an Australian Statistical Geography Standard – Remoteness Areas (ASGS- RA) 2 to 5. The [Health Workforce Locator](#) available on the Department of Health website can be used to determine rural origin by selecting the filter for 'Australian Statistical Geographical Standard Remoteness Areas', and the year '2016'.
- 6.7.3 Certification of Rural Origin is required from an independent source(s) and must be uploaded using the [BoOHNS's Template letter](#) with the application.



## 7 STRUCTURED REFERENCE REPORTS

The reference report interview period will occur between April and June 2022.

### 7.1 Surgical References

Applicants must contact surgical consultants prior to application only to obtain permission to provide contact details and advise that they may be contacted to provide a reference.

The Applicant must provide the following:

- 7.1.1 A minimum of eight and a maximum of twelve surgical consultants and including all OHNS consultants who have had broad surgical exposure to the Applicant since 1 January 2020 and up to 12 April 2022.
- 7.1.2 Referees must be surgical consultants at the time of supervision and able to comment on all aspects of the Applicant's workplace performance.
  - a. Referees cannot be a RACS SET trainee at the time of the rotation.
  - b. Referees cannot be a Specialist International Medical Graduate under assessment of RACS at the time of the rotation.
- 7.1.3 Referees must have worked with the Applicant for a minimum of ten (10) weeks or full-time equivalent.
- 7.1.4 Applicants in Full-time Research (as per 4.1.2)
  - a. Surgical referees may be provided from part-time clinical work if all other criteria are met.
  - b. Applicants may provide referees from one (1) clinical year prior to commencing full-time research.

### 7.2 Process

- 7.2.1 Applicants who satisfy the standards in Regulation 5.4 (the Structured Curriculum Vitae) will proceed to the preparation of a Reference Report.
- 7.2.2 To ensure confidentiality of the Reference Report process the names of the referees contacted will not be released to Applicants.
- 7.2.3 The preparation of the Reference Report for each Applicant will be the responsibility of two people approved by the Chair. The Assessors will ordinarily be FRACS in OHNS.
- 7.2.4 The Assessors together (via teleconference or in person) will personally speak with three surgical consultants with whom the Applicant has worked to assist them in preparing a Reference Report.
- 7.2.5 In selecting the surgical consultants for the Reference Report, the Assessors may contact any consultant the Applicant has worked with in Australia or New Zealand in the two years prior to application.
- 7.2.6 Advance notification may be sent to all referees to be contacted.
- 7.2.7 Having considered the responses from all interviews, the Assessors will score independently using the scoring guidelines.
- 7.2.8 The Reference Report score will be recorded as a percentage. The selection tool weighting will then be applied which is 40%. As such, the Applicant will receive a selection score for the Reference Report out of a maximum of 40 points.

### 7.3 Reference Report Content

A pro forma Reference Report will be used which will have questions focused on the following areas:

- a. Technical expertise
- b. Medical expertise
- c. Judgement - clinical decision making
- d. Professionalism and ethics
- e. Communication
- f. Collaboration and teamwork
- g. Management and Leadership



- h. Health Advocacy
- i. Scholarship and Teaching
- j. Cultural Competency and cultural safety

## 8 STRUCTURED OHNS PANEL INTERVIEW

### 8.1 Invitation for Interview

- 8.1.1 All Applicants invited for interview will be given at least ten business days' notice of the interview. It is an Applicant's responsibility to make the appropriate travel arrangements and to meet costs incurred in attending the interview.
- 8.1.2 Interviews will be held either virtually or face-to-face in June 2022. Information about the interview process will be included in the letter inviting Applicants to interview.
- 8.1.3 Applicants who do not present for the interview at the scheduled time will be considered ineligible and not considered further in the selection process.

### 8.2 Interview Structure

- 8.2.1 The interview is comprised of three stations. The three interview panels each consist of a minimum of two interviewers.
- 8.2.2 An observer may attend an interview station for education, training or interviewer assessment. If an observer is present, the Applicant will be notified prior to the commencement of the interview. Observers have no input to Applicants' scores for the station. The role of the observer is to witness but not participate.
- 8.2.3 Each interview panel will present two scenarios with associated questions. There will be 5 minutes reading time before each panel.
- 8.2.4 Each interview panel will take 15 minutes and the total interview time will be approximately 60 minutes.
- 8.2.5 Applicants will be asked the same initial questions. The follow-up probing questions will explore the breadth and depth of each Applicant's experience and insight.
- 8.2.6 The interview may assess any of the following attributes:
  - a. Collaboration and Teamwork
  - b. Communication
  - c. Health advocacy
  - d. Judgement - clinical decision making
  - e. Management and Leadership
  - f. Professionalism and Ethics
  - g. The ability to interact effectively with peers, mentors, members of the health care team, patients and their families
  - h. Effective spoken communication
  - i. Cultural awareness

### 8.3 Interview Scoring

- 8.3.1 The Interview will be scored out of a total of 300 marks and is weighted at 40% of the Applicant's overall combined score.
- 8.3.2 The Applicant will answer questions relating to six scenarios.
- 8.3.3 Each panel member (excluding any observer) will score the Applicant independently and scores will be added to give the final interview score.
- 8.3.4 Each scenario will be worth 25 points per panel member, so 50 points combined.



## 9 FEEDBACK TO APPLICANTS

### 9.1 Applicants who are considered ineligible

Applicants considered ineligible in the selection process will be informed in writing of the following:

- 9.1.1 The criterion not met and that they will not progress further in the selection process.
- 9.1.2 Scores and comparable performance of any component completed.

### 9.2 Applicants who are considered unsuccessful

Applicants considered unsuccessful in the selection process will be informed in writing of the following:

- 9.2.1 That they have met the minimum standard for selection but have not ranked high enough to be offered a position.
- 9.2.2 Their ranking.
- 9.2.3 Scores and comparable performance of all components.

### 9.3 Applicants who are successful in the selection process

9.3.1 Applicants who are successful in the selection process will be informed in writing of the following:

- 9.3.2 That they have been successful in the selection process and are being offered a position on the SET Program.
- 9.3.3 Scores of all components.
- 9.3.4 Acceptance of the offer to the SET Program will be conditional on the following:
  - a. Applicants must be prepared to be assigned to their nominated Training Region.
  - b. That allocation of Training Region will occur in accordance with 5.14.
  - c. RACS and ASOHNs are not the employing body and Applicants must also satisfy the employment requirements of the institution in which the allocated training position is located.
  - d. Agreement to abide by RACS policies and regulations at all times.
  - e. Agreement to abide by the BoOHNS's Training Regulations.
  - f. Submission of the signed SET Trainee Agreement prior to the communicated offer expiry due date.
- 9.3.5 Applicants who do not satisfy any of the above conditions, or who decline the offer, will automatically forfeit the offer.

## 10 GARNETT PASSE AND RODNEY WILLIAMS MEMORIAL FOUNDATION (GPRWMF) SCHOLARSHIP/SURGEON SCIENTIST PROGRAM

10.1 Each year the GPRWMF offer Academic Surgeon Scientist Research scholarships for selected research with the aim of achieving a higher degree to successful Applicants to the SET Program.

10.2 Prior to application, Applicants wishing to apply for a scholarship must have contacted their nominated supervising Professor with a research proposal and have permission for the Professor's contact details to be provided to the GPRWMF.

10.3 GPRWMF will be responsible for the publicising of available research projects and the process of contacting relevant Professors.

10.4 Selection into the SET Program as a Surgeon Scientist will occur if all the following conditions are met:

- 10.4.1 The Applicant is successful.
- 10.4.2 The supervising Professor has selected the Applicant as suitable for the research project (independently of the BoOHNS's SET selection process and these Regulations).
- 10.4.3 The Applicant meets the criteria in the [GPRWMF Conditions of Award](#).



- 10.5 Applying for the GPRWMF / Surgeon Scientist program does not increase an Applicant's chance of being successful in selection to the SET Program.

## 11 RECONSIDERATION, REVIEW AND APPEAL

- 11.1 Applicants who may wish to challenge a decision made during the selection process are referred to RACS Reconsideration Review and Appeal Regulations available at [www.surgeons.org](http://www.surgeons.org).
- 11.2 An application to use this process must be received by the BoOHNS within seven (7) days of the notification of the decision to be Reconsidered.

## 12 CONTINUOUS REVIEW

- 12.1 The Selection process will be reviewed annually, and as a result, the Selection Regulations change on an annual basis. It is imperative that Applicants read these Regulations in detail. Incomplete or incorrect applications may result in ineligibility or failure to progress through the Selection process.
- 12.2 The BoOHNS has mandated the upcoming CV Marking Amendment
- 12.2.1 2025 Intake: A PhD relevant or not relevant to medicine will count for 2 points
- 12.2.2 Once RACS Skills courses become widely accessible the BoOHNS will review their CV Scoring.