

## REG-2017

# Registration and Selection to Surgical Education and Training

### 1. Purpose and scope

- 1.1. This regulation outlines the eligibility requirements, principles and standards applicable to the selection process. This regulation applies to medical practitioners, Trainees and former Trainees seeking to apply to SET and should be read in conjunction with the relevant specialty selection and training regulations.

### 2. Background

- 2.1. The Surgical Education and Training (SET) selection process aims to identify medical practitioners with the necessary experience, values, attitudes and aptitude required to become competent surgeons.
- 2.2. The SET selection process is organised into two stages:
  - Stage one: registering an intention to apply; and
  - Stage two: completion of the application and assessment of experience and attributes.
- 2.3. RACS has been informed by the accreditation requirements of the Australian Medical Council (AMC), the Medical Council of New Zealand (MCNZ), the Report into Trainee Selection in Australian Medical Colleges, January 1998 (The Brennan Report) and current surgical education literature. In line with these principles, workforce planning, diversity or other social equity objectives will be given consideration in the setting of ranking criteria for the purpose of offering posts to Applicants.

### 3. Definitions

- 3.1. **RACS Operating with Respect eLearning module** means the RACS developed module available on the RACS website which was replaced by the RACS Introduction to Operating with Respect eLearning module in 2023.
- 3.2. **RACS Introduction to Operating with Respect eLearning module** means the RACS developed module available on the RACS website.

### 4. Stage One: Registration for SET Selection

- 4.1. Registration indicates an intention to apply for selection into SET. Stage One is administered by RACS.

#### 4.2. Eligibility

- 4.3. To meet the generic eligibility criteria for registration, SET selection, registrants must:

- 4.3.1. Be citizens or permanent residents of Australia or Aotearoa New Zealand;
- 4.3.2. Hold general (unconditional) registration in Australia or general scope registration in Aotearoa New Zealand.
- 4.3.3. Have passed the RACS Generic Surgical Sciences Exam (GSSE) in the timeframes specified in the relevant specialty selection regulations.
- 4.3.4. Have successfully completed either the RACS “Operating with Respect” or the RACS “Introduction to Operating with Respect” eLearning module prior to completing the registration form.
- 4.3.5. Register online and pay a non-refundable registration fee by the published closing date and time for registration.

#### **4.4. Registration verification**

- 4.4.1. Registrants will receive confirmation of their eligibility to apply to SET following verification of the information provided and prior to the commencement of Stage Two of the selection process.

#### **4.5. Incomplete registrations**

- 4.5.1. Incomplete registrations and those received after the date and time specified by RACS will not be considered.

### **5. Stage two: Application**

- 5.1. Application refers to the completion of the SET application, submission of supporting documents and the assessment of experience and attributes.
- 5.2. Stage Two is undertaken by the Specialty Training Committees in collaboration with the relevant specialty societies as determined by the applicable Service, Collaboration or Partnership agreements.

#### **5.3. Selection process**

- 5.3.1. Specialty Training Committees must publish detailed selection regulations outlining the selection process, specialty specific pre-requisites and application requirements each November for the following year’s selection process.
- 5.3.2. The selection process may involve assessing an applicant’s knowledge, skills, behaviour, clinical experience, academic and other achievements.
- 5.3.3. Applicants are assessed using multiple selection tools. Each selection tool has a defined marking criteria and a published maximum score.
- 5.3.4. Tools used in selection may include but are not limited to curriculum vitae, referee reports, interviews and assessments. Referee reports should address the performance of the applicant in the clinical environment.
- 5.3.5. RACS and the Specialty Training Committees may develop initiatives to respond to social or workforce issues in surgery. These initiatives, which are to be referenced in the relevant specialty specific selection regulations, may have the effect of altering the merit-based ranking referred to in clause 5.3.8 to promote applicants in the selection process who meet the objectives of that initiative.
- 5.3.6. Applicants may be short-listed for progression in the selection process based on one or more selection tools.
- 5.3.7. Applicants are ranked in accordance with the published specialty specific selection regulations either:
  - a. nationally; or
  - b. bi-nationally;
  - c. depending on the SET program applied for.

- 5.3.8. Subject to clauses 5.3.5 and 5.3.9, offers of a training position on SET are made in accordance with the final merit-based ranking.
- 5.3.9. Specialty Training Committees may introduce processes where applicants are required to nominate a limited number of regions in which they will be considered for a training position. Where these processes are in place, the following conditions will apply:
- Following the national or bi-national ranking process, offers to applicants may be made in line with the applicant's regional nomination.
  - The Specialty Training Committee may determine that applicants will not be considered for selection in a region which they did not nominate. For the avoidance of doubt, applicants may not be offered a training position, notwithstanding their national ranking, if there are no available training positions within their nominated regions.
  - The Specialty Training Committee will implement processes to ensure that all training positions which are available and subject to that year's selection process are filled, notwithstanding the regional nomination process and in accordance with the RACS Training Post Accreditation and Administration Regulation.
- 5.3.10. Applicants will be notified of the outcome of the relevant specialty selection process no later than the 'last day for training offers'. Applicants who have been assessed as eligible but not offered a position on the training program will receive notification in writing.
- 5.3.11. Individual specialties must be able to distinguish between applicants who:
- Withdrew from the selection process before its completion;
  - Did not meet the standard for appointment to SET (including not satisfying specialty specific prerequisites);
  - Met the standard for appointment but were not offered a training position; and
  - Were appointed to the SET.

#### 5.4. **Selection Tools**

- 5.4.1. To improve the quality and efficacy of selection into SET, RACS conducts research and evaluates the performance of selection tools and processes.
- 5.4.2. Research and evaluation may include 'pilot' implementation of selection tools or processes to study their utility.
- 5.4.3. SET applicants may be invited to participate in selection research or evaluation for the purposes of improving the selection process.

### 6. **Reconsideration, Review and Appeal**

- 6.1. Applicants may challenge a decision through the Reconsideration, Review and Appeal regulation in accordance with the relevant specialty specific selection regulations and/or Service, Collaboration or Partnership Agreements.

### 7. **Associated documents**

- 7.1. Medical Registration for the Surgical Education and Training Program Regulation
- 7.2. Reconsideration, Review and Appeal Regulation
- 7.3. Specialty Selection Regulations
- 7.4. Trainee Registration and Variation Regulation
- 7.5. Trainee Selection in Australian Medical Colleges, January 1998 "The Brennan Report" (available on the [RACS website](https://www.racs.org/about-racs/policies)).

## 8. Information

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