



Post-Fellowship Education & Training
Program in Trauma Surgery
General Surgeons Australia

Selection Regulations:

2020 Selection for the Post Fellowship Education & Training (PFET) Program in Trauma Surgery

3 December 2019

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1. INTRODUCTION

1.1. Definition and Terminology

The following terms, acronyms, and abbreviations, and their associated definition, will be used throughout these Regulations:

Term	Definition
ANZAST	Australia and New Zealand Association for the Surgery of Trauma
APPLICANT	Means a person who has submitted an application for the PFET Program in Trauma Surgery to GSA
BOARD	GSA Board of Directors
GSA	General Surgeons Australia
INTERVIEW	Means the GSA Trauma Training Committee panel interview conducted as part of the selection process
PFET Program	Means the Post Fellowship Education & Training Program in Trauma Surgery
REFEREE	Means a person identified in accordance with these Regulations to evaluate professionally the applicant's performance

1.2. Purpose of Regulations

The purpose of these Regulations is to set forth and establish the principles, terms, and conditions of the selection process for the PFET Program in Trauma Surgery for the 2021 intake in Australia. This is a public document.

1.3. Administration and Ownership

- 1.3.1 GSA is the body that conducts and administers the PFET Program in Trauma Surgery in Australia.
- 1.3.2 The GSA Trauma Training Committee is responsible for the delivery of the PFET Program in Trauma Surgery in Australia, the accreditation of hospital posts, and the supervision and assessment of Post Fellowship Trainees.
- 1.3.3 For further information, refer to the [GSA Trauma Training Committee Terms of Reference](#).
- 1.3.4 Members of the GSA Trauma Training Committee are required to be members of ANZAST.

2. REGISTRATION AND APPLICATION

2.1. Registration

- 2.1.1 Applicants wishing to apply to the PFET Program in Trauma Surgery must first meet the minimum eligibility criteria required by the Committee (outlined in Section 2.3.1) before submitting their application. Only applicants who satisfy the eligibility and application requirements will be considered in open competition for selection to the PFET Program in Trauma Surgery.
- 2.1.2 For further information regarding Registration, including fees, please refer to the [GSA website](#).
- 2.1.3 Applicants must have a current and valid medical registration from the applicable Medical Board or Council in Australia at the time of registration. Australian applicants must have general (unconditional) registration, or specialist registration in General Surgery.
- 2.1.4 Applicants must have citizenship or have been granted permanent residency status in Australia at the time of registration.

2.2. Submitting an Application

- 2.2.1 Applications should be sent to the PFET Executive Officer. Details can be found on the [GSA website](#).

2.3. Eligibility Requirement

- 2.3.1 Applicants must note the following specific eligibility requirements:
 - a. Successful completion of the RACS Fellowship Examination in General Surgery, with expected admission to the Fellowship before the commencement of training on the PFET Program in Trauma Surgery.

OR

 - b. Applicants may apply in the final year of Surgical Education & Training (SET) where they provide evidence of enrolment for the May sitting of the RACS Fellowship Examination in General Surgery, in the year of application, with expected admission to the Fellowship before the commencement of training on the PFET Program in Trauma Surgery.
- 2.3.2 Applicants who fail to meet the eligibility requirements will be deemed ineligible and will not proceed further with the Selection process.

3. SELECTION PROCESS

3.1. Overview

- 3.1.1 Applicants who satisfy the eligibility and application requirements in accordance with PFET Policy and Section 2.3.1 will be considered for selection to the PFET Program in Trauma Surgery.
- 3.1.2 On completion of the relevant components of the selection process, eligible applicants will be classified as one of the following:
- a. **Unsuitable** being an eligible applicant who failed to satisfy a minimum standard for selection.
 - b. **Unsuccessful** being an eligible applicant who satisfied the minimum standards for selection who is therefore suitable but who did not rank highly enough in comparison to the intake to be made an offer of selection.
 - c. **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.

3.2. Ranking

- 3.2.1 Applicants who satisfy the minimum standards will be deemed suitable for selection and will be ranked. The ranking will be determined by applying the following weighting to the percentage adjusted score out of 100 obtained by each of the three (3) selection tools, providing an overall percentage score:
- a. Structured Curriculum Vitae 30%
 - b. Structured Referee Reports 30%
 - c. Panel Interview 40%

3.3. Offers

- 3.3.1 Successful applicants will be offered positions based on their national ranking.
- 3.3.2 Once an offer has been accepted, the successful applicant 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.
- 3.3.3 The GSA Trauma Training Committee will provide assistance where possible to facilitate employment. However, if a successful applicant is unable to secure employment in an approved position within the stipulated timeframe, the offer will be withdrawn, and the successful applicant will be required to reapply in the following year.
- 3.3.4 Applicants who have been deemed suitable but who are not ranked highly enough to receive an offer will be considered unsuccessful. Unsuccessful applicants will be notified in writing as outlined in Section 7.2 of these Regulations.

4. STRUCTURED CURRICULUM VITAE

4.1. Overview and Purpose

- 4.1.1 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.

4.2. Scoring

- 4.2.1 Each Structured Curriculum Vitae will be scored by the two (2) people nominated by the GSA Trauma Training Committee, without reference to the opinions of others, using a structured scoring system. One scorer will be a staff member of GSA and the second scorer will be a member of the GSA Trauma Training Committee. Where any discrepancy occurs in the scores provided by the two (2) scorers, the Committee Chair, or appointed representative, will score the Structured Curriculum Vitae to identify the anomaly and determine the correct score.
- 4.2.2 The Structured Curriculum Vitae will be scored out of a potential 30 points.
The components scored are:
- a. Surgical and Trauma Experience (Maximum 10 points)
 - b. Higher Degree, Research and Publication (Maximum 10 points)
 - c. Leadership Qualities and Administration Skills (Maximum 5 points)
 - d. Teacher (Maximum 5 points)
- 4.2.3 The score out of 30 will be adjusted to an overall percentage score rounded to two decimal places for the Structured Curriculum Vitae selection tool.

4.3. Surgical Experience

- 4.3.1 Scoring will consider experience in specialties of General Surgery and Trauma Surgery.
- 4.3.2 Scoring will be considered for Trauma Surgery terms or appointments undertaken in the last five (5) clinical years, except where 4.3.4 applies.
- 4.3.3 Scoring will be considered for non-Trauma Surgery terms or appointments undertaken in the last two (2) clinical years, except where 4.3.4 applies.
- 4.3.4 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. 2018 and 2019, the last five clinical years prior to entering research for Trauma rotations or appointments (e.g. 2013-2017) or the last two clinical years prior to entering research for non-Trauma rotations or appointments (e.g. 2016-2017) will be scored.
- 4.3.5 Where an applicant has been on parental leave for a minimum of three months between 1 January 2018 and the closing date of applications, the validity period will be extended backwards by the number of months of parental leave taken.
- 4.3.6 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 (including periods of leave of less than 6 weeks).
- 4.3.7 Only terms completed by the closing date of application will be scored.
- 4.3.8 Applicants must provide proof of rotations or appointments in the form of a transcript of training, signed assessment form, RACS trainee surgical logbook, or letter of confirmation of appointment from the hospital. Contracts or rosters will not suffice as documentation. Entries where adequate documentation is not provided will not be scored.
- 4.3.9 Documentation not provided on letterhead or signed will not be accepted and the rotation or appointment will be discounted.

- 4.3.10 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.

4.4. Higher Degree, Research and Publication

- 4.4.1 Scoring only includes recognised higher degrees in a surgically/medically related area, and successfully completed at the time of application. Scoring only includes:
- a. Masters by coursework or thesis
 - b. PhD
 - c. Doctor of Medical Science (MD) by Research (or equivalent)
- 4.4.2 Higher degrees must be awarded by the time of application and not awaiting marking.
- 4.4.3 Higher degrees must be equivalent to the level expected at an Australian or New Zealand tertiary institution.
- 4.4.4 Documentary evidence of completion must be provided at the time of application.
- 4.4.5 Scoring will consider presentations and publications undertaken in the past five (5) years.
- 4.4.6 Presentations and publications must be complete, that is presented, published, or accepted for publication, at the time of application closing date.
- 4.4.7 Scoring only includes presentations personally given by the applicant
- 4.4.8 Scoring only includes presentations at scientific meetings or conferences subject to abstract selection.
- 4.4.9 Poster presentations will only be scored where the applicant is the first author and named presenter in the meeting program.
- 4.4.10 Scoring only includes publications in a peer reviewed scientific journal.
- 4.4.11 Each publication or presentation of the same topic or title can only be scored once.
- 4.4.12 Documentary evidence of publication and/or proof of presentation must be provided at the time of application. Entries where adequate documentation is not provided will not be scored.
- 4.4.13 Acceptable documentary evidence of presentations includes official meeting program or letter from convener or conference organiser.
- 4.4.14 Acceptable documentary evidence of publication includes copy of publication or official letter from the editor clearly stating publication date or acceptance for publication.

4.5. Leadership Qualities and Administration Skills

- 4.5.1 Applicants may score for involvement in leadership and/or administration, e.g. Committee appointments, undertaken in the last five (5) years.
- 4.5.2 Scoring includes involvement in leadership and/or administration in the medical or non-medical field.
- 4.5.3 Scoring does not include involvement in leadership and/or administration undertaken as part of a normal medical employment.
- 4.5.4 Scoring does not include involvement in one-off leadership and/or administration activities. Applicants must demonstrate continued contribution.
- 4.5.5 Evidence of involvement from the relevant institution must be supplied.
- 4.5.6 Entries for which documentation cannot verify the activities and time commitment, including dates and hours per week, will not be scored.

4.6. Teacher

- 4.6.1 Scoring will be considered for current instructor status at the time of application. Appropriate courses include, but are not limited to, DSTC, ATOM, and ASSET. A course certificate or equivalent is appropriate documentary evidence.
- 4.6.2 Appointments to an academic position in a University (full, adjunct, clinical, or similar will be scored.
- 4.6.3 Scoring will be considered if the applicant has applied to or completed the EMST Instructors Course, and relevant evidence must be supplied.

5. STRUCTURED REFEREE REPORTS

5.1. Overview and Purpose

- 5.1.1 References 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 PFET Program in Trauma Surgery.

5.2. Process

- 5.2.1 The applicant must provide the names of up to three (3) consultants who had the greatest period of supervision or contact with the applicant, for each rotation or appointment undertaken in the last five (5) clinical years for Trauma Surgery and the last two (2) clinical years for non-Trauma Surgery, prior to the closing date for applications. A minimum of one consultant must be listed per rotation or appointment.
- 5.2.2 Only referees from consultant surgeons will be accepted. Non-surgical referees will not be permitted. A Consultant is defined as one of the following:
- Fellow of the Royal Australasian College of Surgeons
 - A vocationally trained surgeon employed as a consultant surgeon
- 5.2.3 Applicants must select a minimum of five (5) referee names from the list of consultants supplied. **Failure to nominate five (5) referees will deem the application ineligible.**
- 5.2.4 Applicants must confirm that the nominated consultants have agreed to act as a referee.
- 5.2.5 If an applicant elects not to provide the details for 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 consultants who do not strictly comply with these Regulations, or omitting consultants in preference for others who have had a lesser supervisory role, the applicant may be automatically withdrawn from the selection process and their application will not be considered further.
- 5.2.6 The units in which the applicant has worked may be contacted as part of the selection process to verify that the consultants listed on the application form comply with these Regulations. The consultants will also be asked to verify compliance with these Regulations.
- 5.2.7 All five (5) referees will be contacted as part of the selection process. Completed reports will be used in order of their submission date, except where a report is deemed invalid (as in Section 5.4.3).
- 5.2.8 The names of consultants who submitted reports will not be released to the applicants.
- 5.2.9 The GSA Trauma Training Committee is responsible for the collection of the reports. Applicants will not be provided with updates on the reports collected. All consultants contacted as part of the selection process will be advised of the confidential nature of the reports. Harassment of any kind of any individual involved in the completion of collection of the reports is a serious matter and may result in the applicant being deemed **unsuitable** for selection and removed from the selection process. Harassment includes repeated requests by the applicant to any consultant for a copy of the report submitted.
- 5.2.10 If the GSA Trauma Training Committee has not obtained three (3) valid reports, having applied Section 5.2.7, prior to the final submission date determined by the Committee, the applicant will be formally withdrawn from the selection process and their application will not be considered further.

5.3. Assessment Areas

- 5.3.1 On the report the consultant will be asked to provide a rating and make a substantial comment about the applicant on the following:
- Medical and Technical Expertise
 - Judgement and Clinical Decision Making

- c. Communication
- d. Collaboration
- e. Scholar and Teacher
- f. Professionalism

5.4. Scoring

- 5.4.1 The options chosen by the referee will be converted to the associated numeric score by the GSA Trauma Training Committee using a predetermined scoring system as follows:
 - a. The first option is categorised as “unsatisfactory” and scores 0 points
 - b. The second option is categorised as “basic” and scores 1 points
 - c. The third option is categorised as “intermediate” and scores 2 points
 - d. the fourth option is categorised as “advanced” and scores 3 points
- 5.4.2 The individual report scores will be converted to a percentage score rounded to two decimal places, calculated by dividing the total score for the report by the total number of questions for which the referee has provided a response.
- 5.4.3 If the referee has provided a response for less than 75% of the report (3 questions or more unanswered), the report will be deemed invalid and will not be used as part of the selection process. In these circumstances an alternate report will be sought (as in Section 5.2.7).
- 5.4.4 The percentage scores for the three (3) individual reports will be averaged to provide an overall percentage score, rounded to two decimal places, for the Structured Referee Report selection tool.

6. INTERVIEWS

6.1. Overview and Purpose

- 6.1.1 The interview has been designed to:
 - a. Identify factors deemed important to the practice of Trauma Surgery
 - b. Assess the suitability of the applicant for training
- 6.1.2 The interview seeks information on a variety of attributes including:
 - a. The ability to interact effectively and cordially with peers, mentors, 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 timeframe.
 - h. The candidate's commitment to a career in Trauma Surgery.
 - 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.

6.2. Eligibility to Proceed to Interview

- 6.2.1 Applicants must score a combined total score from the CV and Referee Reports of 70% or above to be eligible to proceed to the interview stage. Applicants who do not meet this criteria will be deemed unsuitable and not eligible for an interview. Applicants will be notified accordingly.

6.3. Notification of Interview

- 6.3.1 Applicants will be notified of the time and location of the interview at least ten (10) business days prior.
- 6.3.2 It is the applicant's responsibility to make the appropriate travel arrangements and to meet any costs incurred in attending the interview.
- 6.3.3 Interviews will be held on **Sunday 10 May 2020** in **Melbourne**.
- 6.3.4 Candidates will be required to provide proof of identification at the interviews.
- 6.3.5 Interview dates will be published on the [GSA website](#).
- 6.3.6 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.

6.4. Composition of Interview Panel

- 6.4.1 The interviews will comprise three (3) members of the GSA Trauma Training Committee.

6.5. Conduct

- 6.5.1 The panel will ask four (4) structured questions:
 - a. Two clinical scenario based questions
 - b. Two structured non-technical based questions
- 6.5.2 Clarifying questions may be asked to probe an applicant's response.
- 6.5.3 Each interview will be approximately 20 minutes.

6.6. Scoring

- 6.6.1 Applicants will be scored using a structured scoring system and criterion statements relating to topics outlined in Section 6.5.1.
- 6.6.2 Each question will be accompanied by a criterion answer.
- 6.6.3 Each panel member will score each applicant individually on a specific form. The score for each question will be out of five (5).
- 6.6.4 Each panel member will also score, out of five (5), the applicant on Communication and Presentation.
- 6.6.5 The interview scores from each of the four (4) questions will be averaged, and added to the average for the Communication and Presentation score.
- 6.6.6 Applicants' answers will be scored using the following structured scoring system and criteria:
 - a. Unsatisfactory (1 point): The applicant failed to articulate appropriate responses and did not cover any of the key points related to the scoring criteria and did not demonstrate the potential for appropriate knowledge, skills or abilities and/or did not demonstrate some of the personal qualities and behaviours sought.
 - b. Basic (2 points): The applicant articulated appropriate responses covering 1 - 2 of the key points related to the scoring criteria and demonstrated the potential for suitable knowledge, skills and abilities with further experience and demonstrated the personal qualities and behaviours sought.
 - c. Intermediate (3 points): The applicant articulated appropriate responses covering 3 points related to the scoring criteria and demonstrated appropriate knowledge, skills and abilities and the personal qualities and behaviours sought.
 - d. Advanced (4 points): The applicant articulated good responses covering 4 – 5 of the key points related to the scoring criteria and demonstrated good knowledge, skills and abilities and the personal qualities and behaviours sought.
 - e. Expert (5 points): The applicant articulated excellent responses covering 6 or more of the key points related to the scoring criteria and demonstrated exceptional knowledge, skills and abilities and the personal qualities and behaviours sought.
- 6.6.7 Interviewers are to score in whole numbers only.
- 6.6.8 Interviewers are to allocate a score for Communication and Presentation based on the following guidelines:
 - a. Unsatisfactory (1 point): The applicant demonstrated no clear organisation in responses provided, core concepts were not integrated into responses, answers did not end in a smooth manner, and speech was unclear and difficult to understand.
 - b. Basic (2 points): The applicant's answer was somewhat organised and well thought out, however lost focus regularly, incorporated concepts that were not relevant to the question, conclusion did not flow smoothly within the response, and problems existed with clarity of speech for at least 50% of the presentation.

- c. Intermediate (3 points): The applicant presented fairly clearly, however lost focus three to four times, incorporated one or two concepts however these were not relevant to the question, conclusion was well constructed but disjointed from the remainder of the answer, clarity of speech was average but was not confident in answers.
 - d. Proficient (4 points): The applicant presented answers that were mostly clear and generally well thought out, however lost focus once or twice, incorporated concepts but missed vital key areas, conclusion was well defined, spoke clearly but demonstrated a lack of confidence once or twice.
 - e. Strong (5 points): The applicant presented exceptionally clearly and well thought out responses, remained extremely focussed, incorporated the key concepts, concluded effectively, and spoke clearly and with confidence.
- 6.6.9 The score out of 25 will be adjusted to an overall percentage score rounded to two decimal places for the Interview selection tool.

7. FEEDBACK

7.1. Unsuitable Applicants

- 7.1.1 Applicants who have been deemed unsuitable for selection will not be considered further in the selection process. These applicants will be notified in writing of the following:
- a. That they have been deemed unsuitable for selection and will not be considered further in the selection process.
 - b. Information on the overall scores they received for each of the selection tools completed.
 - c. Notification of the minimum standard or Regulation that they failed to satisfy.
 - d. Should applicants desire further feedback, they may discuss the areas in which they were found to be deficient with their referees. Verbal feedback will not be provided.
- 7.1.2 Applicants will not be notified of their overall ranking.

7.2. Unsuccessful Applicants

- 7.2.1 Applicants who have been deemed unsuccessful will be notified in writing of the following:
- a. That they have been deemed suitable for selection but have not ranked highly enough to be made an offer and therefore been unsuccessful.
 - b. Information on the overall scores received for each of the selection tools completed.
- 7.2.2 Applicants will not be notified of their overall ranking.

7.3. Successful Applicants

- 7.3.1 Applicants who have been deemed successful in the selection process will be notified in writing and by email of the following:
- a. That they have been deemed successful in the selection process and are being offered a position on the PFET Program in Trauma Surgery.
- 7.3.2 Applicants will not be notified of their overall score.
- 7.3.3 Acceptance of the offer to the PFET Program in Trauma Surgery will be conditional on the following:
- a. The information submitted in the application form is true and correct.
 - b. Evidence of successful completion of the Surgical Education & Training (SET) Program Requirements for General Surgery, by the end of the training year of application.
 - d. Payment of all monies owed to GSA.
 - e. Employment in a Trauma post that has been approved for training by the GSA Trauma Training Committee as per Section 3.3.3.
- 7.3.4 Applicants who fail to satisfy any of the conditions outlined in Section 7.3.3 of these Regulations will automatically forfeit the offer.
- 7.3.5 Applicants who fail to return the acceptance of offer form by the stipulated deadline, or who decline the offer, will automatically forfeit the offer.
- 7.3.6 Applicants who wish to defer the commencement of their Training must lodge a written request to the GSA Trauma Training Committee by 1 December in the year of application. Applications for deferral will only be considered for the following reasons:
- a. Research towards a higher degree
 - b. Parental or Carers leave
 - c. Where employment in an approved Trauma post has not been secured.