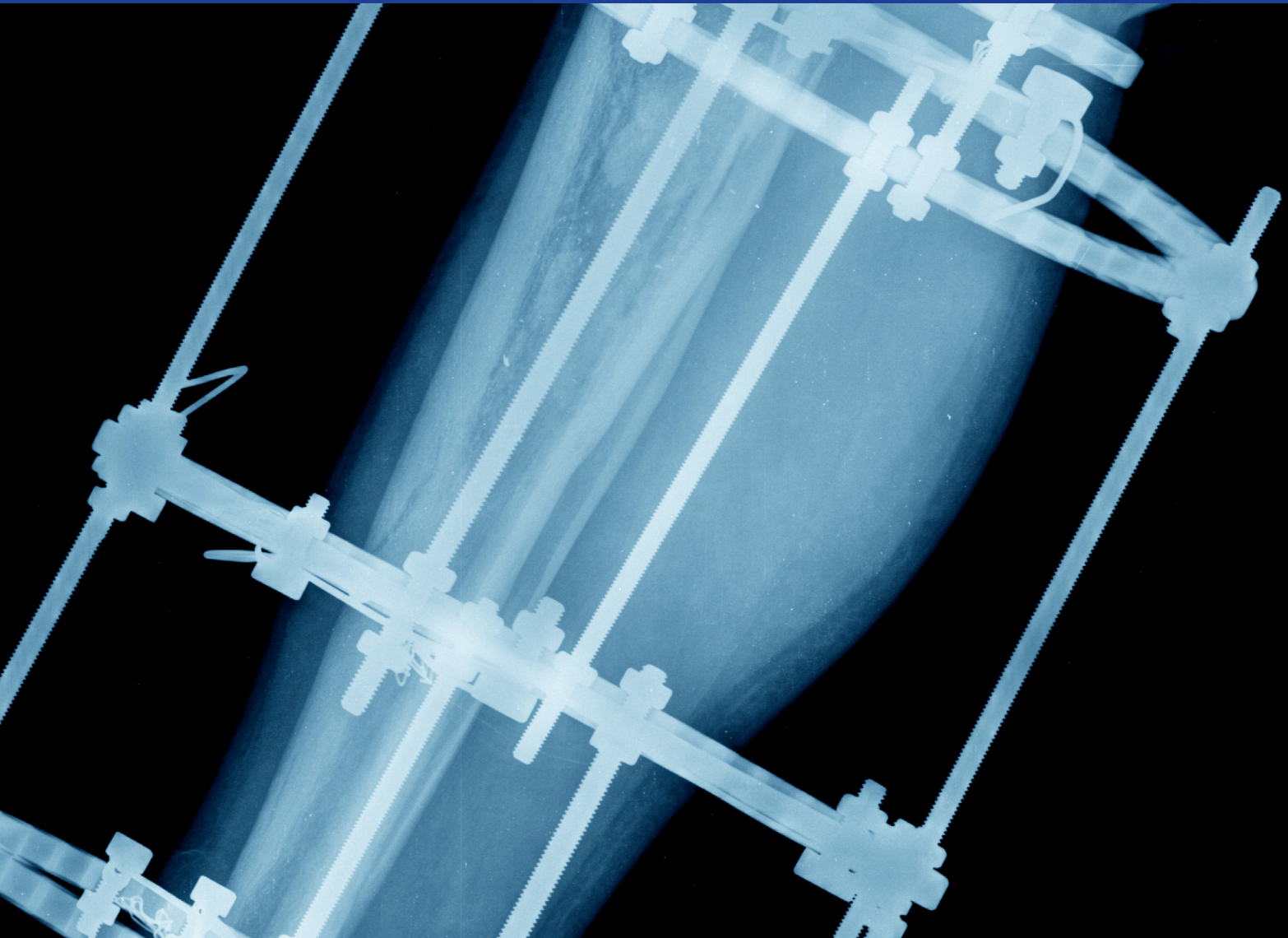


# Regulations for Selection to the AOA 21 Training Program in Orthopaedic Surgery for 2020



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# 1 Introduction

## 1.1 Definition of terms and acronyms for the purpose of these Regulations:

- 1.1.1 **AHPRA** - Australian Health Practitioner Regulation Agency.
- 1.1.2 **AOA** - Australian Orthopaedic Association.
- 1.1.3 **Applicant** - a person who has submitted an application for the AOA 21 Training Program.
- 1.1.4 **ASC** - Annual Scientific Congress.
- 1.1.5 **ASM** - Annual Scientific Meeting.
- 1.1.6 **ASSET** - Australian and New Zealand Surgical Skills Education and Training Course.
- 1.1.7 **ATLS** - Advanced Trauma Life Support Course.
- 1.1.8 **BSET** - Royal Australasian College of Surgeons Board of Surgical Education and Training.
- 1.1.9 **BSS** - Basic Surgical Skills Course.
- 1.1.10 **BST** - Basic Surgical Training.
- 1.1.11 **CCrISP** - Care of the Critically Ill Surgical Patient Course.
- 1.1.12 **COE** - Continuing Orthopaedic Education.
- 1.1.13 **College** or **RACS** - The Royal Australasian College of Surgeons.
- 1.1.14 **CV** or **Curriculum Vitae** - the scored components of the application for Selection.
- 1.1.15 **DOT** - Director of Training
- 1.1.16 **EMST** - Early Management of Severe Trauma Course.
- 1.1.17 **FTC** - AOA Federal Training Committee.
- 1.1.18 **GSSE** - Generic Surgical Sciences Exam.
- 1.1.19 **Interview** - the semi-structured panel interview conducted as part of the Selection process.
- 1.1.20 **Learn@AOA** - the AOA eLearning platform.
- 1.1.21 **MBBS** - Bachelor of Medicine and Bachelor of Surgery.
- 1.1.22 **PGY** - Post Graduate Year.
- 1.1.23 **Referee** - a person who evaluates the applicant's workplace performance.
- 1.1.24 **Referee Report** - the in-depth Referee Report conducted as part of the Selection process.
- 1.1.25 **Regulations** - these Regulations.
- 1.1.26 **RTC** - AOA Regional Training Committee.
- 1.1.27 **Selection** - the process of being selected into the AOA 21 Training Program.
- 1.1.28 **Trainee** - orthopaedic surgical trainee.
- 1.1.29 **A Year** - a calendar year (1 January to 31 December), unless otherwise specified.

## **1.2 Purpose of these Regulations**

- 1.2.1 These Regulations describe the principles, terms and conditions of the Selection process for the AOA 21 Training Program in orthopaedic surgery for the 2020 intake. This is a public document.

## **1.3 Administration**

- 1.3.1 The AOA 21 Training Program is designed to train surgeons as competent, independently practicing specialists. AOA is responsible for the delivery of the AOA 21 Training Program in partnership with the Royal Australasian College of Surgeons (RACS).
- 1.3.2 AOA is the peak professional body in Australia for advancing excellence in orthopaedic practice in the interests of patients and the community, and in the training of surgeons to world-class standards.
- 1.3.3 AOA and the College collaborate in the delivery of the AOA 21 Training Program in Australia.
- 1.3.4 AOA is responsible for the selection, training, supervision and assessment of trainees in Australia.
- 1.3.5 For further information refer to the [AOA website](#).

## **1.4 Objective of the AOA 21 Training Program**

- 1.4.1 The overall objective of the AOA 21 Training Program 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 AOA 21 Training Program is structured to ensure trainees achieve competencies in:
- Communication
  - Teamwork and Conflict Management
  - Professionalism
  - Leadership and Organisational Skills
  - Advocacy
  - Education and Research
  - Medical and Surgical Expertise

## 2 Principles of Selection

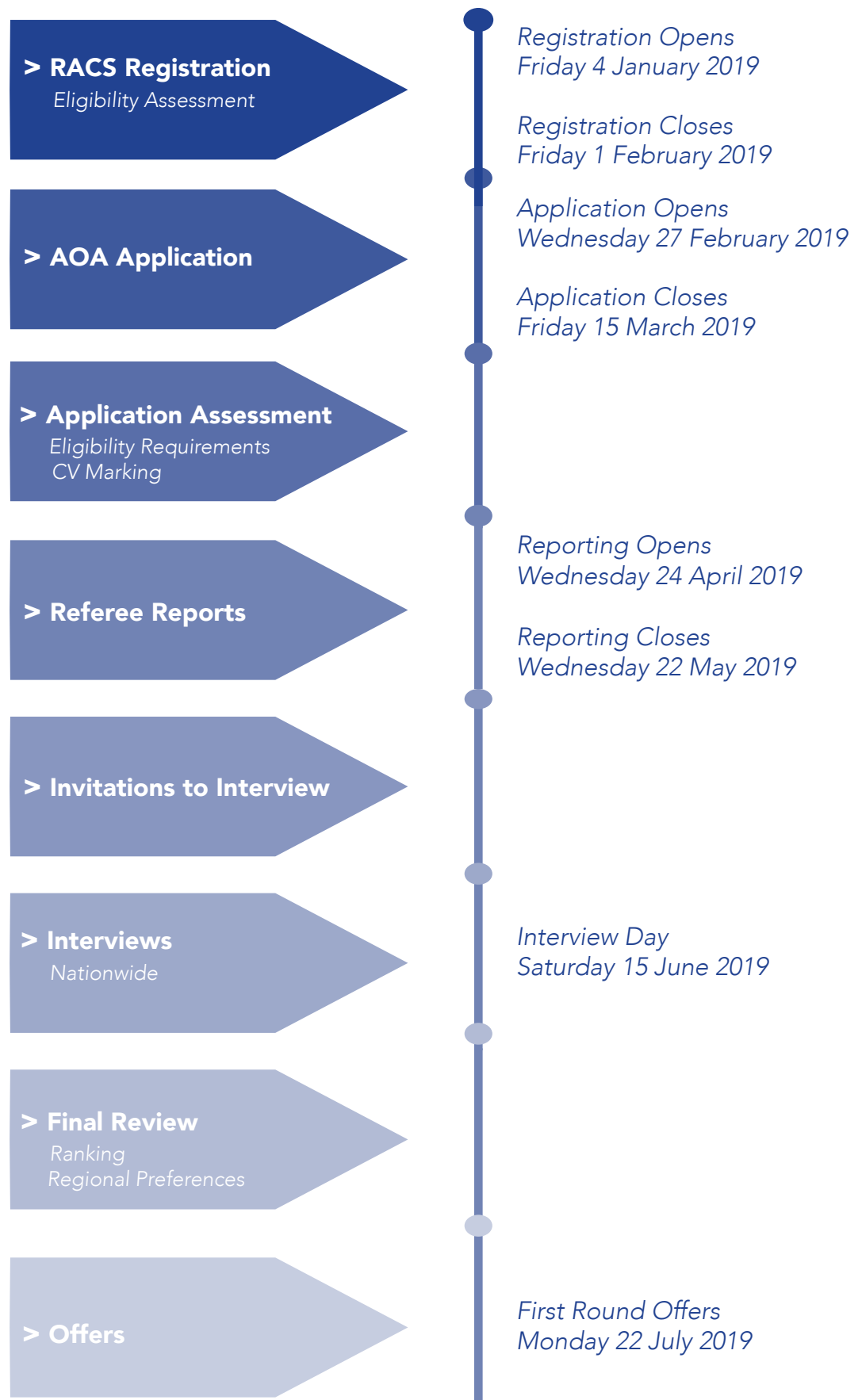
- 2.1 The aim of the Selection process is to select trainees of the highest calibre for the AOA 21 Training Program on the basis of merit through a fair, open and accountable process.
- 2.2 The Selection process will be documented, transparent and objective with applicants having access to eligibility criteria, information on the Selection process, general Selection criteria and a Reconsideration and Review Process.
- 2.3 The Selection process will be subject to continuous review to ensure its continued validity and objectiveness.

**Please note: The Selection Regulations change on an annual basis. It is imperative that Applicants read these Regulations in detail. Incomplete or incorrect applications may result in ineligibility or failure to progress through the Selection process.**

- 2.4 To assist in preparations, the [AOA website](#) will make available the updated Regulations, important dates, and a Frequently Asked Questions document.
- 2.5 The Selection process will abide by the principles of the [RACS Selection to Surgical Education and Training Policy](#).
- 2.6 The number of trainees selected in any year will depend on the number of accredited training posts available.

### 3 Overview of the Selection Process

# Overview



## 4 Application Eligibility

### 4.1 RACS Eligibility

- 4.1.1 Applicants wishing to apply to the AOA 21 Training Program must first register with the College and fulfill all of the RACS generic eligibility criteria. Applicants who do not register, or who do not meet the generic eligibility criteria, will not progress to the next stage of the Selection process.
- 4.1.2 Applicants will be asked to consent to a full criminal history check during this process. Applicants that do not consent to this check will be deemed ineligible for Selection and will not be considered further in the Selection process.
- 4.1.3 For further information regarding registration, including fees and eligibility criteria, please refer to the Registration for Selection into Surgical Education and Training Policy available on the [College Website](#).

### 4.2 AOA Eligibility

- 4.2.1 In addition to the RACS generic eligibility criteria, applicants must fulfill the AOA specialty specific eligibility criteria by the date AOA applications open (27 February 2019). AOA specialty specific eligibility criteria are outlined below.
- 4.2.2 All applicants will be allowed a maximum of three attempts at selection into the AOA 21 Training Program. For applicants who have previously been unsuccessful in one or more applications, an application submitted in 2019 for the 2020 intake will be considered the first of three attempts.

## AOA SPECIALTY SPECIFIC ELIGIBILITY CRITERIA

Requirement	Notes	Documentary Evidence
4.2.3 Completion of at least <b>26 working weeks of orthopaedic surgical experience</b> within the last two (2) years (commencing 27 February 2017 at the earliest), at PGY 3 or higher.	<p>Experience within the last five (5) years will be accepted if a period of full time study for the purposes of completing a Doctorate is demonstrated within application (commencing 27 February 2014 at the earliest).</p> <p>Experience within the last five (5) years will be accepted if a period of parental leave of 12 months or longer is claimed.</p> <p>Experience must be in a public hospital with an Emergency Department and an on-call roster.</p> <p>Orthopaedic surgery terms with a minimum duration of six (6) continuous weeks can be added together for a cumulative total.</p> <p>Experience must be at PGY 3 or higher. In this context, PGY 3 means the third year following completion of primary Medical Degree.</p> <p>Eligible orthopaedic experience completed part-time will be accepted on a pro-rata basis.</p>	<p>A retrospective letter must be provided by hospital administration or Head of Department, on hospital letterhead with the appropriate signature, detailing work history. Evidence must include commencement and end dates, position held and hospital.</p> <p>Evidence must specify that the term completed was in orthopaedic surgery.</p> <p>Prospective evidence, including a work contract, will not be accepted. Assessment forms will not be accepted.</p>
4.2.4 Successful completion of the <b>Generic Surgical Sciences Exam (GSSE)</b> .	<p>For more information regarding registration for the GSSE, please visit the <a href="#">RACS website</a>. A pass in the February 2019 sitting of the GSSE will <b>not</b> be accepted for the 2020 intake.</p>	<p>An official Certificate of Completion or retrospective letter on RACS letterhead, with the appropriate signature, confirming successful completion must be provided.</p> <p>Prospective evidence will not be accepted.</p>
4.2.5 Successful completion of a <b>state-licenced Radiation Safety Course</b> .	<p>Any radiation safety course that has been licenced or approved by the relevant state body will be accepted.</p>	<p>An official academic transcript, Certificate of Completion/Attendance or retrospective letter on the relevant institution's letterhead, with appropriate signature, confirming completion/attendance from the course organiser must be provided.</p> <p>Evidence should include details of the course licencing status/information.</p> <p>Prospective evidence, including confirmation of registration and receipt of payment, will not be accepted.</p>

4.3 Applicants who do not meet the specialty specific eligibility criteria will be deemed ineligible and will not progress to the next stage of the Selection process.



## 5 Online Application

- 5.1 Applications must be submitted via the AOA online application system during the published dates. No other form of application will be accepted.
- 5.1.1 Applications will only be invited from those applicants who have registered with RACS in the current Selection round and fulfilled all of the RACS generic eligibility criteria. Invitations to apply will be sent based on eligibility confirmation from RACS.
- 5.1.2 Applications must be submitted by the closing date (15 March 2019). No extensions will be granted.
- 5.1.3 Applicants are responsible for ensuring that they allow enough time to complete the application. Only complete applications will be considered.
- 5.2 Applicants who satisfy the eligibility and application requirements in accordance with AOA and College policy will be considered in open competition for Selection to the AOA 21 Training Program.
- 5.3 The online application includes the following components:
- 5.3.1 Personal Profile - Applicants will be required to provide personal profile information, including a current passport photo. Applicants will also be given the opportunity to record whether they identify as Aboriginal or Torres Strait Islander. Applicants will not be able to submit an application without completing all mandatory fields.
- 5.3.2 Eligibility Criteria - Applicants will need to demonstrate that they meet the specialty specific eligibility criteria (please refer to Section 4.2) in order to progress to the next stage of the Selection process.
- 5.3.3 CV - Applicants will have the opportunity to outline their achievements against scored CV components (please refer to Section 6).
- 5.3.4 Professional Experience - Applicants must provide contact details for specific individuals at their current and previous training sites, who will be asked to complete a Referee Report (please refer to Section 7).
- 5.3.5 Regional Preferences - Applicants must indicate in which regions they are willing to undertake training, in order of preference (please refer to Section 8).
- 5.3.6 Application Fee - Applicants will be required to pay an application fee. Applicants will not be able to submit an application without providing payment details. The fee is non-refundable.
- 5.3.7 Applicant's Statement - Applicants will be required to confirm their compliance with these Regulations.
- 5.4 Applicants must attach documentary evidence for all claims made in the application.
- 5.4.1 Applicants are responsible for ensuring their evidence meets the verification requirements.
- 5.4.2 Applicants are responsible for ensuring that all necessary evidence is included in their application.

- 5.4.3 All evidence must be provided at the time of application.
- 5.4.4 In most cases evidence must be retrospective. Prospective evidence will not be accepted. Exceptions to this are noted in Section 6.
- 5.4.5 Forms of evidence other than what is outlined will not be accepted.
- 5.4.6 The Selection process changes on an annual basis and 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.
- 5.4.7 Achievements that do not include the necessary evidence, or which include evidence that does not meet the verification requirements will not be accepted. These applications may be considered ineligible or incomplete.
- 5.5 During the published application dates, online applications may be commenced, saved, printed and re-accessed. However applications must be submitted prior to the closing date. Saved, un-submitted applications will not be considered.
  - 5.5.1 It is strongly recommended that applicants print their draft application for careful review prior to submitting.
- 5.6 Applicants will receive an email confirmation when they have successfully submitted their application.
- 5.7 Once an application has been submitted, it cannot be changed. Applicants are responsible for ensuring their application is complete and correct.
- 5.8 Each application will be assessed and marked as submitted. No active follow up will take place in instances where the application (or verification) is incorrect or absent.
- 5.9 Achievements that are not listed in the correct section of the application will not be accepted.
- 5.10 By submitting an application, applicants certify that the information provided is correct and in accordance with these Regulations.
  - 5.10.1 The FTC may verify the information provided within the application with external institutions or individuals.
  - 5.10.2 If at any point during the Selection process it is discovered that an applicant has provided incorrect or misleading information, that applicant will be withdrawn from the Selection process and their application will not be considered further.
  - 5.10.3 If at any point during the Selection process it is discovered that an applicant has submitted fraudulent evidence as part of their application, that applicant will be withdrawn from the Selection process and their application will not be considered further. In addition, the applicant will be reported to AHPRA.
  - 5.10.4 By submitting an application, applicants are consenting to the collection, use, disclosure and storage of the information by the FTC or its agent. The AOA is committed to maintaining the privacy of individuals who interact with AOA. Click here to view and download a copy of [AOA's Privacy Collection Notice](#).
- 5.11 On request, applicants must provide further information regarding previous professional conduct or performance issues. The FTC reserves the right to contact previous supervisors or institutions regarding such issues.
- 5.12 Separate applications must be made for the AOA 21 Training Program in Australia and the training program in New Zealand.

## 6 Curriculum Vitae

6.1 Candidates must achieve a minimum score of six (6) points on the CV in order to progress to the next stage of Selection. The components scored are:

- |       |                                 |                    |
|-------|---------------------------------|--------------------|
| 6.1.1 | Surgical and Medical Experience | (Maximum 4 points) |
| 6.1.2 | Skills Courses                  | (Maximum 3 points) |
| 6.1.3 | Higher Education Qualifications | (Maximum 3 points) |
| 6.1.4 | Research Presentation           | (Maximum 2 points) |
| 6.1.5 | Research Publications           | (Maximum 4 points) |

6.2 The requirements for each component are outlined in the table below.

CV COMPONENTS			
Requirement	Notes	Point Allocation	Documentary Evidence
<b>6.2.1 Surgical and Medical Experience</b>			
List acceptable terms that have been completed within the last five (5) years (commencing 27 February 2014 at earliest), with a minimum duration of six (6) continuous weeks, excluding experience listed to meet eligibility criteria.	<p>Terms must be completed at the date AOA 21 Training Program applications open (27 February 2019).</p> <p>Acceptable terms include orthopaedic surgical terms, and non-orthopaedic surgical terms in Plastic Surgery, Vascular Surgery, Neurosurgery or General Surgery only. No other terms will be accepted.</p> <p>Only terms undertaken within Australia or New Zealand will be accepted.</p> <p>Acceptable terms cannot be combined with an unacceptable term. Orthopaedic surgical terms cannot be combined with non-orthopaedic surgical terms.</p> <p>Experience must be at PGY 3 or higher. PGY 3 means the third year following completion of primary Medical Degree.</p> <p>Applicants will be awarded a maximum of two (2) CV points for experience gained in one hospital/training site.</p>	<p><b>4 points maximum</b></p> <p>0.5 points per 12 week term</p> <p>3 points maximum for orthopaedic surgical experience</p> <p>1 point maximum for non-orthopaedic surgical experience</p>	<p>A retrospective letter must be provided by hospital administration or Head of Department, on hospital letterhead with the appropriate signature, detailing work history. Evidence must include commencement and end dates, position held and hospital.</p> <p>Evidence must specify that the term completed was in an acceptable position.</p> <p>Prospective evidence, including a work contract, will not be accepted. Assessment forms will not be accepted.</p>

CV COMPONENTS (continued)			
Requirement	Notes	Point Allocation	Documentary Evidence
<b>6.2.2 Skills Courses</b>			
Points may be claimed for completion of BST, ASSET, CCrISP or EMST, or attendance at an AOA National Annual Scientific Meeting.	<p>This experience must have been completed at the date AOA 21 Training Program applications open (27 February 2019).</p> <p>The following courses are recognised by AOA as equivalent:</p> <ul style="list-style-type: none"> <li>• BSS completed in the United Kingdom = ASSET;</li> <li>• CCrISP completed in the United Kingdom and other countries = CCrISP;</li> <li>• ATLS completed in the United Kingdom, United States and other countries = EMST.</li> </ul> <p>No other meetings will be accepted.</p> <p>ASM attendance must be within the last 5 years (i.e. 2014 AOA ASM onwards).</p>	<p><b>3 points maximum</b></p> <p>1 point per course or ASM</p>	<p>An official academic transcript, Certificate of Completion/Attendance or retrospective letter on the relevant institutions letterhead, with the appropriate signature, confirming completion/attendance from conference/course organiser must be provided.</p> <p>Prospective evidence including confirmation of registration including receipt of payment will not be accepted as evidence of meeting attendance.</p>
<b>6.2.3 Higher Education Qualifications</b>			
Successful completion of a Masters, relevant to the practice of orthopaedic surgery, or Doctorate.	<p>Must have been completed at the date AOA 21 Training Program applications open (27 February 2019).</p> <p>Any primary Medical Degree, whether undergraduate or postgraduate, will not be eligible for points.</p> <p>Only postgraduate degrees from Australia and New Zealand (or equivalent) will be accepted.</p> <p>Masters of Public Health, Health Science, Reproductive Medicine, Health Management and Philosophy will not be eligible for points.</p> <p>No other higher education qualifications will be accepted.</p>	<p><b>3 points maximum</b></p> <p>2 points per acceptable Masters degree</p> <p>3 points per Doctorate</p>	<p>An official academic transcript showing course code, research project title and completion date must be provided.</p> <p>Online transcripts and testamur certificates will not be accepted.</p> <p>Prospective evidence will not be accepted.</p>

**CV COMPONENTS**  
(continued)

Requirement	Notes	Point Allocation	Documentary Evidence
<b>6.2.4 Research Presentation</b>			
Presentations personally delivered by Applicant at national AOA (ASM or COE) or RACS (ASC) meetings, internationally equivalent national orthopaedic association meetings, AOA regional meetings or AOA national sub-specialty society meetings.	<p>Must have been personally delivered by Applicant at the date AOA 21 Training Program applications open (27 February 2019).</p> <p>Poster presentations will not be eligible for points.</p> <p>Presentations at AORA meetings, Industry meetings and internationally equivalent College meetings will not be eligible for points.</p> <p>Applicants may only claim one presentation of the same research.</p> <p>Applicants cannot claim points for both presentation and publication of the same body of research.</p>	<p><b>2 points maximum</b></p> <p>2 points per presentation at national AOA or RACS meeting</p> <p>2 points per presentation at internationally equivalent national orthopaedic association meeting</p> <p>1 point per presentation at AOA regional meeting (up to a maximum of 1 point)</p> <p>1 point per presentation at AOA national sub-specialty society meeting (up to a maximum of 1 point)</p>	<p>A meeting program (including cover page, contents pages, index pages and abstract page where these are available) showing meeting name and Applicant's name printed against presentation title, date and location must be provided. Alternatively, a letter on the conference organiser letterhead, with the appropriate signature, notifying of acceptance to present or confirming presentation will be accepted.</p> <p>For Applicants claiming a presentation at an AOA regional meeting, a retrospective letter on AOA letterhead, with the appropriate signature from the RTC Chair or Scientific Secretary stating that the Applicant's presentation was of an acceptable standard must be provided. No other forms of evidence will be accepted.</p>

CV COMPONENTS (continued)			
Requirement	Notes	Point Allocation	Documentary Evidence
<b>6.2.5 Research Publication</b>			
Article in a peer-reviewed journal, with a minimum impact factor of one (1) or above, where the Applicant is a published author.	<p>Must be published, or accepted for publication, at the date AOA 21 Training Program applications open (27 February 2019). Articles accepted for publication pending revisions will not be accepted.</p> <p>Literature reviews, systematic analyses and Cochrane Reviews are eligible for points.</p> <p>Abstracts, case reports, case series, letters to the editor and book chapters will not be eligible for points.</p> <p>Applicants cannot claim points for both presentation and publication of the same body of research.</p>	<p><b>4 points maximum</b></p> <p>3 points per article where applicant is the first author</p> <p>1 point per article where applicant is a latter (i.e. not the first) author</p>	<p>A PubMed citation and link to article, or full citation and ISBN, or retrospective letter of acceptance for publication on publisher letterhead, with the appropriate signature, must be provided. The letter of acceptance must specify Applicant's authorship.</p> <p>Provision of a web link or application shortcut only will not be accepted, as these cannot be accessed from the application. Applicants must embed the link in Word and/or PDF document.</p>

- 6.3 Applications must be accompanied by appropriate documentary evidence, as advised for each of the CV components above and in Section 5 of these Regulations. Points will not be awarded for achievements claimed on the CV where the required evidence is not provided.
- 6.4 Where a signature is required on documentary evidence, 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.
- 6.5 Letters of evidence must be dated.
- 6.6 All documentary evidence must be in English. If any documentary evidence is in a language other than English, a certified translation must be provided.
- 6.7 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.
- 6.8 Applications that do not include the required evidence, or which include evidence that does not meet the verification requirements, may be considered incomplete and will therefore not progress to the next stage of the Selection process.
- 6.9 Each CV will be independently scored twice using a structured scoring system. From these independent scores, a consensus score will be determined.
- 6.9.1 Where any discrepancy occurs in the two (2) scores, the National Education Manager (or representative) will score the CV to identify the anomaly and determine the correct score. Further advice may be sought from the FTC if necessary.

## 7 Referee Reports

Referee Reports are collected to obtain information, in confidence, about the history of the applicant.

- 7.1 Applicants must list each site at which they have worked during the previous two (2) clinical years (since the start of 2017 and including current post).

*Note: Applicants who are on a period of extended leave at the time of application (e.g. parental leave) are not required to list a current post.*

- 7.2 Only referees for surgical terms at PGY3 or higher are required to be listed.

- 7.3 Where the site is not an AOA accredited training site, the applicant must list their Head of Department and include contact information.

- 7.4 It is the applicant's responsibility to seek consent for inclusion of current contact details as required in these Regulations.

- 7.5 Where an applicant has had a serious conflict or disciplinary action with a potential referee listed in documenting their professional experience, and would prefer to exclude them from the referee process, they will have the opportunity to indicate this within the application.

*Note: The applicant will be required to supply written documentation in relation to this request. These requests will be reviewed on a case-by-case basis in complete confidence. The Selection Committee reserves the right to contact this person as part of the review or for the purposes of a Referee Report.*

- 7.6 AOA will collect one departmental Referee Report from each site at which the applicant has worked in the previous two (2) years. The departmental Referee Report will represent the consensus opinion of the surgical team and will incorporate non-surgical colleagues.

- 7.7 If an applicant elects not to provide contact details as stipulated by these Regulations, or it is subsequently discovered that the applicant has provided incorrect or misleading information either intentionally or unintentionally, the applicant may be automatically withdrawn from the Selection process and their application will not be considered further.

- 7.8 Referees may be asked to verify compliance with these Regulations.

- 7.9 Referees will be asked to rate applicants against a series of behavioural descriptors based on the AOA 21 competencies (please refer to Section 1.4.2).

- 7.10 Applicants should not attempt to ascertain which colleagues gave input to their Referee Report, or the outcomes of their Referee Reports. Applicants attempting to discuss their Referee Reports in this manner may be considered in breach of Section 9.1.

- 7.11 Referee Reports are collected in confidence. Applicants will not be provided with updates on the Reports collected, nor will they be involved in the collection process in any way.

- 7.11.1 All referees contacted as part of the Selection process will be advised of the confidential nature of the reports.
- 7.12 Referee reports will be scored out of 100.
- 7.13 The FTC may choose to scale referee report scores across regions to ensure statistical reliability.



## 8 Regional Preferences

- 8.1 Applicants must indicate their preference to train in the following regions:
  - 8.1.1 New South Wales/Australian Capital Territory
  - 8.1.2 Queensland
  - 8.1.3 South Australia/Northern Territory
  - 8.1.4 Victoria/Tasmania
  - 8.1.5 Western Australia
- 8.2 Applicants must indicate their primary preference and may also indicate a secondary regional preference.
- 8.3 Applicants who select New South Wales/Australian Capital Territory as their primary or secondary preference will also be required to numerically indicate their preference to train in one of the following regions:
  - 8.3.1 New South Wales - Newcastle
  - 8.3.2 New South Wales - Northside
  - 8.3.3 New South Wales - Southside
- 8.4 Where there are positions in a region that are not filled based on primary preferences, additional offers will be made based on applicants' secondary preferences.
- 8.5 Applicants will only be considered for interviews and offers in the regions selected as their first or second preference.

## 9 Progress of Application

- 9.1 Harassment of any kind of any individual involved in the Selection process is a serious matter and may result in an applicant being deemed unsuitable for Selection and removed from the Selection process.
- 9.1.1 Harassment includes, but is not limited to: repeated requests by an applicant to any referee, RTC Chair, Committee member or AOA staff member.
- 9.1.2 Inappropriate, aggressive or bullying behavior will not be tolerated.
- 9.2 If the FTC receives evidence that an applicant has behaved in such a way that would be in breach of the AOA Code of Conduct or the AOA Bullying, Harassment and Discrimination Policy, the applicant may be withdrawn from the Selection process. This includes refusal to provide further information and/or documentation regarding previous professional conduct or performance issues.
- 9.3 Applicants who meet the minimum CV score will be scored and ranked according to their Referee Report score.
- 9.4 Applicants who do not meet the minimum CV score will not be considered further in the Selection process. These applicants will be notified in writing that they have not been invited to interview and will not be considered further in the Selection process.
- 9.5 Applicants who achieve a referee score ranking in the first or second decile will not be considered further in the Selection process. These applicants will be notified in writing of the following:
- 9.5.1 That they have not ranked highly enough to be invited to interview and have therefore been unsuccessful.
- 9.5.2 Their referee report decile.
- 9.6 The FTC will determine the number of interviews to be conducted based on the approximate number of training positions expected to be available in each region for the following year. Interviews will be scheduled according to a minimum ratio of two (2) applicants to each one (1) training post per region.
- 9.7 Applicants who meet the minimum CV score and referee report score but do not rank highly enough to be invited to interview will not be considered further in the Selection process. These applicants will be notified in writing of the following:
- 9.7.1 That they have not ranked highly enough to be invited to interview and have therefore been unsuccessful.
- 9.7.2 Their referee report decile.
- 9.8 Should an applicant desire further feedback, they may request this by emailing [selection@aoa.org.au](mailto:selection@aoa.org.au). A member of AOA staff will contact the applicant as soon as possible to provide further appropriate information. Only enquiries lodged through this email address will be accepted. Phone enquiries will not be accepted.

## 10 Interview

- 10.1 The Interview has been designed to assess the suitability of applicants for the AOA 21 Training Program by addressing the key attributes deemed important to the practice of orthopaedic surgery, including:
  - 10.1.1 The ability to interact effectively and cordially with peers, mentors, members of the health care team, hospital administrators, patients and their families.
  - 10.1.2 The ability to contribute effectively as a member of the health care team.
  - 10.1.3 The ability to act ethically, responsibly and with honesty.
  - 10.1.4 The capacity to care, demonstrate concern and sensitivity to the needs of others.
  - 10.1.5 Effective oral communication.
  - 10.1.6 The ability to assimilate and organise information and to adapt accordingly.
  - 10.1.7 The ability to present concisely within a time frame.
  - 10.1.8 Commitment to a career in orthopaedic surgery.
  - 10.1.9 The ability to recognise and respond appropriately to ethical issues.
  - 10.1.10 The ability to promote health maintenance and respond to the health needs of the community, patients, colleagues and self.
  - 10.1.11 Relevant medical and technical expertise.
- 10.2 Interviews are conducted nationally in up to five (5) regional locations.
  - 10.2.1 Interview regions may include Melbourne, Sydney, Brisbane, Adelaide and Perth.
  - 10.2.2 Applicants will be invited to participate in an interview based on their ranking in the region of their first preference.
  - 10.2.3 If a candidate accepts an interview in their region of second preference, they will only be considered for an offer to train in that region.
  - 10.2.4 Applicants are responsible for all costs incurred by attending an interview.
- 10.3 Applicants will be notified of the date, time and location of the interview in writing, via email, at least ten (10) business days prior.
  - 10.3.1 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.
  - 10.3.2 Applicants will be provided with a brief on the structure of the interview at the time of notification.

- 10.4 Interviews will be conducted by a series of six (6) interview panels, each comprised of at least two (2) members.
  - 10.4.1 Interview panels are comprised of AOA members, surgeons from other specialties and non-surgical representatives. Panels may also include a jurisdictional representative and/or an observer.
  - 10.4.2 Applicants will spend ten (10) minutes with each panel.
  - 10.4.3 Each panel will conduct a designated section of the interview, with applicants rotating between panels.
- 10.5 During the interview, applicants will be asked standard initiating questions by each panel, with follow-up probing questions to explore the breadth and depth of the applicant's experience and insight in relation to selection criteria.
  - 10.5.1 Interviewers will have attended interviewer training prior to being involved on the panel.
  - 10.5.2 The interview panel will use a criterion referenced marking guide with embedded point scoring options referenced to defined attributes.
  - 10.5.3 The score for each panel will be the mean of the interviewer scores.
- 10.6 The scores for the six interview panels will be combined and converted to a score out of 75.
- 10.7 The total score for the interview will comprise 75% of the overall Selection score.
- 10.8 The FTC may choose to scale interview scores across regions to ensure statistical reliability.

# 11 Application Outcome

- 11.1 Applicants will be scored on their Referee Reports and interview. The addition of scores for these two tools will determine an applicant's overall score as follows:

11.1.1 Referee Reports 25%

11.1.2 Interview 75%

- 11.2 Applicants will be ranked according to their overall score.

- 11.3 The Selection Committee will conduct a final review of applications where applicants have ranked highly enough to be considered for an offer.

*Note: AOA endorses RACS 'Aboriginal and Torres Strait Islander Surgical Trainee Selection Initiative' policy. Where scores are statistically equivalent at the cut off for offers, the Selection Committee will determine which candidates receive an offer and in making any such determination will have regard to promoting diversity within the training program.*

- 11.4 Applicants who successfully progressed to interview, but who did not rank highly enough to be made an offer of a position on the AOA 21 Training Program will be classified as 'Unsuccessful'. These applicants will be notified in writing of the following:

11.4.1 That they have not ranked highly enough to be made an offer of a position on the AOA 21 Training Program and have therefore been unsuccessful.

11.4.2 Their overall decile and the cut off decile.

11.4.3 Should an Applicant desire further feedback, they may request this by emailing [selection@aoa.org.au](mailto:selection@aoa.org.au). A member of AOA staff will contact the applicant as soon as possible to provide further appropriate information. Only enquiries lodged through this email address will be accepted. Phone enquiries will not be accepted.

- 11.5 Applicants who rank highly enough to be made an offer of a position on the AOA 21 Training Program will be classified as 'Successful'.

11.5.1 A list of successful applicants will be posted on the [AOA website](#) after all applicants have been notified of their selection outcome.

- 11.6 Successful applicants will be notified in writing of the following:

11.6.1 That they have been deemed successful in the Selection process and are being offered a position on the AOA 21 Training Program.

11.6.2 Their regional allocation.

*Note 1: Successful applicants will only be offered a training post in the region in which they interviewed.*

*Note 2: Successful applicants are required to accept or decline the training region post allocated to them.*

*Note 3: Where a successful applicant declines the offered training post, they will not be considered further in the Selection process.*

11.6.3 Their expected commencement date.

*Note 1: No scores or ranking will be provided.*

*Note 2: No verbal feedback will be provided.*

11.7 It is expected that due to deferral and interruption requests, there may be several rounds of offers to the AOA 21 Training Program.

11.7.1 Applicants who were invited to interview but who do not receive a first round offer to the AOA 21 Training Program will be considered eligible for subsequent rounds of offers made by the FTC.

11.8 Once an offer has been accepted, the relevant RTC will allocate the successful applicant to an accredited training post.

11.9 Acceptance of the offer to the AOA 21 Training Program will be conditional on the following:

11.9.1 Applicants holding unconditional general registration with AHPRA.

11.9.2 Applicants being employed by the relevant health areas and/or the allocated hospital.

11.9.3 The information submitted in the application form being true and correct.

11.9.4 Return of an acceptance of offer form and signed training agreement to AOA by the stipulated deadline.

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

11.11 Applicants who fail to return the acceptance of offer form by the stipulated deadline, or who decline the offer, will automatically forfeit the offer.

11.12 Applicants who return the acceptance of offer form by the stipulated deadline and who satisfy the conditions will be contacted by AOA with regard to Learn@AOA access, post information and induction session opportunities.

11.13 Applicants are encouraged to apply for Selection in the year prior to which they intend on commencing the AOA 21 Training Program (i.e. apply in 2019 for commencement in 2020). Deferral requests will be considered by the FTC, but will only be granted in exceptional circumstances.

11.14 All applications for deferral of training must comply with the AOA Flexible Training Policy.

## 12 Reconsideration and Review of Selection Decisions

- 12.1 Requests for reconsideration and review can only be made on the grounds outlined in Section 5, Grounds of Reconsideration, Review and Appeal of the AOA Reconsideration, Review and Appeal Policy, which have been reproduced below:
- 12.1.1 The original decision was the result of an error of law.
  - 12.1.2 The original decision was the result of an error in due process.
  - 12.1.3 That relevant and significant information, whether available at the time of the original decision or which subsequently became available, was not considered or not properly considered in the making of the original decision.
  - 12.1.4 That the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision.
  - 12.1.5 That irrelevant information was considered in the making of the original decision.
  - 12.1.6 That procedures that were required by the Association to be observed in connection with the making of the decision were not observed.
  - 12.1.7 That the original decision was made in accordance with a rule or policy without regard to the merit of the particular case.
  - 12.1.8 That the original decision was made for an improper purpose.
  - 12.1.9 A copy of this policy is available on request by emailing [selection@aoa.org.au](mailto:selection@aoa.org.au).
- 12.2 To the extent of any inconsistencies between the provisions of the AOA Reconsideration, Review and Appeals Policy, and these Regulations, then these Regulations shall prevail.
- 12.3 Reconsideration:**
- 12.3.1 An applicant adversely affected by a Selection decision of AOA may, within five (5) business days of receipt of notice of the decision, request a copy of the written reasons for the original decision and apply to have the decision reconsidered by the original decision makers.
  - 12.3.2 Applications for reconsideration are to be made in writing to the Chair of Education and Training and must be accompanied by all relevant information or grounds upon which the applicant seeks to rely in respect of the reconsideration. Applicants should submit their applications for reconsideration to the Chair by emailing [selection@aoa.org.au](mailto:selection@aoa.org.au).
  - 12.3.3 The applicant will bear the onus of proof to establish the grounds of the reconsideration application.

- 12.3.4 The original decision maker(s) will form a Reconsideration Panel and will convene to review the original decision and material associated with that decision.
- 12.3.5 The Reconsideration Panel will only consider material as initially submitted by the applicant i.e. the information on which the original decision was based.
- 12.3.6 The reconsideration will be conducted with as little formality as possible, but otherwise will have full power to regulate its conduct and operation.
- 12.3.7 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.
- 12.3.8 Minutes of the meeting shall only record the Reconsideration Panel's decision, the reasons for the decision, and any recommendations made.
- 12.3.9 The Board may delegate its powers and duties in respect of any reconsideration as it determines.
- 12.3.10 The applicant will receive a written response detailing the outcome of the reconsideration within five (5) business days of receipt of the request for reconsideration.

## **12.4 Review:**

- 12.4.1 An applicant adversely affected by a Selection decision of AOA and having had the decision reconsidered by the original decision maker(s) by the process outlined in these Regulations may, within five (5) business days of receipt of notice of the reconsideration decision, apply to have the decision reviewed by an AOA internal independent Review Panel.
- 12.4.2 Applications for review are to be made in writing to the National Education Manager and must be accompanied by all relevant information or grounds upon which the applicant seeks to rely in respect of the review. Applicants should submit their applications for review to the National Education Manager by emailing [selection@aoa.org.au](mailto:selection@aoa.org.au).
- 12.4.3 The applicant will bear the onus of proof to establish the grounds of the review application.
- 12.4.4 An independent review panel will be established. The Review Panel will be made up of at least three (3) Fellows of the Association and will convene to review the original decision and material associated with that decision.
- 12.4.5 The Review Panel will only consider material as initially submitted by the applicant i.e. the information on which the original decision was based.
- 12.4.6 The review will be conducted with as little formality as possible, but otherwise will have full power to regulate its conduct and operation.
- 12.4.7 The review of the decision by the Review Panel must be undertaken in accordance with the rules of natural justice and each review will be reviewed on its merits.
- 12.4.8 Minutes of the meeting shall only record the Review Panel's decision, the reasons for the decision, and any recommendations made.
- 12.4.9 The applicant must pay a fee, which shall be the current fee as determined by the Board from time to time.
- 12.4.10 The Board may delegate its powers and duties in respect of any review as it determines.
- 12.4.11 The applicant will receive an acknowledgement within five (5) business days of receipt of the request for review and subsequently a written response detailing the outcome of the Review within a reasonable time frame.



## 13 Continuous Review

- 13.1 The Selection Committee is comprised of members of the FTC.
- 13.2 The Selection Committee is bound by these Regulations and will be held accountable for their processes and decisions.
- 13.3 The Selection process will be reviewed annually, and feedback will be given to the FTC on potential quality improvements.
  - 13.3.1 The completed national selection data is sent to an independent statistician for objective scrutiny.
  - 13.3.2 As a result of the process of continuous review, the Selection Regulations change on an annual basis. It is imperative that applicants read these Regulations in detail. Incomplete or incorrect applications may result in ineligibility or failure to progress through the Selection process.
- 13.4 Applicants will be asked to complete an online evaluation form during the Selection process.
- 13.5 AOA may trial additional selection tools during the selection process for the 2020 intake. By submitting an application for the 2020 intake, applicants consent to participating in these trials as directed by AOA. Data collected as part of the trials will not contribute to selection scores.