Selection Regulations 2028 New Zealand Intake

Surgical Education and Training Programme in Orthopaedic Surgery in Aotearoa New Zealand

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1 Introduction

1.1 Definition of terms and acronyms

a) Acronyms, definitions, and terms used in this document.

Acronym/term	shall mean/is defined as:
AHPRA	Australian Health Practitioner Regulation Agency
AO Basic Principles	Basic Principles of Fracture Management course
Applicant	applied for selection to the SET Programme
Application Closing Date	The date that the applications close
Assessor	A person who evaluates the Applicant's workplace performance
ASSET	Australian and New Zealand Surgical Skills Education and Training Course
Business Days	Monday to Friday excluding public holidays
CCrISP®	Care of the Critically Ill Surgical Patient Course
CLEAR	Critical Literature Evaluation and Research
Clinical Examination	Practical exam that assesses clinical application of basic sciences, as well as technical and non-technical competencies.
Composite Assessment	Orthopaedic Department Assessment performed by the Education Committee Representative
Consultant	A Fellow of RACS employed as a Specialist Surgeon; or a vocationally trained surgeon employed as a Specialist Surgeon
Learning Portfolio	The scored components of the Application for Selection
Education Committee	The NZOA Education Committee
EMST	Early Management of Severe Trauma Course
GSSE	Generic Surgical Sciences Exam
Ineligible	Applicants who fail to satisfy one or more of the eligibility requirements.
Interview	The panel interview conducted as part of the Selection process
MCNZ	Medical Council of New Zealand
NZOA	The New Zealand Orthopaedic Association
RACS	The Royal Australasian College of Surgeons
Regulations	These Regulations
SET	Surgical Education and Training
SET Programme	The Surgical Education and Training Programme in Orthopaedic Surgery as approved from time to time
AoNZOTB	AoNZ Orthopaedic Training Board
Successful	Applicants who have ranked high enough to be made an offer of a position on the SET programme
Surgical Approaches	Surgical Approaches for Orthopaedic and Trauma Surgery course
Term or Rotation	An employment period within a hospital unit/department at post-graduate level. This terminology is interchangeable

TIPS	Training in Professional Skills
Trainee	A person registered with RACS as a trainee in a Orthopaedic Surgical SET Programme at the time of application.
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 programme
Unsuitable	Applicants who have not achieved the minimum standard for selection at any point in the selection process or who have not met the requirements as set out in these Regulations
Workplace Assessment	The in-depth Workplace Assessment conducted as part of the Selection process

1.2 Purpose

1.2.1 The purpose of these Regulations is to establish the principles, terms and conditions of the selection process for the RACS Surgical Education and Training Programme in Orthopaedic Surgery conducted in 2027 for the 2028 intake.

1.3 Administration

1.3.1 RACS is the body accredited and authorised to conduct surgical education and training (SET) in Australia and Aotearoa New Zealand.

1.3.2 The AoNZOTB and the NZOA Education Committee are responsible for the delivery of the SET Programme in Orthopaedic Surgery, the accreditation of Accredited Training Posts, and the assessment and supervision of Orthopaedic Surgery Trainees in Aotearoa New Zealand.

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 Programme.

1.3.4 Any Selection Regulations for the SET Programme from any previous years are not applicable and cannot be relied upon for meeting the SET Programme requirements for the 2028 intake unless specifically stated in these Regulations.

1.3.5 These Regulations apply to Aotearoa New Zealand only. Applicants who are applying to the Australian SET Programme are not eligible to apply to the Aotearoa New Zealand SET Programme the same year.

1.3.6 Scores from previous applications are not relevant to a current application. Evidence that was accepted in past unsuccessful applications 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.

1.3.7 All communication during the selection process between the NZOA and the Applicant will be conducted in writing via email. Applicants are responsible for ensuring their contact information is current.

1.3.8 Applicants must notify the Education and Training Manager via email to prue@nzoa.org.nz of any contact information changes as soon as possible.

1.3.9 In the event of any discrepancy or inconsistency between these Regulations and other information from any source, written, verbal or otherwise, the RACS Policies and Procedures shall prevail.

1.4 Objective of the SET Programme

1.4.1 The overall objective of the SET Programme is to produce competent independent specialist surgeons 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 Programme is structured to ensure Trainees achieve competencies in

- 1.4.2.1 Medical expertise;
- 1.4.2.2 Judgement and clinical decision making;
- 1.4.2.3 Technical expertise;
- 1.4.2.4 Professionalism;
- 1.4.2.5 Health advocacy;
- 1.4.2.6 Communication;
- 1.4.2.7 Collaboration and teamwork;
- 1.4.2.8 Leadership and management;
- 1.4.2.9 Scholarship and teaching; and
- 1.4.2.10 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 people of the highest calibre for the SET Programme on the basis of merit through a fair, open and accountable process.

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

2.1.2 The selection process is subject to continuous review to ensure continued validity and objectiveness and this Regulation is updated regularly to reflect any amendments made to the selection process

2.1.3 The selection process will abide by the principles of the RACS Regulation: REG-2017 Registration and Selection to Surgical Education and Training.

2.1.4 The number of SET 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.

2.1.5 Interviews are not automatically granted to eligible Applicants.

2.2 General Selection Criteria

2.2.1 Applicants are expected to have adequate basic insight in Orthopaedic Surgery to make an informed decision about the specialty as a potential career path.

2.2.2 Applicants are expected to have 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.

2.2.3 Applicants are expected to have 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.

2.2.4 Applicants are expected to have 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.

2.2.5 Applicants are expected to have the necessary hand eye coordination and dexterity to function as an Orthopaedic Surgeon, and decision-making ability in time critical and challenging environments.

2.2.6 Applicants are expected to have a history of fostering harmonious highly effective working relationships, having gained the respect of others and exhibiting positive influences in the working environment.

2.2.7 Applicants are expected to have 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.

2.2.8 Applicants are expected to have 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.

2.2.9 Applicants are expected to have 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.

2.2.10 Applicants are expected to have insight into their own strengths and weaknesses, a willingness to accept feedback from others, learn from experiences and from others, and a commitment to actively seek feedback and respond constructively.

2.2.11 Applicants are expected to have 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.

2.2.12 Applicants are expected to have 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.

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2.2.13 Applicants are expected to act ethically and responsibly 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.

2.2.14 Applicants are expected to have 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.

2.2.15 Applicants are expected to have 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.

2.2.16 Applicants are expected to have an understanding of the importance of research and its application to clinical practice. Publications, presentations or research experience, resulting in some meaningful and tangible outcomes are highly regarded.

2.2.17 Applicants are expected to have 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.

2.2.18 Applicants are expected to have a commitment to equity of health outcomes and understand issues that face marginalised and disadvantages groups within our community.

3 Selection initiatives

3.1 Diversity and Gender Equity

3.1.1 Diversity and representation of the community we serve is encouraged.

3.1.2 The AoNZOTB has introduced selection initiatives to provide some discretion to enable the Applicants selected to reflect the Aotearoa New Zealand community.

3.1.3 Selection initiatives are for the purpose of achieving gender equity between men and women to give effect to the RACS Diversity and Inclusion Plan, which sets targets for increased representation of women in SET across all specialities. Selection initiatives will only be applied after final ranking of suitable candidates.

3.1.4 Selection initiatives are for the purpose of achieving cultural equity with Māori to give effect to the RACS Diversity and Inclusion Plan, which sets targets for increased representation of indigenous representation in SET across all specialities. Selection initiatives will only be applied after final ranking of suitable candidates.

4 Overview of the selection process

4.1 Stages of selection and key dates

Registration Opens 12pm AEDT: Tuesday 5 January 2027

Registration Closes 12pm AEDT: Friday 29 January 2027

Applications Open 2pm NZST: Wednesday 17 February 2027

Applications Close 2pm NZST: Wednesday 17 March 2027

Workplace Assessments Open 9.00am NZST: Wednesday 7 April 2027

Workplace Assessments Close 8.00pm NZST: Wednesday 21 April 2027

Interviews will take place in New Zealand on a date and place to be determined and advised.

Selection Tools

4.1.1 The selection process is a 2-stage process using four (4) selection tools.

Stage 1	Weighting %	Page
Learning Portfolio	30	Page 13
Workplace Assessments	70	Page 19
Total Overall Score	100%	
Stage 2	Weighting %	
Composite Assessment	40	Page 20
Multi-Mini Interviews	60	Page 21
Total Overall Score	100%	

4.1.2 Only Applicants who satisfy the eligibility and application requirements in accordance with RACS policy and these Regulations will be considered in open competition for selection to the SET Programme in Orthopaedic Surgery.

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5 Registration

5.1 Applicants who wish to apply for the SET Programme in Orthopaedic Surgery must first register in accordance with the RACS Regulation: REG-2017 Registration and Selection to Surgical Education and Training available on the RACS website.

5.2 Applicants must confirm for themselves, they meet the minimum RACS generic and Orthopaedic Surgery eligibility criteria required before submitting their completed registration form.

5.3 Applicants must confirm for themselves that they have correctly registered for the Aotearoa New Zealand SET programme in Orthopaedic Surgery.

5.4 Applicants must submit a completed registration form including the required supporting documentation and pay the registration fee by the Registration Closing Date.

5.5 Registrations will not be accepted after the Registration Closing Date under any circumstances.

5.6 Applicants who are not registered cannot lodge an application for the SET Programme in Orthopaedic Surgery.

5.7 Applicants will be emailed confirmation of completed registration and satisfaction of the general eligibility requirements.

6 Application

6.1 Online Application

6.1.1 All communication during the application and selection process between the NZOA and the Applicant will be conducted in writing via email. Applicants are responsible for ensuring their contact information is current.

6.1.2 The online application form captures information relevant to the eligibility of the Applicant, the administration of the selection process and Assessors used for Workplace Assessments.

6.1.3 Applications must be submitted via the Orthopaedic Surgery online application system during the published dates. No other form of application will be accepted.

6.1.4 Access to the online form will be made available to all registered and eligible Applicants on the opening date for applications.

6.1.5 Documentary evidence and achievements must be entered in the correct section. If entered in the incorrect section of the online application, achievements will not attract points.

6.1.6 Applications may be commenced, saved, printed, and re-accessed during the application period.

6.1.7 Applications must be submitted by the Application Closing Date. Saved un-submitted applications will not be considered. No extensions will be granted.

6.1.8 Once an application is submitted, it cannot be changed. Applicants are responsible for ensuring their application is complete and correct at the time of submission.

6.1.9 Incomplete applications or those that do not comply with the instructions within the online application form, or these Regulations will not be considered.

6.1.10 Applicants will receive an email confirmation when they have successfully submitted their application.

6.1.11 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 Application Closing Date, the application will not be considered. The fee is non-refundable as of the Application Closing Date for applications.

6.2 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.

6.3.3 Forms of evidence other than what is outlined will not be accepted.

6.3.4 Where a signature is required, the signature must be either a physical, handwritten signature or an electronic scanned version of such a signature. Address-blocks typed signatures and email signatures are not acceptable.

6.3.5 Letters of evidence must be dated.

6.3.6 All documentary evidence must be in English or te reo Māori. If any documentary evidence is in a language other than English, a certified translation must be provided.

6.3.7 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.

6.3.8 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 process/year.

6.3.9 The full name on documentary evidence must match the full name of the Applicant as specified on the online application. If any documentary evidence bears a different name, proof of name change (e.g., marriage certificate) must also be provided.

6.3.10 An entry without documentation that clearly supports and verifies it, will not be scored, or considered.

6.3.11 Deliberate submission of inaccurate evidence may result in the application not being considered. It may also be considered unprofessional conduct or professional misconduct. Refer to Clause 6.5.5.

6.3.12 No further documentation can be provided after submission of the application.

6.4 Disclosure Requirement

6.4.1 To enable the AoNZOTB to give effect to the generic eligibility in 7.3 and selection criteria in 2.2, Applicants are required to disclose, at the time of this application, all or any of the following information:

6.4.1.1 In the last 10 years, has the Applicant been made aware of any notification or complaint to the Medical Board of Australia, the Medical Council of New Zealand, AHPRA or any other regulatory health complaints entity in any State or Territory of Australia or in Aotearoa New Zealand relating to their medical practice?

6.4.1.2 If the Applicant has practised in other countries, is the Applicant aware of any similar notifications or complaints made in those countries?

6.4.1.3 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?

6.4.1.4 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.

6.4.3 Applicants are invited to submit reason(s) and if applicable, any supporting evidence, demonstrating that they are suitable for the SET Programme 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 AoNZOTB's assessment of the Applicant's suitability for the SET Programme in Orthopaedic Surgery.

6.4.5 If the AoNZOTB makes any adverse decision based on the Applicant's response to any of the questions in clause 6.4, the Applicant will be entitled to respond by making submissions for the Committee to consider.

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 Programme in Orthopaedic Surgery. Information may be disclosed to other parties for the purpose of selection or where required to do so by law. The AoNZOTB 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 AoNZOTB 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 AoNZOTB, RACS or its agents.

6.5.3 By submitting an application, the Applicant is consenting to assessments being collected. The Applicant accepts the assessments are collected in confidence and that a copy of the Workplace Assessment will not be made available to the Applicant. The Applicant accepts they will not be provided with additional feedback on the Workplace Assessment or provided with the names of the Consultants contacted.

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

6.5.5 It is a condition of application for selection that, should at any time during the selection process or in the future, the AoNZOTB 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 process, and the AoNZOTB may, at its absolute discretion, report this to the relevant authorities and/or disqualify the Applicant from making further application to the SET programme. If the Applicant has already been selected, the Applicant may be dismissed from the SET programme. It would be grounds for dismissal that the AoNZOTB has sufficient information for it to conclude that the answers to these questions were incorrect, misrepresented or untruthful.

6.5.6 By submitting an application, the Applicant is consenting to members of the AoNZOTB and other persons appointed by the AoNZOTB 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.

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.

7. Eligibility Requirements

7.1 RACS Generic Eligibility

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

7.1.2 Applicants must be deemed suitable by the AoNZOTB in accordance with the selection criteria in clause 2.2, taking into account, where applicable, any disclosure matters in clause 6.4.

7.1.3 Applicants must have general scope or restricted general scope in the relevant specialty in Aotearoa New Zealand with the MCNZ in accordance with RACS Regulation: REG 2017 Medical Registration for the Surgical Education and Training Program.

7.1.4 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 Application Closing Date, are Ineligible to apply.

7.1.5 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 Application Closing Date, are ineligible to apply.

7.1.6 Applicants must have completed the following online learning modules:

7.1.6.1 The Operating with Respect eLearning module on the RACS website. Those applying for SET can complete **either** Operating with Respect eModule (retired 30 November 2023) **or** Introduction to Operating with Respect. **Note:** Only one of these courses needs to be completed to meet this eligibility requirement.

7.2 Integrity, Honesty and Character

7.2.1 Applicants with relevant notifications, or complaints history as disclosed (as required) in their application, or which otherwise is obtained by or provided to the AoNZOTB, may be ineligible and excluded, as the AoNZOTB may determine in its entire discretion.

7.2.2 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 Application Closing Date, are Ineligible to apply.

7.2.3 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 Application Closing Date, are ineligible to apply.

7.3 Orthopaedic Surgery Eligibility Requirements

7.3.1 In addition to the RACS generic eligibility criteria, Applicants must fulfil the Orthopaedic Surgery eligibility criteria.

7.3.2 Applicants must be currently working in an Aotearoa New Zealand hospital. Evidence of current and ongoing employment past the closing date must be provided.

7.3.3 Consistent with the RACS Requirement it is also a requirement of the NZOA that Applicants must have Aotearoa New Zealand citizenship or have permanent residency of Aotearoa New Zealand at the time of application.

7.3.4 Examinations

Requirement	Documentary evidence
Applicants must have passed the GSSE Examination by close of application	An official certificate of completion or retrospective letter on RACS letterhead with appropriate signature. Prospective evidence will not be accepted.

7.3.5 Orthopaedic rotation

Minimum experience	Documentary evidence
a) Applicants must have completed a minimum of 52 weeks in an Orthopaedic rotation at registrar level or above in an Aotearoa New Zealand Orthopaedic Department within the immediate 24 months preceding the close of application.	Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid. Copies of contracts and letters of offer are not acceptable.
b) Applicants who have been in full time study/research in a medically related discipline or been on maternity/paternity leave or extended sick leave within the past two years are eligible to apply if they have: i) Completed a minimum of 52 weeks in an Orthopaedic rotation at registrar level or above in an Aotearoa New Zealand Orthopaedic Department within the immediate 36 months preceding the close of application and	Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid. Copies of contracts and letters of offer are not acceptable. Copy of confirmation of the leave taken must be attached from the hospital administration.

ii) Completed 26 weeks of Orthopaedics at Registrar level in the 12 months prior to the Application Closing Date.	For extended medical leave a medical certificate must be included.

a) **Emergency Rotation**

Minimum experience	Documentary evidence
Applicants must have completed a minimum of 12 weeks in a hospital level Emergency Department as a house surgeon or registrar.	Statement of Service from hospital administration identifying level of employment, length of employment and specialty working in. Prospective evidence is not valid. Copies of contracts and letters of offer are not acceptable.

8. Learning Portfolio

Overview

8.1 The Learning Portfolio (included in the online application form) captures information and evidence on an Applicant's surgical experience, skills courses, research experience, higher degrees, other qualification and cultural experience.

8.2 Scoring

8.2.1 Each Learning Portfolio will be independently scored by two NZOA staff members using a structured scoring system with ceiling limits where relevant. Where a discrepancy occurs in the structured Learning Portfolio scores between assessors, the Education Committee Chair/s (or delegate) will score the structured Learning Portfolio to identify the anomaly and determine the final score for the relevant part(s).

The Learning Portfolio is scored out of a potential 21 points. The components are:

a) Part 1: Core Experience (Maximum 14 points)

b) Part 2: Additional Expertise (Maximum 7 points)

8.3 Part 1: Core Experience

Work Experience (maximum of 6 points available for Work Experience)

Work Experience	Points	Evidence
How many weeks have you completed as an Orthopaedic Registrar in Aotearoa New Zealand? Only experience up until the time of SET application is credited. Only Orthopaedic Registrar experience will be given points.	1 point per completed 12 weeks (max of 4 points per year) Total maximum for Work Experience of 6 points	Documentary evidence must be supplied for eligible Orthopaedic rotations to be awarded marks. This must be in the form of an official record of employment from the medical administrator at the relevant hospital. The record must include: Date commenced, Date completed, Position, Hospital, Months worked. Evidence must show ongoing orthopaedic position that is past the close of applications.

Courses/Exams (maximum of 4 points available for Courses/Exams)

Courses/Exams	Points	Evidence
Have you completed any of the below courses? • EMST/ATLS • CCrISP® • ASSET • CLEAR • AO Basic Principles • Dunedin Surgical Approaches for Orthopaedic & Trauma Surgery • RACS Training in Professional Skills Course (TIPS)	1 point per course. Total maximum for courses of 4 points.	Documentary evidence must show completion of the course from the awarding body. The evidence must clearly identify the date of the course and the Applicant. Evidence of registration is not sufficient. EMST/ATLS must be current at the time of application. Current, as defined in the EMST/ATLS Course Conduct policy, is within four (4) years of completion.
Successful completion of the RACS Clinical Exam (CE)	1 point Total maximum for courses/exams of 4 points Note: points for the CE will be available from the 2026-2028 application years only	An official certificate of completion or retrospective letter on RACS letterhead with appropriate signature. Prospective evidence will not be accepted.
Overseas equivalent courses accepted are:		

- Intercollegiate Basic Surgical Skills (BSS) – Provider: RCS England and Ireland for the ASSET course
- Any CCrISP undertaken anywhere in the world.

Research Experience (maximum of 4 points available for Research Experience in the below table)

Research Experience	Points	Evidence
Have you presented at the NZOA Registrar Paper Day within the last 5 years?	1 point per presentation maximum 2 points	A copy of the full abstract presented and the certificate of presentation must be included.
Have you presented on an orthopaedic topic at a **national** or **international** meeting? Presentations (including posters) which have been presented at more than one scientific meeting or conference will only be scored once. Presentations for research listed in the Publications section will only be scored once. The higher scoring entry will take precedence.	1 point	Please provide details of presentations and any prizes you may have won. Evidence for all Presentations must include a copy of the full paper/abstract and a certificate of presentation. Evidence for all Publications must include a full copy of the published article as well as evidence it was published. Read page 17 for detail of evidence required.
Have you presented on an orthopaedic or Māori health topic at a Te Ora or PRIDoC (Pacific Rim Indigenous Doctors Conference)? See page 17	1 point	Read page 17 for evidence required.
Have you had original research published, or accepted for publication, in a peer reviewed orthopaedic related journal? Or, have you been an author in an orthopaedic book chapter. Or, have you had original research published, or	2 points	Scoring only includes published research completed 5 years immediately prior to the close of applications. In the application list the supervisor's name, title of research, your responsibilities on the project, start and finish dates and whether the project received ethics committee approval or not.

accepted for publication, into Māori health? See page 17		As evidence a copy of the publication must be included which clearly shows the title, researchers name, date of publication, journal and opening summary.

Presentations:

a) Presentations are defined as poster or oral presentations based on peer reviewed abstracts. Scoring only includes presentations in the 5 years immediately prior to the close of applications.

b) In the case of oral presentations, scoring only includes those personally given by the Applicant.

c) Presentations (including posters) which have been presented at more than one scientific meeting or conference will only be scored once. Please enter each paper once only.

d) Presentations listed in the Publications section will only be scored once. The higher scoring entry will take precedence. Please enter in only one section.

e) Poster presentations, regardless of type of meeting (international or national) will be scored at 1 point each and will only be scored once. A copy of the poster must be included as evidence.

f) A copy of the full abstract must be included **as well as** documentary evidence being either a letter of acceptance of the abstract from the meeting organisers, or a copy of the applicable programme page from the meeting.

g) Documentary evidence for presentations personally given online due to Covid19 restrictions must include a written reference from an Orthopaedic Consultant attendee with the date, delivery method, topic, its relevance, and standard of presentation.

h) The documentary evidence must clearly identify the Applicant as the presenter.

- Name of meeting and/or name of Paper:
- Venue: Date:

i) Evidence for presentations must include a copy of presentation and a certificate or letter from the convenor clearly showing that it was presented, the title of the presentation and the Applicant name.

j) In the event a presentation was accepted, and the meeting was subsequently cancelled, points will be awarded with a letter from the convenor confirming your acceptance and the cancellation of the meeting.

Publications

a) Scoring only includes medical publications in the 5 years immediately prior to the close of application.

b) Scoring includes publications accepted for publication prior to close of application but not yet published only if validation from the publisher is provided.

c) Scoring only includes full papers in indexed and non-indexed medical publications.

d) Each publication can only be scored once.

e) No points will be awarded for abstracts, posters, or letters to the editor, book reviews or media releases. f) The publication must be on a sufficiently different topic to any other publication scored. The higher scoring publication will take precedence.
Research a) Evidence for published research must include a copy of the journal clearly showing author, date, journal name.

8.4 Part 2: Additional Expertise (Maximum 7 points combined for Higher Degrees and Involvement in Te Ao Māori)

Higher Degrees (maximum of 4 points available for Higher Degrees)

Higher Degrees	Points	Evidence
Do you have any higher degrees relevant to Orthopaedic Surgery? If yes, please provide details	Post-graduate diploma (1 point) Master's degree (1.5 points) PhD (3 points) Pro-rata points may be given for an incomplete PhD Master's degree must be complete, and final grade given by Application Closing Date	Evidence must include either an academic transcript or certificate of completion from the institution. Attach university transcript(s) All transcripts must include: • Qualification name • University • Date awarded
Have been awarded winner, runner up or highly commended at the **NZOA Registrar Paper Day**?	Additional 0.5 point for winner/highly commended/runner up	Evidence must include a copy of the abstract and letter of prize.

Involvement in Te Ao Māori (maximum of 4 points available for involvement of Te Ao Māori)

Māori cultural involvement is intended to assess the experience that an individual has sought and received that is over and above any cultural or language training as part of a broader course. The reo Māori component needs to be exclusively a reo Māori paper and gained at a recognised institution. **It must be of a minimum of 12 months duration and not a component of another paper/course.**

Te Ao Māori	Points	Evidence
Te Reo Māori Maximum 3 points	Commitment to te reo Māori language (hold a 5 minute conversation) 1 point • Equivalent to NCEA level 2	Fluency may be assessed by members of the Ngā Rata Kōiwi as required or their nominated representative. This assessment will decide the final points. A beginner must provide academic records and/or a certificate of

	• Equivalent of stage 2 University level • Equivalent of level 2 Wānanga (TWOA) (Minimum of 12 months full time study) Iwi/hapū whare wānanga (examples below) Ngāti Whātua – Matakahi Hauraki – Te Whare Tāhuhu Kōrero o Hauraki Basic te reo Māori (hold a 10 minute plus conversation) 2 points • Te Ara Reo Māori 4 (TWOA) • Poupouhia o te Reo (Raukawa) • Or other similar courses as above Fluent in te reo Māori 3 points • Completion of Level 7 Te Pīnakitanga or other full immersion reo course (Takiura) • As assessed by local rūnanga/iwi or hapū leader	completion clearly showing the course name, start and end dates and provider, course must be for a minimum of 12 months. Evidence must be provided. Native speakers of te reo Māori with no formal qualification will require evidence in the form of a personal recommendation from a member of the NZOA, Te Ora or Ngā Rata Kōiwi
Māori Cultural Experience Maximum 1 point	Involvement in kohanga reo or Kura Kaupapa (either Applicant or Applicant's children) 0.5 points per year Involvement in cultural activities (minimum of 1 year's involvement) 0.5 points per year of involvement to a maximum of 1 point per activity	Examples include waka ama, kapa haka, local marae involvement (minimum 1 year). Evidence must be provided that clearly states the start and end date (or continuing) and time commitment involved. A letter of endorsement to confirm involvement in each activity from the Kaumātua, Kaiako, coach or from the CEO or Chair of the iwi authority must be included

Personal Statement (no points awarded)

Personal Statement	Points
Your application must include a personal statement of no more than 250 words.	The personal statement will not gain points but may be used as a further selection tool should you be selected for an Interview.

9. Workplace Assessments

9.1 Overview

9.1.1 Confidential Workplace Assessments are collected to obtain information about the clinical aptitude, workplace behaviour and personal attributes of the Applicant.

9.1.2 The maximum score for Structured Workplace Assessments is 100.

9.1.3 The Workplace Assessment collection period will be from7-21 April 2027.

9.2 Process

9.2.1 Applicants must contact an Assessor prior to application only to obtain permission to provide contact details including a valid email address. No attempt should be made to canvas the Assessor's intended response.

9.2.2 The Applicant must seek permission and provide contact details, including a valid email address, for (4) Consultants (Assessors) who each will complete Workplace Assessments.

9.2.2.1 Applicants must submit all teams they have worked in and the Consultants in those teams over the last two years. Assessors must have acted in a supervisory capacity for the Applicant within a rotation from the last two years (1 January 2025 to 17March 2027) of clinical work. At least one (1) Consultant must be from the current rotation.

9.2.3 A maximum of two (2) Consultants or Assessors can be nominated from a single rotation.

9.2.4 If an Applicant elects to provide the details for supervising Consultants in accordance with these Regulations, and it is subsequently discovered that the Applicant has provided incorrect or misleading information, either intentionally or by mistake, about the nature of their supervisory / working relationships with one or more of their nominated Consultant Assessors the Applicant may be withdrawn from the selection process and their application will not be considered further in the selection process.

9.2.5 If requested, Applicants will be able to exclude a Consultant from providing a workplace assessment.

9.2.6 NZOA will randomly select a further three (3) Assessors from the last two years where possible. The names of the randomly selected Assessors selected to submit Workplace Assessments will not be released to Applicants. These Assessors will be from Consultants the Applicant has worked with in the last two years. If there are not enough Assessors available NZOA may go back to the last four years.

9.2.7 The nominated Assessors will be contacted requesting them to complete the Workplace Assessment.

9.2.8 The Assessor must have a valid email address and be available to complete the Workplace Assessment during the allocated period. The Workplace Assessment can be completed online only.

9.2.9 A minimum of six (6) valid Workplace Assessments must be returned in order for the Applicant to progress through the selection process. A valid Workplace Assessment has 28 out of 30 questions answered.

9.2.10 Applicants are advised to nominate people who are most likely to be able to give a complete assessment.

9.2.11 Exceedingly high or low scores in the Workplace Assessments will be reviewed by the Education Committee Chair/s and may be discarded.

9.2.12 Members of the Education Committee or AoNZ Orthopaedic Training Board are eligible to complete Workplace Assessments.

10. Composite Assessment

10.1 If invited for an Interview a Composite Assessment will be completed.

10.2 A Composite Assessment is a Workplace Assessment that is from the Orthopaedic Department in which the Applicant is currently working, or where necessary, previous departments as specified in 10.5. The Composite Assessment is comprised of a Surgical Supervisor Workplace assessment and four Additional Workplace Assessments. Assessors for the Composite Assessments are persons with whom the Applicant has worked closely, i.e., had significant interaction in an active clinical setting on a regular basis (i.e., daily, or weekly).

10.3 The local Surgical Supervisor, on behalf of the Education Committee, completes the Composite Assessment. The Composite Assessment is structured with the same format as an Individual Workplace Assessment. The Composite Assessment has a greater number of domains and is more comprehensive than an Individual Workplace Assessment.

10.4 For the purpose of the Composite Assessment the Surgical Supervisor will convene a departmental meeting, at which the Applicant will be assessed against a standardised set of questions and given a consensus score for each domain in the Composite Assessment. By applying for SET Selection, Applicants give approval for this assessment to occur.

10.5 By applying for SET Selection Applicants give approval for Surgical Supervisors to contact, if necessary, Orthopaedic surgeons in previous departments that Applicants have worked in over the last two (2) years. This is for the purpose of obtaining further information about the Applicant to aid in the departmental assessment in 10.4.

10.6 By applying for SET Selection Applicants give approval for Surgical Supervisors to contact health professionals, in the hospital that the Applicant(s) currently work in, for the purpose of obtaining Additional Workplace Assessments.

10.7 The additional Assessors are selected by the Surgical Supervisor. Up to two assessments are completed by advanced trainees. The remaining Assessors are usually senior nursing

colleagues in outpatient departments, the ward, or operating theatres. Alternative allied health professionals, such as physiotherapists, can be selected by the supervisor if they are currently working closely with the Applicant.

10.8 The Composite Assessment and the Additional Workplace Assessments are objectively scored from a predetermined marking schedule.

11. Multi-Mini Interviews

11.1 Overview

11.1.1 Orthopaedic Selection Interviews will be held in New Zealand on a date and place to be determined and advised.

11.1.2 The Interview process may be varied to accommodate prevailing COVID or similar requirements or restrictions in force at the time of Interview. In the event of a variation:

11.1.2.1 The Interview structure will remain constant however the Interview may be delivered online.

11.1.2.2 The interview date and venue will be notified at least 8 Business Days prior.

11.1.2.3 Applicants will be required to comply with any and all restrictions and/or protocols.

11.2 Notice of Interview

11.2.1 Interview date(s) are published on the NZOA and RACS website.

11.2.2 Applicants will be required to make themselves available to attend in person at the scheduled Interview time.

11.2.3 It's the Applicant's responsibility to make the appropriate travel arrangements and to meet any costs incurred in attending the Interview.

11.2.4 Applicants who do not present for the Interview in person will not be considered further in the selection process and their application will be deemed to have been withdrawn.

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

11.2.6 Applicants are required to provide proof of identification at the Interview.

11.3 Interview structure

11.3.1 The Interview will be conducted by a series of up to seven (7) Interview panels, each comprised of three (3) interviewers. Each panel will conduct a designated section of the Interview with all Applicants rotating between panels.

11.3.2 Applicants will spend eight (8) minutes with each panel.

11.3.3 The Interviews may include any of the following topics:

11.3.3.1 Interest in orthopaedic surgery;

11.3.3.2 Technical expertise;

11.3.3.3 Collaboration and teamwork;

11.3.3.4 Communication;

11.3.3.5 Health advocacy;

11.3.3.6 Judgement and clinical decision making;

11.3.3.7 Management and leadership;

11.3.3.8 Medical expertise;

11.3.3.9 Professionalism and ethics;

11.3.3.10 Scholarship and teaching; and/or

11.3.3.11 Cultural competence and cultural safety

11.3.4 Panel Interviews will commence in a standard manner for all Applicants. 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.

11.3.5 The Applicant's Personal Statement may be used as part of the Interview process.

11.3.6 Observer(s) may be present for all or part of the Interview to ensure the validity of the Interview process but will not participate in scoring.

11.4 Scoring

11.4.1 Applicant responses will be evaluated based on a standardised Interview scoring guide, which includes positive and negative indicators of performance.

11.4.2 Each panel member will score the Applicant independently.

11.4.3 All scores will be combined to reach a total Interview score.

11.4.4 A copy of the Interview question sheet or individual scores/data will not be provided to Applicants.

12. Application Progress

12.1 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 Assessor, AoNZOTB or Education Committee member or NZOA staff

member involved in the selection process. Inappropriate, aggressive, or bullying behaviour will not be tolerated.

12.2 Applicants who satisfy the eligibility and application requirements will be considered in open competition for selection to the SET Programme in Orthopaedic Surgery.

12.3 In Stage 1, Applicants will be scored in and ranked according to the combined Learning Portfolio and Workplace Assessment score.

12.4 The AoNZOTB will determine the number of Interviews to be conducted based on the number of training positions expected to be available in the following year.

12.5 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 they have not ranked high enough to be invited to Interview and will not be considered further in the selection process.

12.6 Applicants who have progressed through to Stage 2 will be ranked based on their Composite Assessment score and Interview scores (Overall Score).

a) The ranked Applicants' data undergoes analysis by a statistician and is stratified into bands.

b) Applicants in the top band are above the selection threshold and are selected.

c) Applicants in the middle band are close to the selection threshold. Using standard statistical methods their scores cannot be differentiated from others in the middle band. Applicants in the middle band may be selected.

d) Where substantive gender equity has not been met, the Education Committee may select candidates preferentially from the middle band to help in achieving substantive gender equity.

e) Where substantive Māori equity has not been met, the Education Committee may select candidates preferentially from the middle band to help in achieving substantive Māori equity.

f) The Education Committee will by consensus rank candidates in the middle band to determine the final selection. In the unlikely event that consensus cannot be reached the chairperson of the Education Committee will determine the final ranking of the middle band candidates.

g) Applicants in the bottom band are not selected.

12.7 Applicants who progressed to Interview, but who did not rank highly enough to be selected will be classified as Unsuccessful. Applicants will be advised in writing that:

a) their application was Unsuccessful.

b) they will be offered feedback on the selection Interview.

c) feedback will be given to the Applicant by the local Education Committee Representative within 10 days where possible.

12.8 Applicants who successfully progressed to Interview and who ranked high enough in comparison to the number of available Accredited Training Posts will be classified as Successful and will be allocated to an Accredited Training Post. Applicants will be advised in writing:

a) That they have been Successful in the selection process and are being offered a position in an Accredited Training Post on the SET Programme in Orthopaedic Surgery.

b) Of any Conditions associated with the offer.

c) Of any information with respect to the Trainee's applicable entry level, and the process for allocation to the Accredited Training Post.

d) A copy of the Training Regulations for the SET Programme Orthopaedic Surgery.

e) A SET Trainee Agreement.

13. Application Outcome

13.1 Offers

13.1.1 Successful Applicants are required to accept or decline the Accredited Training Post allocated to them.

13.1.2 If there are deferral and interruption requests, there may be subsequent offers made.

13.1.3 Applicants who do not rank highly enough to receive a first-round offer, will be considered eligible for subsequent offers.

13.1.4 Acceptance of the offer will be conditional on the following:

13.1.4.1 Acceptance of the Accredited Training Post identified in the offer

13.1.4.2 Applicants satisfying unconditional medical registration requirements in Aotearoa New Zealand

13.1.4.3 Applicants satisfying the employment requirements of the relevant health areas and/or the allocated hospital

13.1.4.4 The information submitted in the Application form being true and correct

13.1.4.5 Satisfactory completion of all minimum eligibility criteria

13.1.4.6 Agreement to abide by the SET Programme Training Regulations and RACS policies at all times, which form part of the contract and acceptance of the conditions, and non-compliance would be sufficient grounds for dismissal. Return of a signed SET Trainee Agreement, in accordance with instructions given, by the stipulated deadline.

13.1.5 Applicants who fail to satisfy any of the above conditions will automatically forfeit the offer.

13.1.6 Applicants who decline the offered Accredited Training Post will automatically forfeit the offer.

13.1.7 Forfeited offers will be made available to the next highest scoring eligible Applicant.

13.2 Deferral

13.2.1 Successful Applicants may apply to the Education Committee to defer commencement of the SET Programme in Orthopaedic Surgery.

13.2.2 All applications for deferral are governed by the RACS Regulation: Trainee Registration and Variation and the SET Programme Training Regulations.

13.2.3 Applicants who wish to defer the commencement of the SET Programme Education Committee must formally apply to the Education Committee at the time of acceptance outlining the reasons for their request and providing any related documentary evidence.

13.2.4 All requests for deferral will be considered but not necessarily granted. The Education Committee will make a determination on the approval or otherwise taking into consideration the reasons for the request and logistical considerations.

13.2.5 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.

13.2.6 The Education Committee can approve deferral of commencement for a fixed period of one year. Trainees who have already commenced the SET Programme cannot apply for deferral and may only apply for interruption of training.

13.2.7 Applicants who receive approval to defer the commencement of training will be guaranteed a clinical training post and assigned a SET level at the start of the year they commence clinical training.

13.2.8 Applicants are not permitted to apply for retrospective accreditation of clinical work undertaken during any period of deferral.

13.2.9 An approved period of deferral does not preclude the Applicant from being employed in a non-training clinical rotation.

13.3 Flexible training

13.3.1 Successful Applicants who wish to be considered for Flexible Training in the first year must lodge a request to the AoNZOTB at the time of acceptance. It is unlikely flexible training would be granted in SET 1.

13.3.2 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.

13.3.3 Applications for flexible training are governed by the RACS Regulation: Trainee Registration and Variation and the Orthopaedic Surgery SET Programme Training Regulations.

13.4 **Reconsideration**

13.4.1 An Applicant dissatisfied with a decision made in relation to these Regulations may apply to have the decision reconsidered (**Reconsideration**).

13.4.2 The Reconsideration will be processed in accordance with the RACS Regulation: Reconsideration, Review and Appeal. The original decision maker under these Regulations is the AoNZOTB.

13.4.3 Applications for Reconsideration must be addressed to the Chair, AoNZOTB and received within seven (7) consecutive days of the Applicant being notified of the decision. Applications received outside this timeframe will not be considered.

13.4.4 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 for the reconsideration application.

13.4.5 Workplace Assessment scores are determined by Assessors and are not subject to AoNZOTB discretion. Accordingly, applications for Reconsideration, Review or Appeal in relation to the scores for this selection tool will not be accepted.

13.4.6 In the absence of manifest error in the scoring of (Learning Porfolio for selection to the SET programme, applications concerning Learning Portfolio scoring will not be accepted.

13.5 Selection Process Review

13.5.1 The AoNZOTB will review the selection process on an annual basis and consider feedback from Applicants, Interviewers, Assessors, and other stakeholders.

13.5.2 Once the selection process has concluded and the final outcomes have been determined, the Education Committee has the right to contact any individual involved in the process for the sole purpose of quality control.

13.5.3 Long term data will be kept and monitored as part of the review process including completion rates, withdrawal rates, performance levels and dismissal rates.

13.5.4 New selection tools may be developed and piloted during the selection process. Any data collected will not be used in the current selection process but may be used to analyse and validate the tool piloted.

14 Contact

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