

## 1. Purpose & Scope

The Post Fellowship Education & Training (PFET) Program in Trauma Surgery is open:

- i. to suitably qualified Trainees who have been awarded Fellowship of the RACS in General Surgery or Orthopaedic Surgery; **or**
- ii. to Trainees who have successfully completed the RACS Fellowship Examination in General Surgery or Orthopaedic Surgery; **or**
- iii. to Trainees who have enrolled for the May sitting of the RACS Fellowship Examination in General Surgery or Orthopaedic Surgery, in the year of application.

The purpose of this policy is to detail the principles and standards that apply to the conduct of the annual selection process.

## 2. Definitions

Listed here are all key terms and acronyms used in the policy, and their definitions.

<b>Acronym – Key Word</b>	<b>Definition</b>
GSA	General Surgeons Australia
PFET	Post-Fellowship Education & Training
TTC	Trauma Training Committee
Board	GSA Board of Directors
RACS	Royal Australasian College of Surgeons
ANZAST	Australian and New Zealand Association for the Surgery of Trauma

## 3. Policy

### 3.1 Principles of Selection

Selection will be the responsibility of the GSA TTC that delivers the PFET Program in Trauma Training, and should involve members of the surgical profession trained in selection methodology.

Selection must aim to identify those doctors with the values, attitudes and aptitude required to become a competent Trauma surgeon.

Selection methodology must be predetermined, transparent, include a broad range of approaches to maximise validity and reliability, involve multiple raters, contain clear criteria for marking and allocate weighting for each tool that permits ranking of applicants.

Structured Curricula Vitae provide important verifiable biographical information on clinical experience, academic, and other accomplishments.

Structured Referees Reports can provide credible information from surgical consultants based on their firsthand experience of a doctor's performance in the working and learning environment.

Structured Interviews should use questions which target specific competencies identified through job analysis, and yield important information not available from other selection tools.

### **3.2 Selection Methodology**

The selection process must involve assessment of a candidate's knowledge, skills, and behaviour and take into account their clinical experience, academic, and other achievements.

Short-listing for interview must be based on the individual scores from the other selections tools, e.g. Referee Reports and CVs. Successful completion of the RACS Fellowship Examination in General Surgery or Orthopaedic Surgery by May in the year of application is a requirement for short-listing for interview.

The marking system and the marks available for each selection tool must be agreed and published advance.

Curricula vitae must be marked independently by a number of people.

Performance in the interview must be marked independently by each interviewer, following which an average mark is assigned.

Overall ranking of candidates for entry into the PFET Program in Trauma Surgery must be based on the combined marks for each selection tool.

### **3.3 Eligibility Criteria for PFET Program in Trauma Surgery**

Candidates intending to apply for selection on the PFET Program in Trauma Surgery must refer to the policy *PFET Application for Selection into Trauma Surgery*.

Applicants must provide documentary evidence at the time of application that they have current and valid medical registration to enable full participation in the training program. Current and valid medical registration is defined as:

- a. General (unconditional) registration or specialist registration in General Surgery or Orthopaedic Surgery in Australia; **or**
- b. General scope or restricted general scope registration in General Surgery or Orthopaedic Surgery in New Zealand.

Applicants must have permanent residency or citizenship of Australia or New Zealand at the time of registration.

### **3.4 Selection Criteria and Documentation**

Summary selection information is published on the GSA website with a link to detailed regulations.

Selection processes and criteria cannot be altered until selection is completed.

### 3.5 Selection Outcome

Applicants may be classified as one of the following:

**Unsuitable** being an eligible applicant who failed to satisfy a minimum standard for selection.

**Unsuccessful** being an eligible applicant who satisfied the minimum standards for selection but who did not rank highly enough in comparison to the intake to be made an offer of selection.

**Successful** being an eligible applicant who satisfied the minimum standards for selection who is therefore suitable and who has ranked highly enough in comparison to the appropriate intake to be made an offer of selection.

### 3.6 Time Lines, Notification and Feedback

The opening and closing dates for applications will be published on the GSA website.

Notice of outcome must be provided to all applicants on the common announcement date as approved by the GSA TTC.

Notification to unsuccessful and unsuitable applicants must include performance feedback for each selection tool, and should include the applicant's overall or decile score.

Those applicants deemed unsuitable must receive information on the minimum standard they failed to achieve and the process available to seek more detailed feedback.

Applicants must accept or decline the offer of a training position within 10 working days of the common announcement date by completing the appropriate documentation of the training program, including signing the Trainee Agreement.

Successful applicants will have twelve (12) months from the date of offer to secure employment in a Trauma post that has been approved for training by the GSA Trauma Training Committee. It is the responsibility of the successful applicant to seek and fulfil employment requirements at the hospital where an approved training position is located.

The Board must be notified of the outcome of the selection process within two working days of the selection committee. The Board must be notified of any subsequent changes to the outcome of the selection process within two weeks of the confirmed change.

### 3.7 Document Retention

There should be adequate documentation to enable external scrutiny, audit and evaluation of the selection process. It should enable accurate reconstruction of the original details and process.

Such documentation must be retained in accordance with GSA's Document Retention Schedule.

### 3.8 Review and Evaluation

There should be an annual formal, regular inclusive review of the selection process which should include the frequency and content of complaints, appeals, and their outcomes.

There should be a formal evaluation of the selection process including variables such as the completion rate, attrition rate and dismissal rate.

### **3.9 Appeal**

Decisions relating to selection may be reviewed or appealed in accordance with *GSA Appeals Process Policy*.

## **4. Documents and Forms**

1. GSA PFET Application for Selection into Trauma Surgery Policy
2. GSA PFET Trauma Registration and Variation Policy

## **5. Implementation**

The policy will be available on the GSA website.