

POST FELLOWSHIP EDUCATION
& TRAINING (PFET) PROGRAM
IN TRAUMA SURGERY



Guide for PFET Selection Application

*The 'What' and 'How' of applying to the
PFET Program in Trauma Surgery*



Guidelines for Applicants

OVERVIEW

Regulations

Please print the PFET Program in Trauma Surgery Selection Regulations and refer to the relevant Sections as you proceed, ensuring that all information is relevant and related to the Regulations. The Regulations are available on the [GSA Website](#).

Applicants must include the following with their Application:

1. Proof of successful completion of the Fellowship Examination in General Surgery, Orthopaedics, or Vascular Surgery

OR

2. Evidence of enrolment for the May sitting of the RACS Fellowship Examination in General Surgery, Orthopaedics, or Vascular Surgery
3. Proof of current and valid medical registration from the applicable Medical Board or Council in Australia or New Zealand (e.g. AHPRA). Australian applicants must have general (unconditional) registration. New Zealand applicants must have general scope or restricted general scope registration in the relevant specialty.
4. Proof of citizenship or permanent residency status in Australia or New Zealand
5. Proof of Medical Indemnity Insurance
6. Payment of the AUD\$550 (inc. GST) application fee is required prior to applications being considered

Application for the PFET Program in Trauma Surgery:

Applications should be sent to:

Liz Pedersen
Executive Officer - Post-Fellowship Education & Training
General Surgeons Australia
Suite 29, 213 Greenhill Road, EASTWOOD SA 5063
P: +61 8 8229 6210
E: pfet@generalsurgeons.com.au

Curriculum Vitae

OVERVIEW

General Information:

The GSA Trauma Training Committee is looking for candidates with a genuine interest in Trauma Surgery, who have a history of commitment and initiative.

The Structured Curriculum Vitae captures information relevant to the eligibility of the applicant and the administration of the selection process, in addition to information on experience, education, publications, presentations, development activities, and referees.

The Structured CV Section of the application process accounts for 30% of your overall score. Each of the scored components is detailed in the Selection Regulations.

The regulations are very clear on what will and what will not be scored - please save time by not including items that will clearly not be scored.

DO NOT INCLUDE:

- Documentation that is clearly not accepted

DO INCLUDE:

- Correct documentation that clarifies your activity and meets the criteria of the Regulations.

PLEASE DO NOT LEAVE FINALISING YOUR APPLICATION TO THE LAST MINUTE.

Curriculum Vitae

SURGICAL & TRAUMA EXPERIENCE

In this Section you must include:

- Rotations or hospital appointments that are eligible for points
- Rotations or hospital appointments that you will use for referees

Terms or appointments in surgery of less than six (6) consecutive months will not be scored. Terms or appointments must be a minimum of six (6) months on a single unit (excluding any leave).

Only terms completed by the closing date of application will be scored.

Scoring will be considered for Trauma Surgery terms or appointments undertaken in the last five (5) clinical years.

Scoring will be considered for non-Trauma Surgery terms or appointments undertaken in the last two (2) clinical years.

Where an applicant has undertaken research towards a higher degree in a medically related discipline in the two or more consecutive years prior to the application year, i.e. 2024 and 2025, the last five clinical years prior to entering research for Trauma rotations or appointments (e.g. 2019 - 2023) or the last two clinical years prior to entering research for non-Trauma rotations or appointments (e.g. 2022 - 2023) will be scored.

Where an applicant has been on parental leave for a minimum of three months between 1 January 2024 and the closing date of applications, the validity period will be extended backwards by the number of months of parental leave taken.

Scoring will be considered for participation and successful completion of trauma related courses. Appropriate courses include, but are not limited to, the Definitive Surgical Trauma Care (DSTC), Advanced Trauma Operative Management (ATOM), and Advanced Surgical Skills for Exposure in Trauma (ASSET). A course completion certificate is required for documentary evidence.

DO NOT SUBMIT:

- A contract roster as documentation
- Excel worksheets as documentation

DO SUBMIT:

- Proof of rotations or appointments in the form of a transcript of training, signed assessment form, approved surgical logbook, or letter of confirmation of appointment from the hospital

Documentation

Rotation or appointment documentation must include:

- Rotation or appointment type (e.g. General Surgery, Orthopaedics, Vascular, Trauma)
- Documentation not provided on letterhead or signed will not be accepted and the rotation will be discounted

Curriculum Vitae

HIGHER DEGREE, RESEARCH & PUBLICATION

Scoring will consider recognised higher degrees / research in a surgically/medically related area, i.e. Masters, PhD, or Doctor of Medical Science by Research (or equivalent), successfully completed at the time of application.

Higher degrees must be equivalent to the level expected at an Australian or New Zealand tertiary institution.

Scoring will consider presentations and publications undertaken in the past five (5) years. Presentations and publications will be scored depending on National or International level. Scoring only for one publication and one presentation of the same title.

DO NOT SUBMIT:

- Masters or PhD that has not been completed or marked
- Prospective presentations
- Presentations where you are not the named presenter
- Presentations not relevant to surgery
- Case report where you are not the first author
- More than one (1) case report
- Hospital based presentations
- Letters to editors or media releases

DO SUBMIT:

- Masters / PhD / Doctor of Medical Science by Research or equivalent in a surgically/medically related area.
- Higher degrees / Research must be complete and marked prior to application closing.
- Presentations or publications undertaken in the past five (5) years
- Presentations undertaken or publications published or accepted for publication prior to the application closing date.
- Presentations where the applicant is the first author or named presenter in the meeting program
- Points can be awarded for publications in a peer reviewed journal article, case report, or book chapter if you are the first author
- Points can also be awarded for publications in a peer reviewed journal article or book chapter if you are not the first author

Documentation

- Proof of completion and final mark
- Official meeting program or letter from convener or conference organiser
- Copy of publication or official letter clearly stating publication date or acceptance for publication

Curriculum Vitae

LEADERSHIP QUALITIES & ADMINISTRATION SKILLS

The GSA Trauma Training Committee is looking for applicants who show genuine and ongoing leadership and administration involvement.

DO NOT SUBMIT:

- Administrative or leadership commitments that are a part of your normal employment obligations
- Evidence of involvement in one-off leadership and/or administration activities
- Evidence that cannot verify the activities and time commitment

DO SUBMIT:

- Evidence of committee appointments
- Evidence of involvement from relevant institution

Documentation

- Dates
- Time commitment per week - number of hours
- Activity

Curriculum Vitae

TEACHING

The GSA Trauma Training Committee is looking for applicants who show commitment to ongoing teaching, including current course instructor and academic appointments.

DO NOT SUBMIT:

- Evidence that cannot verify appointments

DO SUBMIT:

- Evidence of current instructor status for appropriate courses, including Definitive Surgical Trauma Care (DSTC), Advanced Trauma Operative Management (ATOM), and Advanced Surgical Skills for Exposure in Trauma (ASSET), etc.
- Evidence of academic appointment in a University (full, adjunct, clinical, or similar)
- Evidence of satisfactory completion or application for the EMST Instructors Course (if applicable)

Documentation

- Course completion certificates (if applicable)

Curriculum Vitae

STATEMENT OF INTENT

The GSA Trauma Training Committee is looking for applicants who show a genuine interest in Trauma Surgery, who have a history of commitment and initiative.

Applicants must provide a statement of intent outlining their commitment to a career in Trauma Surgery, and identifying future plans with regards to employment.

DO INCLUDE:

- Clear Statement of Intent detailing your commitment to a career in Trauma Surgery
- Letter of support from a Medical Director or Director of Surgery detailing your current or future employment secured in a Trauma position

Structured Referee Reports

The Structured Referee Report Section of the application process accounts for 30% of your overall score.

The purpose of the Structured Referee Reports is to gather information, in confidence, about the history of the applicant as well as assessments regarding a number of areas such as personal attributes, quality of work, and suitability for the PFET Program in Trauma Surgery.

Checklist

Below is a checklist to assist you with selecting appropriate referees:

- Compile a list of all referee names, addresses, and contact email addresses
- Ensure that you have a minimum of five (5) referees
- All referees must be surgical and connected to a six (6) month rotation or hospital appointment in either Trauma Surgery and non-Trauma Surgery
- Choose referees who can make substantial comment about you on the following:
 1. Medical and Technical Expertise
 2. Judgement and Clinical Decision Making
 3. Communication
 4. Collaboration
 5. Scholar and Teacher
 6. Professionalism
- Confirm with the nominated referee that they agree and are able to complete your referee report.

WHO CANNOT BE A REFEREE:

- Non-surgical doctor/consultants (only surgical referees will be permitted)
- Surgical consultants not connected to a six (6) month rotation or appointment

WHO CAN BE A REFEREE:

- Fellows of the Royal Australasian College of Surgeons (FRACS)
- A vocationally trained surgeon employed as a consultant surgeon

Interviews

OVERVIEW

The Interview Section of the application process accounts for 40% of your overall score. To proceed to interview you must satisfy the following criteria:

- Have a minimum three (3) valid referees reports
- Evidence of successful completion of the RACS Fellowship Examination in General Surgery, Orthopaedics, or Vascular Surgery at the May examination sitting in the year of application (if required to meet eligibility requirements for application)
- Applicants must score a minimum of 10 points out of 30 from the CV (or above) and 25 points out of 30 from the Referee Reports (or above)

If you are successful in your application and proceed to the interview stage, you will be notified by the PFET Executive Officer.

Each eligible applicant will be sent the details of the interview including date, time, and location approximately ten (10) days prior to the interview.

Should you not present at your scheduled interview, your application will be withdrawn.

On The Day Of The Interview

- Be early
- Be appropriately presented for an interview
- Be prepared