

Selection Regulations

Surgical Education and Training Program in Urology

Version: 1

Approval date: 29 November 2022

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1. Introduction

1.1 Definitions and Terminology

1.1.1 The following terms, acronyms, and abbreviations, and their associated definition, are used throughout this document:

AHPRA	Australian Health Practitioner Regulation Agency.
AMC	Australian Medical Council.
Applicant	A person who has applied to the Surgical Education and Training Program.
ASC	Annual Scientific Congress.
ASM	Annual Scientific Meeting.
BOU	Board of Urology.
Clinical Year	A 12 month period, normally from February to February.
Curriculum Vitae/ CV	The scored components of the application for selection.
Ineligible	Applicants who fail to satisfy one or more of the eligibility requirements, or who have reached the maximum number of application attempts.
Interview	Semi-structured interview conducted as part of the selection process.
MCNZ	Medical Council of New Zealand.
RACS	Royal Australasian College of Surgeons.
Referee	A person who knows the Applicant, is willing to describe or report on observed work performance, character and abilities; and meets the eligibility requirements outlined in these Regulations.
Referee Report	A structured report completed by a referee.
Selection Sub-Committee	A Sub-Committee of the BOU appointed under specified Terms of Reference.
SET	Surgical Education and Training.
SET Program	Surgical Education and Training Program in Urology as approved by the BOU.
Successful	Applicants who have ranked high enough to be made an offer of a position on the SET program.
Training Region	NSW/ACT, SA, QLD, VIC (incl TAS), WA or Aotearoa New Zealand.
Unsuccessful	Applicants who have achieved the minimum standard for selection but who have not ranked high enough to be offered a training position on the SET program.
Unsuitable	Applicants who have not achieved the minimum standard for selection at any point in the selection process, or who did not receive an invitation to interview, or who have not met the requirements as set out in these Regulations.
USANZ	Urological Society of Australia and New Zealand.

1.2 Purpose

1.2.1 The purpose of these Regulations is to describe the principles, terms and conditions of the selection process for the RACS SET Program in Urology conducted in 2023 for the 2024 intake in Australia and Aotearoa New Zealand.

1.3 Administration

1.3.1 The RACS is the principal body accredited and authorised to conduct surgical education and training in Australia and Aotearoa New Zealand.

1.3.2 The BOU is responsible for the delivery of the SET Program, the accreditation of hospital training posts, and the assessment and supervision of SET Urology Trainees in Australia and Aotearoa New Zealand. For further information, refer to the [Board of Urology Terms of Reference](#) located on the [RACS Website](#)

1.3.3 Selection is conducted annually. These Regulations may be changed from year to year and cannot be relied on for the intakes conducted in future years for the SET Program. Any Regulations for the SET Program from any previous years are not applicable and cannot be relied on for meeting the SET Program requirements for the 2024 intake unless specified stated in these Regulations.

1.3.4 All communication during the selection process will be conducted in writing via email. Applicants are responsible for ensuring their contact information is current. Applicants must notify the BOU via email deborahklein@usanz.org.au of any changes as soon as possible.

1.4 Objectives of the SET Program

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

1.4.2 The SET Program is structured to ensure Trainees achieve competencies in

- a) Medical expertise
- b) Judgement and clinical decision making
- c) Technical expertise
- d) Professionalism
- e) Health advocacy
- f) Communication
- g) Collaboration and teamwork
- h) Leadership and management
- i) Scholarship and Teaching
- j) Cultural Competence and cultural safety

2. Principles and Selection Criteria

2.1 Principles of Selection

2.1.1 The aim of the selection process is to select the highest calibre trainees for the SET Program through a fair, open and accountable process.

2.1.2 The selection process will be well documented, transparent and objective with Applicants having access to eligibility criteria, information on the selection process, general selection criteria and a reconsideration, review and appeals process.

2.1.3 The selection process will be subject to continuous review to ensure its continued validity and objectiveness.

2.1.4 The selection process will abide by the principles of the [RACS Regulation: Selection to Surgical Education and Training](#).

2.1.5 The number of trainees selected in any year will depend on the number of eligible Applicants together with the number of accredited training posts available in the following year.

2.1.6 The selection process will be conducted in a fair, consistent and impartial manner.

2.1.7 Any factors influencing the trainee intake will be openly declared with the mechanism by which the quota or limit is arrived at made known.

2.2 General Selection Criteria

2.2.1 Applicants are expected to have:

- a) a genuine interest and commitment to urology as a potential career with their selection of the specialty based on an accurate perception of the specialty traits.
- b) a sound knowledge of basic sciences and a commitment and motivation to continuous self-directed learning including a demonstrated willingness to seek out experiences through active participation in activities such as scientific meetings, conferences, courses and workshops.
- c) exposure to varied working environments, work hours and an aptitude to appropriately manage high stress environments in a responsible, efficient and dependable manner, seeking appropriate assistance when needed.
- d) suitable experience, dexterity and clinical knowledge to consistently make dependable judgements, master operative techniques and provide comprehensive care from initial examination to post-operative management with a willingness to seek advice and modify behaviour based on previous experiences.
- e) a history of fostering harmonious highly effective working relationships, having gained the respect of others and exhibiting positive influences in the working environment.
- f) a history of being considerate to the views of others at all times, reacting appropriately and diplomatically in all work situations and behaving in a manner, which is professional and supportive for all work, ethnic, social, and gender groups.
- g) interpersonal skills and a commitment to contribute effectively as a dependable and accountable member of the health care team, displaying cooperation, tact, courtesy, respect and reliability at all times and actively contributing to assessing progress and providing workable solutions.
- h) a history of reliability and punctuality, assuming responsibility for completing tasks without prompting in a timely and efficient manner and demonstrating a high level of self-motivation and organisation.
- i) insight into their own strengths and weaknesses, a willingness to accept positive and negative feedback from others, learn from experiences and from others, and a commitment to actively seek feedback and respond constructively.
- j) a willingness at all times to take the initiative and come forward with mistakes and adverse outcomes, displaying absolute honesty and a willingness to seek advice and respond appropriately.
- k) highly effective listening and vocabulary skills and timely and highly effective written and verbal communication, keeping all team members up to date without prompting and always providing clear directions and descriptions of situations in an appropriate tone, which encourages confidence and understanding.

- l) ethical and responsible behaviour at all times with concern and sensitivity to the needs of others, demonstrating aesthetic sensibility, sound judgment and a focus on providing safe, comprehensive surgical care of the highest standard relating to patients, families and members of the health care team in a manner which exhibits honesty, integrity and compassion.
- m) a good knowledge of ethical principles and practices and the ability to identify ethical expectations that impact on patient care and the work environment including informed consent, risk minimisation, confidentiality and clinical governance.
- n) interests outside their career and a balance in their work and personal life with community involvement considered to be a positive reflection of the character of the Applicant.
- o) an understanding of the importance of research and its application to clinical practice. Publications, presentations or research experience, resulting in some meaningful and tangible outcome are highly regarded.
- p) good integrity, honesty and character upholding high service and professionalism standards, in keeping with the need for the public to have absolute trust and confidence in medical professionals.

3. Selection Initiatives

3.1 Aboriginal And Torres Strait Islander Selection Initiative

- 3.1.1 The RACS Council has approved the [Aboriginal and Torres Strait Selection Initiative](#) and the BOU has introduced special measures to implement this initiative. These special measures have been introduced for the purpose of addressing the low participation of Aboriginal and Torres Strait Islander in the SET Program.
 - 3.1.2 Applicants wishing to be considered for this initiative must:
 - a) have identified as Aboriginal and/or Torres Strait Islander in the registration process; and
 - b) have met the eligibility requirements for membership of Australian Indigenous Doctors' Association; and
 - c) have met the eligibility requirements (as per Section 7) and the minimum standards for selection (as per clause 11.9) contained in these Regulations.
 - 3.1.3 The special measures apply preferencing of the top ranked Aboriginal and/or Torres Strait Islander who has satisfied the eligibility requirements and minimum standards for all selection tools as detailed in these Regulations.
 - 3.1.4 Under this initiative, it is expected there will be two (2) posts available for the 2024 intake.
 - 3.1.5 In the circumstance where more than two Applicants meet the above criteria, the post(s) will be allocated to the highest ranking Applicants.
 - 3.1.6 An applicant's status as Aboriginal or Torres Strait Islander will only be known to RACS staff, USANZ staff and BOU members directly involved in the Selection process, for the purposes of implementing the Selection Initiative. The Board will report the deidentified outcome of the Aboriginal and Torres Strait Islander initiative to the RACS.
- #### **3.2 Training Region Distribution**
- 3.2.1 The BOU utilises Training Region preferencing to better support the distribution and retention of Surgeons across Australia and address geographical imbalances in the surgical workforce.
 - 3.2.2 Applicants are required to nominate their preferred Training Region with successful applicants being appointed based on ranking and post availability within each Training Region.

3.3 Rural Equity

- 3.3.1 RACS Council has approved the Rural Health Equity Strategic Action Plan. The BOU has introduced measures to Select for Rural in line with the Rural Health Equity Strategic Action Plan. The CV recognises rural origin, rural medical school and rural clinical rotations.

4. Overview of Selection Process

- 4.1 The selection process uses three selection tools, each contributing the following weightings to the Overall Selection Score of 100.

Selection Tool	Weighting	Scores in accordance with section
Structured Curriculum Vitae	30%	8
Structured Referee Reports	30%	9
Semi-Structured Interview	40%	10
Total Overall Score	100%	

- 4.2 Applicants who satisfy the eligibility and application requirements will be considered in open competition for selection to the SET Program in Urology.

5. Registration

- 5.1 Prospective Applicants who wish to apply for the SET Program in Urology must first register in accordance with the RACS Regulation: [Registration for Selection into SET](#) available on the [RACS website](#).
- 5.2 Prospective Applicants must confirm for themselves they meet the minimum RACS generic and Urology eligibility criteria required before submitting their completed registration form.
- 5.3 Prospective Applicants must submit a completed registration form including the required supporting documentation and pay the registration fee by the registration closing date.
- 5.4 Registrations will not be accepted after the closing date under any circumstances.
- 5.5 Prospective Applicants who are not registered cannot lodge an application for the SET program in Urology.
- 5.6 Prospective Applicants will be emailed confirmation of completed registration and eligibility.

6. Application

6.1 Maximum Attempts

- 6.1.1 All Applicants will be allowed a maximum of three (3) attempts at selection into the SET Program. Applications submitted in 2021 (for the 2022 intake) and subsequent years count towards this total.
- 6.1.2 An attempt is defined as a submitted application accompanied by the relevant application fee.
- 6.1.3 Applicants who have reached the maximum number of attempts will be notified they are deemed ineligible and will not be considered further in the application process. The application fee will be refunded.

6.2 Online Application

- 6.2.1 Applicants are permitted to apply for consideration in Australia or Aotearoa New Zealand but not both countries.
- 6.2.2 Applications must be submitted via the Urology online application system accessible from the [USANZ website](#) during the published dates. No other form of application will be accepted.
- 6.2.3 Access to the online application system will be made available to all registered and eligible Applicants on the opening date for applications.
- 6.2.4 Achievements and documentary evidence must be entered in the correct section.
- 6.2.5 Applications may be commenced, saved, printed and re-accessed during the application period.
- 6.2.6 Applications must be submitted by the closing date. Saved, un-submitted applications will not be considered. No extensions will be granted
- 6.2.7 Once an application has been submitted, it cannot be changed. Applicants are responsible for ensuring their application is complete and correct at the time of submission.
- 6.2.8 Incomplete applications or those that do not comply with the instructions within the online application form, or these Regulations will not be considered.
- 6.2.9 Applicants will receive an email confirmation when they have successfully submitted their application.
- 6.2.10 Applicants must pay a selection application fee at the time of application to be considered for selection. If the fee is not received by the closing date, the application will not be considered. The fee is non-refundable as of the closing date for applications.

6.3 Documentary Evidence

- 6.3.1 Applicants are responsible for ensuring that all necessary evidence is included in their application at the time of submission. No additional evidence will be accepted once an application has been submitted.
- 6.3.2 In most cases, evidence must be retrospective. Prospective evidence will not be accepted. Exceptions to this are noted in Sections 8.7 (Publications) and 8.8 (Presentations).
- 6.3.3 Forms of evidence other than what is outlined will not be accepted.
- 6.3.4 Letters of evidence must be dated.
- 6.3.5 All documentary evidence must be in English. If any documentary evidence is in a language other than English, a certified translation must be provided.
- 6.3.6 Achievements that are not accompanied by the appropriate documentary evidence as specified in these Regulations, or where the evidence does not meet the verification requirements will not be awarded points.
- 6.3.7 The Selection process and requirements change on an annual basis; no data is carried over from one year's Selection process to the next. Evidence that was accepted in the past will not be accepted on the basis that it has been accepted previously. All evidence must comply with the Regulations for the current Selection year.

6.4 Disclosure Requirement

6.4.1 To enable the BOU to give effect to the general selection criteria under 2.2 and generic eligibility requirements in 7.1, applicants are required to disclose, at the time of this application, all or any of the following information:

- a) In the last 10 years has the Applicant been made aware of any notification or complaint to AHPRA, MCNZ, or any other regulatory health complaints entity in any State or Territory of Australia or in Aotearoa New Zealand relating to their medical practice?
- b) If the Applicant has practised in other countries, is the Applicant aware of any similar notifications or complaints made in those countries?
- c) Is the Applicant aware of any formal complaint made to any hospital or health service in which they have been engaged or employed during the last five years?
- d) Is the Applicant aware of any other formal complaint being made otherwise in relation to their practice as a medical practitioner in the last five years?

6.4.2 Applicants are required to provide full details if answering 'yes' to any of the above questions.

6.4.3 Applicants are invited to submit reason(s) and if applicable, any supporting evidence, demonstrating that they are suitable for the SET Program despite the disclosure matters.

6.4.4 Disclosure of any matters set out above will not automatically disqualify an applicant but are relevant to the BOU's assessment of the applicant's suitability for the SET Program in Urology.

6.5 Completing the Application

6.5.1 The information collected as part of the application and during the selection process will be used to assess the Applicant's suitability for the SET Program. Information may be disclosed to other parties for the purpose of selection or where required to do so by law. The BOU may verify the information provided within the application with external institutions or individuals and gather additional information to process the application. Failure to provide the information requested by the BOU will deem the Applicant ineligible for selection and their application will be withdrawn.

6.5.2 By submitting the application, the Applicant is consenting to the collection, use, disclosure and storage of the information by the BOU, the RACS or its agents.

6.5.3 By submitting an application, the Applicant is consenting to references being collected, and to the named referees within the application disclosing the information requested as part of the Referee Report process.

6.5.4 The Applicant accepts the references are collected in confidence and that a copy of the references will not be made available to the Applicant. The Applicant accepts they will not be provided with additional feedback on the references.

6.5.5 By submitting an application, the Applicant certifies the information provided is correct and in accordance with these Regulations. The Applicant also verifies no false or tampered documentation will be submitted.

6.5.6 It is a condition of application for selection that, should at any time during the selection process or in the future, the BOU becomes aware that any evidence submitted as part of the application was false or tampered with, or the responses in the application are incorrect, misrepresented, or are untruthful, the Applicant may be deemed unsuitable for selection, not considered further in the selection program, and the BOU may, at its absolute discretion, report this to the relevant authorities and/or disqualify the Applicant from making further application to the SET program. If the Applicant has already been selected, the Applicant may be dismissed from the SET program. It would be sufficient grounds for dismissal that the BOU has sufficient reasonable information for it to conclude that the answers to these questions were incorrect, misrepresented or untruthful.

- 6.5.7 Each application is assessed and marked as it was submitted. No active follow up will take place in instances where the application (or verification) is incorrect or absent.
- 6.5.8 By submitting an application, the applicant is consenting to members of the BOU and other persons appointed by the BOU Chair, in accordance with these Regulations, conducting the selection process and making decisions relating to their application and selection despite having made decisions previously that may be adverse to the Applicant. This includes decisions made during the current and previous selection processes and other training and assessment matters.

7. Eligibility Requirements

7.1 RACS Generic Eligibility

- 7.1.1 Applicants must have permanent residency or citizenship of Australia or Aotearoa New Zealand at the time of registration.
- 7.1.2 Applicants must be deemed suitable by the BOU in accordance with the selection criteria in section 2.2, taking into account, where applicable, any disclosure matters in section 6.4.
- 7.1.3 Applicants in Australia must have general (unconditional) registration with the Medical Board of Australia in accordance with RACS Regulation: [Medical Registration for the Surgical Education and Training Program](#).
- 7.1.4 Applicants in Aotearoa New Zealand must have general scope or restricted general scope in the relevant specialty in Aotearoa New Zealand with the MCNZ in accordance with RACS Regulation: [Medical Registration for the Surgical Education and Training Program](#).
- 7.1.5 Applicants must have completed online learning modules:
- a) The **Hand Hygiene Royal Australasian College of Surgeons Online Learning Module** on the Australian Commission on Safety and Quality in Healthcare website.
 - b) The Operating with Respect eLearning module on the RACS website.

7.2 Urology Eligibility Requirements

- 7.2.1 In addition to the RACS generic eligibility criteria, Applicants must fulfil the Urology eligibility criteria.

7.2.2 Examinations

Requirement	Documentary Evidence
Applicants must have passed the GSSE Examination by the application closing date.	An official certificate of completion or retrospective letter on RACS letterhead with appropriate signature.
Applicants must also have passed the Clinical Examination (CE) by the application closing date.	Prospective evidence will not be accepted.

7.2.3 Clinical Rotations

Minimum Requirement	Documentary Evidence
Complete a minimum 26 weeks in Surgery in General at PGY2 or above by the application closing date; and	A retrospective letter provided on letterhead with appropriate signature detailing work history. Evidence must include commencement and end dates, position held and Hospital. Prospective evidence, including a work contract or letters of offer, will not be accepted.
Complete 10 weeks in Emergency Department (ED) at PGY1 or above by the application closing date; and	
Complete a minimum 26 weeks in Urology at PGY2 or above by the application closing date.	

- a) Applicants who are active SET General Surgery Trainees at the time of application are not required to provide evidence of completion of the Surgery in General and ED rotation requirements.
- b) The following are considered acceptable Surgery in General rotations:
 - General Surgery
 - Acute Surgical Unit
 - Breast and Endocrine
 - Colorectal
 - Surgical Oncology
 - Transplant
 - Trauma
 - Upper GI/Hepatobiliary
 - Vascular Surgery
 - Paediatric Surgery
 - Urology, if a **different** Urology rotation is included to meet the 'Urology rotation' eligibility requirement, i.e. the same rotation cannot be included to comply with both criteria.
- c) Surgical nights and surgical relief rotations **WILL NOT** be considered acceptable Surgery in General Rotations.
- d) Applicants may include a Paediatric rotation (up to a maximum of 13 weeks) as a Urology Rotation provided the rotation comprised a significant proportion of paediatric urology. Applicants may not use the same rotation to comply with Surgery in General eligibility requirements.
- e) Applicants who have not completed the specified clinical rotations by the application closing date will be deemed unsuitable and will not progress to the next stage of selection.
- f) Rotations for which documentary evidence does not comply will not be taken into consideration and will result in the Applicant being considered unsuitable.
- g) Rotations with a minimum duration of 6 continuous weeks can be added together for a cumulative total. The cumulative total for the Urology and Surgery in General Rotations (i.e., 26 weeks) may include up to a maximum of 3 weeks leave. The cumulative total for the Emergency Medicine Rotation (i.e., 10 weeks) may include up to a maximum of 2 weeks leave.

7.3 Integrity, Honesty and Character

- 7.3.1 Applicants with relevant notifications, or complaints history as disclosed (as required) in their application, or which otherwise is obtained by or provided to the BOU, may be ineligible and excluded, as the BOU may determine in its entire discretion
- 7.3.2 Applicants with any conditions or undertakings associated with their medical registration in any country or jurisdiction at the time of application, or in the five years immediately prior to the Closing Date for applications, are ineligible to apply.
- 7.3.3 Applicants who have been terminated, or received a finding of misconduct, or received two or more written warnings related to their employment, at the time of application, or in the three years immediately prior to the Closing Date for applications, are ineligible to apply.

8. Structured Curriculum Vitae

8.1 Overview

- 8.1.1 The online application form collects information relevant to the eligibility of the applicant, the administration of the selection process and referees. In addition, it includes the Structured Curriculum Vitae which collects information on experience, education, publications, presentations, development activities.
- 8.1.2 Eligibility requirements do not count towards CV points

8.2 Scoring

- 8.2.1 The Structured Curriculum Vitae has a maximum of 105 points. The components scored are:

Component	Maximum Points
Qualifications	15
Professional Development Activities (Medical/Technical)	15
Professional Development Activities (Non-Medical/Non-Technical)	10
Publications and Ongoing Research	25
Presentations	15
Prizes, Awards and Leadership	15
Rural/Regional Original and Experience	10

- 8.2.2 The score out of 105 will be adjusted to a score of 30 for the Structured Curriculum Vitae selection tool.
- 8.2.3 The scoring of the Structured Curriculum Vitae is overseen by the Chair, Selection Sub-Committee. Each CV is scored by two USANZ staff members using a structured scoring system. The BOU Chair or Chair, Selection Sub-Committee will make the final decision in cases of a discrepancy or where an entry or evidence does not comply with the Regulations.
- 8.2.4 In some parts of the application, **applicants must not include the same achievement in certain sections of the Curriculum Vitae** (e.g. the same body of research presented at more than one meeting must only be entered once). Applicants who are unsure whether an achievement is permitted or where to place specific achievements to attract maximum benefit should seek assistance via the Selection Helpdesk.
- 8.2.5 Attempts by applicants to enter achievements, where they are clearly inadmissible as outlined in the Selection Regulations, will be viewed as a breach of the Regulations and will attract no points.

8.3 Qualifications (maximum 15 points)

PhD (3 years full time equivalent)	
Completed	8 points
Pre-Submission thesis review	4 points
Confirmation of candidature	2 points
<p>Documentary Evidence</p> <p>If completed: Transcript or testamur from University confirming awarding of degree, plus details of thesis submitted.</p> <p>If currently enrolled: Proof of enrolment from the University and documentation of completed significant milestones from University or Primary Supervisor.</p>	

Doctor of Medical Science (DMedSc) or other post graduate Doctorate in Medicine or Surgery	
Completed	8 points
Pre-Submission thesis review	4 points
Confirmation of candidature	2 points
<p>Documentary Evidence</p> <p>If completed: Transcript or testamur from University confirming awarding of degree, plus details of thesis submitted.</p> <p>If enrolled: Proof of enrolment from the University and documentation of completed significant milestones from University or Primary Supervisor.</p>	

Master of Surgery (MS) or Masters Degree (not MS) of 2 years full time equivalent duration undertaken by thesis (no coursework)	
Completed	4 points
Pre-Submission Thesis Review	2 points
<p>Documentary Evidence</p> <p>If completed: Transcript or testamur from University confirming awarding of degree, plus details of thesis submitted.</p> <p>If currently enrolled: Proof of enrolment from the University and documentation of completed significant milestone from University or Primary Supervisor.</p>	

Master of Surgery (MS) or Masters Degree (not MS) of 1 year or more duration completed by coursework with or without dissertation, or	
Completed	2 points per year of full time equivalent study
<p>Documentary Evidence</p> <p>Transcript or testamur from University confirming awarding of qualification</p>	

Diploma	
Completed	2 points per year of full time equivalent study
<p>Documentary Evidence</p> <p>Certificate from University or Educational Institution confirming completion of Diploma together with evidence of FTE duration.</p>	

- 8.3.1 Qualifications may be attained before, during or after completion of primary medical degree.
- 8.3.2 Qualifications attained through recognised and accredited Australian, Aotearoa New Zealand or overseas educational institutions (as determined by the BOU) must be awarded by examination and assessment and have clear relevance to one or more of the RACS competencies.
- 8.3.3 Qualifications attained overseas will be assessed by the BOU in terms of their equivalence to the relevant Australian or Aotearoa New Zealand qualification.
- 8.4 Points can be attained for partial completion of a research PhD, or Doctorates or Masters Degrees undertaken completely by thesis (no coursework). Other qualifications must be successfully completed at the time of application. Proof of enrolment must be provided as outlined in the table (8.3)
- 8.4.1 Points will not be awarded for:
- Primary medical qualifications including the MBBS/MBChB or overseas equivalent and MD where it is the primary medical qualification.
 - Other Bachelor degrees
 - Certificates
 - Qualifications for registration of overseas degrees (e.g., AMC, IELTS)
 - Qualifications commenced in the year of application
 - Degrees and Diplomas that do not meet criteria listed in 8.3.1 – 8.3.3
 - Completion of the MRCS examinations or the MRCS Diploma
 - Successful completion of the RACS Clinical Examination

8.5 Professional Development Activities (Medical/Technical) (Maximum 15 points)

Medical/Technical Activity	Points
Full day or multi-day activity	2 points
½ day activity (min 3 hours)	1 point
Documentary Evidence	
Certificate of attendance or official confirmation from meeting provider verifying attendance (including time commitment).	
Registration confirmation, tax invoices/receipts or any other form of documentary evidence will not be accepted as confirmation of attendance.	

- 8.5.1 The BOU will consider scientific meetings, workshops, seminars or courses attended in the three (3) years immediately prior to the closing date for applications where the content has relevance to Medical Expertise, Technical Expertise or Judgement and clinical decision making, relevant to urological practice, as determined by the BOU.
- 8.5.2 Professional development activities must be delivered by a recognised training provider as determined by the BOU.

- 8.5.3 Points will be awarded for attendance at the following meetings/courses (whether delivered face to face or virtually):
- USANZ ASM, USANZ Section Meetings and RACS ASC
 - Other scientific meetings or conferences (international, national or state) relating to Urology, General Surgery or Vascular Surgery as determined by the BOU
 - Courses, workshops, seminars or similar relating to surgical skills, medically related ethical skills, medical management or anatomy, as determined by the BOU.
- 8.5.4 Points will be awarded for registration at face to face meetings, courses or similar which were cancelled in 2020 and 2021 due to COVID, provided there was no option for virtual attendance. Documentary evidence must include confirmation of registration (including payment confirmation AND evidence of meeting/course cancellation.
- 8.5.5 Points will not be awarded for attendance at:
- Scientific meetings or conferences where a score has been given for a presentation at the same meeting.
 - Workshops or courses that form part of a scientific meeting/conference where a score has already been given for attendance at the meeting/conference unless the workshop or course attracts its own CPD points.
 - ASSET, CCrISP, EMST and CLEAR (or equivalent courses recognised by RACS).
 - Professional development activities specifically aimed at assisting doctors prepare for the GSSE and the CE.
 - Activities where the educational content is less than 3 hours in duration.
 - Hospital grand rounds, morbidity meetings, unit audits or other such expected activities as part of employment.
 - Activities that will be attended in the future (i.e., after the application closing date).
- 8.5.6 Points will not be awarded for involvement in teaching of medical students or interns or similar.

8.6 Professional Development Activities (Non-Medical/Non-Technical) (Maximum 10 points)

Non-Medical/Non-Technical Activity	Points
Full day or multi-day activity	2 points
½ day activity (min 3 hours)	1 point
Documentary Evidence	
Certificate of attendance or official confirmation from meeting provider verifying attendance (including time commitment).	
Registration confirmation, tax invoices/receipts or any other form of documentary evidence will not be accepted as confirmation of attendance.	

- 8.6.1 The BOU will consider conferences, workshops, seminars or courses attended in the three (3) years immediately prior to the closing date for applications where the content is tailored to the medical profession and has relevance to Professionalism, Health Advocacy, Communication, Collaboration and teamwork, Leadership and management, Scholarship and Teaching and Cultural Competency and cultural safety, relevant to urological practice, as determined by the BOU.
- 8.6.2 Professional development activities must be delivered by a recognised training provider as determined by the BOU.

8.6.3 Points will not be awarded for attendance at:

- a) Workshops or courses where the content is not tailored to the medical profession.
- b) Workshops or courses that form part of a meeting/conference where a score has already been given for attendance at the meeting/conference unless the workshop or course attracts its own CPD points.
- c) Activities where the educational content is less than 3 hours in duration.
- d) Hospital grand rounds, morbidity meetings, unit audits or other such expected activities as part of employment.
- e) Activities that will be attended in the future (i.e., after the application closing date).

8.6.4 Points will not be awarded for involvement in teaching of medical students or interns or similar.

8.6.5 Points will be awarded for registration at face to face meetings, courses or similar which were cancelled in 2020 and 2021 due to COVID, provided there was no option for virtual attendance. Documentary evidence must include confirmation of registration (including payment confirmation AND evidence of meeting/course cancellation).

8.7 Publications (maximum 25 points)

Published Articles	Points
Applicant is first author	5 points
Applicant is second author	3 points
Documentary Evidence	
<ul style="list-style-type: none"> • Written confirmation from the publishing body (not the supervisor) stating that the article has been accepted. This must also specify the Applicant's authorship, or • Journal article title page clearly showing the publication reference, date and the Applicant's authorship. A copy of the entire publication must not be included. 	

Published Case Reports	Points
Applicant is first author	1 point (max 4 points)
Documentary Evidence	
<ul style="list-style-type: none"> • Written confirmation from the publishing body (not the supervisor) stating that the case report has been accepted. This must also specify the Applicant's authorship, or • Case report title page clearly showing the publication reference, date and the Applicant's authorship. A copy of the entire publication must not be included. 	

Chapter in Medical or Surgical Textbook	Points
Applicant is first author	4 points
Applicant is second author	3 points
Documentary Evidence	
Written confirmation from the publisher showing level of contribution plus a copy of the book chapter or full bibliographic details.	

8.7.1 Research undertaken within the four (4) years immediately prior to the closing date of applications may be included.

8.7.2 All research must be of an academic nature relevant to medicine/surgery.

- 8.7.3 Points will be awarded for articles and case reports published or accepted for publication in the following journals:
- ANZ Journal of Surgery
 - a peer reviewed journal that is listed in the Urology section of the RACS Library
 - other medically related, peer reviewed printed journals, provided the Impact Factor is 2.0 or greater on topics related to urology, general surgery and vascular surgery
- 8.7.4 Points will only be awarded for articles where the Applicant is the first or second author.
- 8.7.5 Points will only be awarded for case reports where the Applicant is the first author.
- 8.7.6 Points will be awarded for chapters in a medical or surgical textbook where the Applicant is the first or second author. Multiple chapters in the same book will be scored only once.
- 8.7.7 Points will be awarded where the same body of research has also been presented.
- 8.7.8 Published meeting abstracts, book reviews, letters to the editor and media releases will not be scored.
- 8.7.9 Multiple publications with duplicate or similar topics or content must only be entered once and will only be scored once.

8.8 Presentations (maximum 15 points)

Presentations at the Annual Scientific Meetings of the following organisations:	
<ol style="list-style-type: none"> American Urological Association (AUA) Société Internationale d’Urologie (SIU) British Association of Urological Surgeons (BAUS) Canadian Urological Association (CUA) Urological Association of Asia (UAA) European Urological Association (EAU) World Congress of Endourology (WCE) International Continence Society (ICS) 	
Oral presentations including moderated poster presentations delivered within the meeting program, or Video presentation delivered at a virtual meeting	4 points
Poster presentations that include a moderated oral presentation delivered in an exhibition area only, or e-Poster presentation (no verbal component) at a virtual meeting	2 points
Unmoderated poster presentations	1 point
<p>Documentary Evidence</p> <ul style="list-style-type: none"> A copy of the abstract showing the Applicant’s name and level of authorship against the presentation title, AND A copy of the meeting program (showing name, date and location of meeting together with Applicant’s name printed against presentation title), or official confirmation from conference organiser notifying of acceptance to present or confirming presentation has been accepted. <p>Applicants MUST include both pieces of evidence. Presentations will not be scored without the required evidence.</p>	

Presentations at meetings of international, national or Australasian organisations, other than those listed above (determined by the type of event and intended audience, not location), or Presentations at the USANZ ASM or RACS ASC	
Oral presentations including moderated poster presentations delivered within the meeting program, or Video presentation delivered at a virtual meeting	2 points
Poster presentations that include a moderated oral presentation delivered in an exhibition area only, or e-Poster presentation (no verbal component) at a virtual meeting	1 point
Unmoderated poster presentations	0.5 point
<p>Documentary Evidence</p> <ul style="list-style-type: none"> • A copy of the abstract showing the Applicant’s name and level of authorship against the presentation title, AND • A copy of the meeting program (showing name, date and location of meeting together with Applicant’s name printed against presentation title), or official confirmation from conference organiser notifying of acceptance to present or confirming presentation has been accepted. <p>Applicants MUST include both pieces of evidence. Presentations will not be scored without the required evidence.</p>	

Presentations at USANZ Sectional Meetings or Regional Surgical Specialty Meetings	
Oral presentations including moderated poster presentations delivered within the meeting program, or Video presentation delivered at a virtual meeting	1 point
<p>Documentary Evidence</p> <ul style="list-style-type: none"> • A copy of the abstract showing the Applicant’s name and level of authorship against the presentation title, AND • A copy of the meeting program (showing name, date and location of meeting together with Applicant’s name printed against presentation title), or official confirmation from conference organiser notifying of acceptance to present or confirming presentation has been accepted. <p>Applicants MUST include both pieces of evidence. Presentations will not be scored without the required evidence.</p>	

- 8.8.1 Presentations undertaken within the four (4) years immediately prior to the closing date of applications or accepted for presentation in the future will be considered.
- 8.8.2 Presentations at scientific meetings or conferences where abstracts are subject to competitive selection will be considered. Presentations at hospital based meetings or similar will not be considered.
- 8.8.3 Presentations must be of an academic nature relevant to Urology, General Surgery or Vascular Surgery.
- 8.8.4 Oral presentations will only be scored where the Applicant is the first or second author and the named presenter in the meeting program. Documentary evidence must be explicit on this point, or the presentation will not be scored.

- 8.8.5 Scoring of oral presentations includes:
- Presentations (including moderated poster presentations comprising an oral component) delivered within the meeting program at a face to face meeting
 - Presentations (including pre-recorded video presentations) delivered at a virtual meeting
- 8.8.6 Poster presentations will only be scored where the Applicant is the first author and the named presenter in the meeting program. Documentary evidence must be explicit on this point, or the presentation will not be scored.
- 8.8.7 Scoring of poster presentations includes:
- Presentations (including moderated short oral presentations) delivered in the exhibition area at a face to face meeting
 - unmoderated poster presentations (no oral component) at a face to face meeting (i.e., poster on display in exhibition area only)
 - e-Posters (no verbal component) at a virtual meeting
- 8.8.8 Planned presentations at meetings that were cancelled during 2020 and 2021 due to the impact of COVID-19 will be scored, provided there was no option for virtual presentation. Documentary evidence must comprise:
- a copy of the abstract showing the Applicant's name and level of authorship against the presentation title, AND
 - official confirmation from the conference secretariat that the presentation was accepted. This must state that the Applicant was the named presenter. The presentation type must also be included (i.e., oral presentation including moderated poster within meeting program, poster presentation including a moderated oral presentation in exhibition area only, or unmoderated poster), AND
 - evidence of conference cancellation.
- Applicants MUST include all three pieces of evidence. Presentations will not be scored without the required evidence.
- 8.8.9 Points will be awarded for oral and poster presentations at the following:
- Annual Scientific Meetings of the following organisations:
 - American Urological Association (AUA)
 - Société Internationale d'Urologie (SIU)
 - British Association of Urological Surgeons (BAUS)
 - Canadian Urological Association (CUA)
 - Urological Association of Asia (UAA)
 - European Urological Association (EAU)
 - World Congress of Endourology (WCE)
 - International Continence Society (ICS)
 - Meetings of international, national or Australasian organisations, other than those listed above (as determined by the BOU)
 - USANZ ASM or RACS ASC
- 8.8.10 Points will be awarded for oral presentations only at USANZ Sectional Meetings or Regional Surgical Specialty Meetings.

- 8.8.11 For scoring purposes, conference titles or geographical location are not sufficient to determine classifications for conferences or meetings (i.e. International, National, Australasian, Sectional or Regional), as the BOU will also consider target audience.
- 8.8.12 Presentations that have sufficiently similar topics or that have been presented at more than one meeting or conference will only be scored once (with the higher score being awarded).
- 8.8.13 Points will be awarded for presentations where the same body of research has also been published.
- 8.8.14 Involvement in continued teaching or teaching of medical students or interns or similar must not be included in this section and will not be scored.

8.9 Prizes, Awards and Leadership (Maximum 15 points)

Prize, award, grant, scholarship, etc. for excellence in medical and non-medical related fields, including prizes for presentations.	
International	5 points
National	3 points
State/Section level	1 point
Documentary Evidence	
Correspondence from awarding institution, or certificate of award.	

Sporting or cultural representation	
International	5 points
National	3 points
State/Section level	1 point
Documentary Evidence	
Certificate of participation or accomplishment award on organisation letterhead.	

Elected position of responsibility on a board, committee or other appropriate body for 12 months duration in a community service organisation.	1 point per entry (max 3 points)
Volunteer work undertaken on a recurrent basis for a minimum of 12 months in duration.	1 point per entry (max 3 points)
Documentary Evidence	
Elected position - Letter from the community service organisation detailing the Applicant's position, time spent on the board or committee and details of the organisation.	
Volunteer work - Certificate of participation or accomplishment award on organisation letterhead.	

- 8.9.1 Applicants may only include prizes, awards and leadership positions from undergraduate and postgraduate years.

8.9.2 Scoring includes:

- a) Prizes, awards, grants and scholarships in medical and non-medical related fields, awarded by a competitive process, at International, National, State/Sectional level, as determined by the BOU. Prizes for presentations will only be scored if the meeting type complies with clauses 8.8.9 and 8.8.10 of these Regulations.
- b) Elected positions of responsibility on a board, committee or other appropriate body (for a minimum of 12 months duration) in a community service organisation, as determined by the BOU. Positions spanning more than 12 months will be scored as a single entry.
- c) Significant regional, national or international sporting or cultural representation, as determined by the BOU. Achievements are considered to be 'significant' when they reflect commitment, focus, drive, or altruism.
- d) Active participation as a volunteer on a recurrent basis (for a minimum of 12 months duration), as determined by the BOU.

8.9.3 Scoring excludes:

- a) Certificate of Merit, Certificate of Excellence, Honours, Deans Honour Roll, Distinctions, CME points, honorary mentions, letters of appreciation, commendations, travel grants, hospital or network based awards and prizes and special mentions.
- b) Prizes/awards to second or third place recipients
- c) Prizes/awards from conferences/meetings that do not comply with clauses 8.8.9 and 8.8.10
- d) Monetary donations
- e) Blood or organ donations
- f) Industry stipends or grants to attend scientific meetings
- g) One off voluntary activities or membership only of a voluntary organisation
- h) Mandatory service
- i) Casual sporting activities
- j) Involvement in continued teaching or teaching of medical students or interns or similar
- k) Involvement as a mentor

8.10 Rural/Regional Origin and Experience (Maximum 10 points)

Rural: Region of Origin and Experience	Points
Rural/Regional Origin	2 points
Rural clinical school experience	2 points (minimum of 1 year cumulative) 4 points (2 years or more cumulative)
Rural/Regional pre-SET clinical rotations	1 point (26 weeks – 52 weeks cumulative) 2 points (1 year to 2 years cumulative) 4 points (> 2 years)
Documentary Evidence	
Rural/regional Origin - Letter from relevant school(s) or school reports	
Rural clinical school experience - Letter from the relevant clinical school verifying time spent	
Rural/Regional pre-SET clinical rotations – A retrospective letter with appropriate signature detailing work history. Evidence must include commencement and end dates, position held and Hospital. Prospective evidence, including a work contract or letters of offer, will not be accepted.	

- 8.10.1 Points will be awarded to applicants who have been residents for a minimum of 3 years during the period of secondary school education in an area classified as MM2 or above in the Modified Monash Model in Australia or in an approved regional location in Aotearoa New Zealand. A regional area in Aotearoa New Zealand is defined as outside the main urban areas of Auckland, Wellington (includes Upper and Lower Hutt, Porirua and Kapiti), Christchurch, Hamilton, Tauranga and Dunedin.
- 8.10.2 Points will be awarded to applicants who have undertaken a minimum of 12 months (cumulatively) in a rural clinical school in Australia or Aotearoa New Zealand.
- 8.10.3 Points will be awarded to applicants who have undertaken pre-SET clinical rotations in areas classified as MM2 or above in the Modified Monash Model in Australia or in approved regional locations in Aotearoa New Zealand. A regional area in Aotearoa New Zealand is defined as outside the main urban areas of Auckland, Wellington (includes Upper and Lower Hutt, Porirua and Kapiti), Christchurch, Hamilton, Tauranga and Dunedin.

9. Structured Referee Reports

- 9.1 Structured Referee Reports are collected to obtain 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 SET Program in Urology. References are not released to Applicants.

9.2 Referees

- 9.2.1 For the purpose of these Regulations, a **supervising consultant** is a medical specialist who has worked with the Applicant in an active clinical setting, providing direct supervision in an ongoing basis during the term as well as performance feedback and instruction regarding workplace duties and responsibilities. They may be surgeons or non-surgeon consultants.
- 9.2.2 For the purpose of these Regulations, an **allied health professional** is a clinical nurse consultant or senior nurse working in the ward, emergency department, operating theatre/day surgery or outpatient department who has had significant interaction with the Applicant in an active clinical setting on a regular basis (i.e., daily or weekly) for the duration of the term. Individuals from other departments (e.g., hospital pharmacy, physiotherapy, occupational therapy, social work, radiography, psychology or grief/trauma counselling) may only be nominated if their interaction with the Applicant has been significant and on a regular basis (i.e., daily or weekly) for the duration of the term.
- 9.2.3 For the purpose of this section of the Regulations, consultants holding a Fellowship type diploma from an Australian or Aotearoa New Zealand College (or vocationally registered as a consultant in Aotearoa New Zealand) are eligible to act as referees.
- 9.2.4 For the purpose of this section of the Regulations, the following persons cannot act as referees:
- Specialist International Medical Graduates (SIMGs) under assessment at the time of application
 - Doctors who are/were working with the applicant in a Senior Registrar/Fellow or similar capacity irrespective of whether they have since been awarded a diploma from an Australian or Aotearoa New Zealand College and are now consultants.
 - Research supervisors
- 9.2.5 For the purpose of this section of the Regulations, a clinical term:
- Excludes private assisting and research terms
 - Excludes relief or night terms only where there is no consistent single supervising consultant who provided supervision

9.3 Process

- 9.3.1 Applicants must provide contact details including a valid email address for:
- Six (6) primary supervising consultants
 - Two (2) reserve supervising consultants
 - Four (4) primary allied health professionals
 - Two (2) reserve allied health professionals
- 9.3.2 All referees must come from clinical terms in the 3 clinical years immediately prior to the commencement of the referee reporting process.
- 9.3.3 Applicants may not nominate more than 3 primary supervising consultant referees from the one clinical year. There is no limit on the number of AHP referees per clinical year.
- 9.3.4 Applicants must comply with the following in terms of nomination of supervising consultants:
- At least one (1) primary supervising consultant must be from within the most recent three months of clinical work.
 - At least three (3) supervising consultants must be urologists – note applicants who are currently SET trainees or undergoing full time research may nominate urologists outside the 3 year timeframe.
 - Supervising consultants and allied health professionals must be nominated from terms of no less than 10 weeks duration.
- 9.3.5 Applicants must confirm that the nominated supervising consultants and allied health professionals have agreed to act as referees.
- 9.3.6 If an applicant elects not to provide the details for supervising consultants as stipulated by these Regulations, or it is subsequently discovered that the applicant has provided incorrect or misleading information either intentionally or unintentionally, including listing supervising consultants or allied health professionals who do not completely comply with these Regulations, or omitting supervising consultants in preference for others who have had a lesser supervisor role, the applicant may be withdrawn from the selection process and their application will not be considered further.
- 9.3.7 The units in which the applicant has worked may be contacted as part of the selection process to verify that the supervising consultants and allied health professionals listed on the application form comply with these Regulations. The supervising consultants and allied health professionals may also be asked to verify compliance with these Regulations.
- 9.3.8 The BOU will request the completion of referee reports from **all** nominated supervising consultants and allied health professionals (including those nominated as reserves). Reports completed by reserves will only be used as part of the selection process if one or more primary reports are not received or are invalid. The reserve reports, where required, will be used in order of their submission date.
- 9.3.9 The BOU will be responsible for the collection of the Referee Reports. Applicants will not be provided with updates on the Referee Reports collected or involved in the collection process. All referees contacted as part of the selection process will be advised of the confidential nature of the Referee Reports.
- 9.3.10 Each referee will be asked to complete a report **in confidence**. Referees will be asked to carefully consider their assessment and to provide a **fair and accurate account** of performance and to assess the applicant in terms of what is expected of doctors of similar seniority and experience.

- 9.3.11 For each attribute, skill or behaviour, the referee is provided with competency statements and asked to select the statement **they believe best describes** the applicant's demonstrated attribute, skill or behaviour. The competency statement selected by the referee is converted to the associated numeric score using a predetermined structured scoring system.
- 9.3.12 Applicants are advised to select referees who can provide an opinion on all facets of their performance. As the selection process endeavours to select applicants into the SET Program in Urology that have a degree of experience, it is important that applicants nominate referees who can provide some indication of this experience in all facets of their performance.
- 9.3.13 Referees must provide an assessment of an applicant's performance in a minimum number of domains for the report to be considered valid and used as part of the selection process. To be considered valid, referees must complete 80% of the referee report. Failure of a referee to fully complete a report (which may occur if the referee is unable to provide an opinion on all facets of an applicant's performance) is not the responsibility of USANZ or the RACS.
- 9.4 Scoring**
- 9.4.1 The BOU will obtain scores from ten (10) valid referee reports comprising six (6) supervising consultant reports and four (4) allied health professional reports.
- 9.4.2 If ten (10) valid reports [from six (6) consultants and four (4) allied health professionals] are not received by the closing date for submission of the same, the Applicant will be automatically withdrawn from the selection process.
- 9.4.3 The BOU will omit four (4) scores being the highest and lowest scores from reports submitted by supervising consultants and allied health professionals respectively (i.e., two (2) scores from the supervising consultant group, and two (2) scores from the allied health professional group).
- 9.4.4 The final referee report score will be calculated as an average of the remaining six (6) reports, comprising four (4) supervising consultants and two (2) allied health professionals. This score will be adjusted applying the selection tool weighting to provide an overall referee report score out of 30.

10. Semi-Structured Interviews

10.1 Overview

10.1.1 The interview has been designed to:

- a) Identify factors deemed important to the practice of Urology
- b) Address the RACS competencies
- c) Assess the suitability of the applicant for training.

10.1.2 The interview seeks information on a variety of attributes including:

- a) The ability to interact effectively and cordially with peers, mentors, members of the health care team, hospital administrators, patients and their families.
- b) The ability to contribute effectively as a member of the health care team.
- c) The ability to act ethically, responsibly and with honesty.
- d) The capacity to care, demonstrate concern and sensitivity to the needs of others.
- e) Effective oral communication.
- f) The ability to assimilate and organise information and to adapt accordingly.
- g) The ability to present concisely within a time frame.
- h) The applicant's commitment to a career in Urology.
- i) The ability to recognise and respond appropriately to ethical issues.
- j) The ability to promote health maintenance and respond to the health needs of the community, patients, colleagues and self.

10.1.3 The score for the interview will comprise 40% of the overall selection score.

10.2 Notice of Interview

10.2.1 Interview dates are published on the USANZ website.

10.2.2 Applicants who are shortlisted for interview will be notified of the date, time and location of the interview at least ten (10) business days prior. Applicants will be provided with a brief on the structure of the interview at the time of notification.

10.2.3 It is the Applicant's responsibility to make the appropriate travel arrangements and to meet any costs incurred in attending the Interview. The BOU accepts no responsibility for any costs incurred by Applicants in attending the Interview.

10.2.4 Applicants must make themselves available at the scheduled Interview time. Applicants who do not present for the Interview at the scheduled time will not be considered further in the selection process and their application will be withdrawn.

10.3 Interview Panels

10.3.1 Applicants will be required to provide proof of identification at the interviews.

10.3.2 Applicants will be briefed on the interview process and will be given the opportunity to ask any process-related questions.

10.3.3 Each Applicant will be assessed by four (4) panels. Each panel will comprise two (2) interviewers and in addition observers may be present. Each panel will conduct a designated section of the interview for all Applicants, with Applicants rotating between panels.

- 10.3.4 All Applicants will commence their interview in a standard manner; follow-up questions may vary based on Applicant responses. These questions will be used to explore the breadth and depth of the Applicant's experience and insight.
- 10.3.5 Applicants will spend a fixed amount of time with each panel.
- 10.3.6 Applicant responses will be evaluated based on a standardised interview scoring guide.
- 10.3.7 Each panel member will score each Applicant individually. Each panel will then provide a consensus score for their section of the interview.
- 10.3.8 The scores for the four interview panels will be combined and converted to a score out of 40.

11. Application Progress

- 11.1 Harassment of any kind is a serious matter and may result in an Applicant being deemed unsuitable for selection. Harassment includes but is not limited to repeated requests by an Applicant to any referee, BOU member or USANZ staff member involved in the selection process. Inappropriate, aggressive or bullying behaviour will not be tolerated.
- 11.2 Applicants who satisfy the eligibility and application requirements will be considered in open competition for selection to the SET program in Urology.
- 11.3 All applications will be initially assessed based on CV and Referee Reports.
- 11.4 The CV and Referee Report score for each applicant will be added together to determine a Combined (CV & Referee Report) Score.
- 11.5 The BOU will determine the number of interviews to be conducted based on the number of training positions expected to be available in the following year. Interviews will be scheduled according to a ratio of two (2) Applicants to each one (1) training post (i.e. a ratio of 2:1)
- 11.6 Applicants will be shortlisted for interview based on the Combined (CV and Referee Report) score ranking.
- 11.7 Applicants who are not invited to interview are deemed **unsuitable** and will not be considered further in the selection process. Applicants will be notified in writing:
 - a) They have not ranked high enough to be invited to interview and will not be considered further in the selection process.
 - b) Information on overall scores (adjusted for weighting) received for each of the selection tools completed. Note: Individual structured Referee Report scores will not be released to the Applicant.
 - c) The Applicant may request further feedback by emailing deborahklein@usanz.org.au. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.
- 11.8 Applicants who have progressed through to interview will be ranked based on their combined Curriculum Vitae, Referee Report and Interview scores (Overall Score).
- 11.9 The minimum standard for selection will be the Overall Score of the Applicant whose ranking is five (5) places below the number of available training positions.

- 11.10 Applicants who successfully progressed to interview but who did not rank highly enough to be made an offer of a position will be classified as **unsuccessful**. Applicants will be advised in writing:
- They have been deemed suitable for selection but have not ranked highly enough to be made an offer.
 - Information on the waiting list process and the Applicants position on the list should a position become available.
 - Information on overall percentage scores (adjusted for weighting) received for each of the selection tools completed. Note: individual structured Referee Report scores will not be released to the Applicant.
 - The Applicant may request further feedback by emailing deborahklein@usanz.org.au. A response to requests for feedback specific to the application will be provided in writing. Verbal feedback will not be given.
- 11.11 Applicants who successfully progressed to interview and who ranked high enough in comparison to the number of available training positions will be classified as **successful** and will be allocated to a training post. Applicants will be advised in writing:
- They have been successful in the selection process and are being offered a position on the SET Program in Urology.
 - Conditions associated with the offer.
 - Information on applicable entry level, and the process for allocation to a training post.
 - A copy of the Training Regulations for the SET program in Urology.
 - A SET Trainee Agreement
- 11.12 In the event two or more Applicants are ranked equally, the Semi-Structured Interview Score will be the differentiating factor. In the event the Applicants still remain equal, the Referee Report will be the differentiating factor. In the event the Applicants still remain equal, the BOU will have discretion to make the final decision regarding the ranking on review of the selection documentation, Applicant experience and performance.

12. Application Outcome

12.1 Offers

- 12.1.1 Successful Applicants are required to accept or decline the training post allocated to them.
- 12.1.2 It is expected that due to deferral and interruption requests, there may be several rounds of offers.
- 12.1.3 Applicants who do not rank highly enough to receive a first round offer, will be considered eligible for subsequent offers.
- 12.1.4 Acceptance of the offer will be conditional on the following:
 - a) Acceptance of the Training Region identified in the offer.
 - b) Applicants satisfying the medical registration requirements with no conditions or undertakings attached to their registration in the Training Region of offer.
 - c) Applicants satisfying the employment requirements of the relevant health areas in the Training Region of offer.
 - d) The information submitted in the application form being true, verifiable and correct.
 - e) Satisfactory completion of all minimum eligibility criteria.
 - f) Agreement to abide by the SET Program Regulations and RACS policies at all times which form part of the contract and acceptance of the conditions which are likely to affect, or be affected by, dismissal.
 - g) Return of a signed SET Trainee Agreement, in accordance with instructions given, by the stipulated deadline.
- 12.1.5 Applicants who fail to satisfy any of the above conditions will automatically forfeit the offer.
- 12.1.6 Applicants who decline the offered training post will automatically forfeit the offer.
- 12.1.7 Forfeited offers will be made available to the next highest scoring eligible Applicant.
- 12.1.8 Applicants will not be notified of their overall ranking.

12.2 Deferral

- 12.2.1 Successful Applicants may apply to the BOU to defer the commencement of the SET Program in Urology.
- 12.2.2 All applications for deferral are governed by the RACS Regulation: Trainee Registration and Variation and the SET Program Training Regulations.
- 12.2.3 On the application form, Applicants are asked to advise of their intention to defer commencement of the SET Program in Urology, should their application be successful. This is purely to assist with logistical arrangements when offers are being made and is not considered as part of the selection process.
- 12.2.4 Applicants who wish to defer the commencement of the SET Program in Urology must formally apply to the BOU at the time of acceptance outlining the reasons for their request and providing any related documentary evidence.
- 12.2.5 All requests for deferral will be considered but not necessarily granted. The BOU will make a determination on the approval or otherwise taking into consideration the reasons for the request and logistical considerations. The BOU may consult the respective Regional Training Committee prior to determination.

- 12.2.6 Requests for deferral may be denied. Should a request for deferral be denied, Applicants must either accept the original offer or decline the offer and consider reapplying in any subsequent year.
- 12.2.7 The BOU can approve deferral of commencement of training for an initial period of one year.
- 12.2.8 Applicants who receive approval to defer the commencement of training may apply for further periods of deferral and will be guaranteed a clinical training post and assigned a SET level, at the start of the year they commence clinical training.
- 12.2.9 During the period of deferral, Applicants will be allocated in the interim to their Region of Origin. This does not in any way guarantee that their subsequent appointment will be in the Region of Origin. When an Applicant advises of their intention to commence clinical training, the BOU will determine their Training Region allocation based on their relative selection ranking in comparison with other Applicants appointed in the year they will commence clinical training.
- 12.2.10 Applicants are not permitted to apply for retrospective accreditation of clinical work undertaken during any period of deferral.
- 12.2.11 An approved period of deferral does not preclude the Applicant from being employed in a non-training clinical rotation.

12.3 Flexible Training

- 12.3.1 Successful Applicants who wish to be considered for Flexible Training must lodge a request to the BOU at the time of acceptance.
- 12.3.2 While every effort will be made to accommodate flexible training requests, no guarantees can be provided. Where a flexible training request cannot be accommodated the Applicant may either accept the full time training offer, defer for one year, or decline the offer.
- 12.3.3 Applications for flexible training governed by the RACS Regulation: Trainee Registration and Variation and the Urology SET Program Training Regulations.

13. Reconsideration

- 13.1.1 An Applicant dissatisfied with a decision made in relation to these Regulations may apply to have the decision reconsidered (Reconsideration).
- 13.1.2 The Reconsideration will be processed in accordance with the RACS Regulation: Reconsideration, Review and Appeal. The original decision maker under these Regulations is the BOU.
- 13.1.3 Applications for Reconsideration must be addressed to the Chair, BOU and received within seven (7) business days of the Applicant being notified of the decision. Applications received outside this timeframe will not be considered.
- 13.1.4 In the interests of clarity, the release of each score which forms part of the selection process is the notification of a decision. Once the period to apply for Reconsideration of that score expires the score is final and the Applicant cannot request a Reconsideration of that score at a later stage in the selection process.
- 13.1.5 Applications for Reconsideration must be accompanied by all relevant information or grounds upon which the Applicant seeks to rely in respect of the Reconsideration. The Applicant will bear the onus of proof to establish the grounds of the reconsideration application.
- 13.1.6 The original decision maker will form a Reconsideration Panel and will convene to review the original decision and material associated with that decision.
- 13.1.7 The Reconsideration Panel will only consider material as initially submitted by the Applicant, i.e., the information on which the original decision was based.

- 13.1.8 The reconsideration will be conducted with as little formality as possible, but otherwise will have full power to regulate its conduct and operation.
- 13.1.9 The reconsideration of the decision by the Reconsideration Panel must be undertaken in accordance with the rules of natural justice and each reconsideration will be reviewed on its merits.
- 13.1.10 Minutes of the meeting shall only record the Reconsideration Panel's decision, the reasons for the decision, and any recommendations made.
- 13.1.11 The BOU may delegate its powers and duties in respect of any reconsideration as it determines.
- 13.1.12 The Applicant will receive a written response detailing the outcome of the reconsideration within five (5) business days of the receipt of the request for reconsideration.
- 13.1.13 In the absence of manifest error in the scoring of the Structured CV for selection to the SET program, applications concerning CV scoring will not be accepted.
- 13.1.14 Referee reports scores are determined by an applicant's nominated referees and are not subject to Board discretion. Accordingly, these scores are not subject to Reconsideration, Review or Appeal.

14. Selection Process Review

- 14.1 The BOU will review the selection process on an annual basis and consider feedback from Applicants, interviewers, referees and other stakeholders.
- 14.2 Once the selection process has concluded and the final outcomes have been determined, the BOU has the right to contact any individual involved in the process for the sole purpose of quality control. Applicants may be asked to complete an evaluation form/survey as part of the selection process.
- 14.3 Long term data will be kept and monitored as part of the review process including completion rates, withdrawal rates, performance levels and dismissal rates.

15. Contact

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