



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Trainee Selection Policy

Approved by: Board

Last review date: December 2018

Approval date: December 2018

Version: Current 1.0

Table of Contents

1. Introduction	3
1.1 College Statement.....	3
1.2 Policy adoption	3
2. Purpose and scope	3
2.1 Policy purpose.....	3
2.2 Scope	3
2.3 Objectives.....	4
3. Definitions	4
4. Roles and responsibilities	4
4.1 RANZCO	4
4.2 Selection Board	5
4.3 Selection Panel	5
4.4 Training Network Selection Committee.....	6
4.5 National Ophthalmic Matching Program Coordinator	6
5. Statement of Principles	6
6. Eligibility Criteria	7
6.1 RANZCO prerequisites.....	7
7. Selection methodology	7
7.1 Application weightings.....	8
7.1.1 Structured curriculum vitae (CV)	8
7.1.2 References	8
7.1.3 Situational Judgement Test (SJT).....	8
7.1.4 Multi mini interviews (MMI).....	8
8. Selection Criteria	9
8.1 RANZCO criteria	9
9. Selection Process	10
9.1 Process overview	10
10. Application outcome	11
11. Monitoring and evaluation	11
12. Fee schedule	11
13. Guidance documents	11
13.1 Related policies and other documents.....	11

1. Introduction

1.1 College Statement

The Royal Australian and New Zealand College of Ophthalmologists (RANZCO) delivers a Vocational Training Program (VTP) for medical practitioners wishing to become specialist ophthalmologists in Australia and New Zealand. The objective of the VTP is to produce a specialist ophthalmologist who, on completion of training, is equipped to undertake safe, autonomous, comprehensive, general ophthalmology practice.

In leading the delivery of the VTP, the College recognises the importance of ensuring transparency and fairness to provide a consistent and robust trainee selection process. This policy aims to clarify the requirements to assist and to guide stakeholders on the process of trainee selection into the VTP as well as provide information for prospective applicants.

Our application of this Policy is underpinned by our College vision and mission statements and these values inform our approach. A key aim is to ensure applicants entering the VTP have the potential to complete the program successfully. This is supported by a selection process including a College-led centralised process with evidence based tools to support selection including common criteria for optimising coherence.

1.2 Policy adoption

The Trainee Selection Policy governs selection decisions undertaken by the College, Selection Board and Selection Panel on and from the date of adoption of this Policy by the Board unless and until formally revoked, amended or repealed.

2. Purpose and scope

2.1 Policy purpose

The purpose is to guide trainee selection based upon the principles and objective criteria set out in this Policy to support consistency of process across the different jurisdictions. These provisions outline RANZCO mandatory requirements and should be implemented in conjunction with local jurisdictional guidelines. The Policy has been developed in accordance with RANZCO accreditation requirements as required by the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ).

2.2 Scope

This Policy applies to all applicants and selection personnel involved in the recruitment of ophthalmology trainees in Australia and New Zealand applying for entry into the RANZCO VTP. This Policy is designed to structure consistency in selection process across Australia and New Zealand by applying common criteria and selection methodology. In addition, the Policy aims to help inform prospective applicants for the VTP of the requirements for selection into the Program.

2.3 Objectives

The objective of this policy is to:

- a) State RANZCO's principles and process for the selection of applicants including the required entry-level competence capabilities and mandatory selection criteria;
- b) Inform applicants of the requirements and process for the selection to the RANZCO VTP.

3. Definitions

For the purposes of this Policy:

Applicant means a medical practitioner who is applying for selection into the Vocational Training Program (VTP).

Vocational Training Program (VTP) is a five-year vocational training program for medical practitioners wishing to pursue a career as a specialist Ophthalmologist.

Trainee means a member of the College in the VTP.

College means The Royal Australian and New Zealand College of Ophthalmologists (RANZCO).

Board means College or RANZCO Board.

4. Roles and responsibilities

The College has a leadership role in defining entry requirements for the specialty. Improving the consistency of the selection process across the different jurisdictions is a requirement for reaccreditation. In addition, the College has a key role in supporting health workforce objectives for the ophthalmologist workforce including addressing maldistribution issues as well as increasing the number of Indigenous doctors becoming specialists.

RANZCO is responsible for the delivery of the training program in Australia and New Zealand. It is important to note that although RANZCO accredits training posts and its Fellows are the term supervisors and clinical tutors, the employment arrangement for the trainees lies with the teaching hospitals/institutions. As such, the decision on the offer of employment to an applicant rests with the teaching hospitals/institutions.

4.1 RANZCO

RANZCO is responsible for identifying applicants who are eligible for the VTP by:

- a) Defining the principles and standards for selection into the program including determining eligibility criteria and selection criteria.
- b) Leading the processes for selection entry including the callout for applicants, the initial vetting of applications and facilitating selection processes which include conducting the Situational Judgement Test and Multiple Mini Interviews (MMIs).
- c) Developing resources to guide training selection and support process implementation at the national and local level.
- d) Monitoring and evaluating processes to ensure compliance.

4.2 Selection Board

The Selection Board is a bi-national group formed to fulfil the Qualifications and Education Committee (QEC) approved standardised approach to the selection of applicants to the VTP.

The purpose of the Selection Board is to make recommendations to the QEC on issues relating to the selection for the VTP by:

- a) ensuring representation of all stakeholders in the selection of trainees to the VTP;
- b) working collaboratively to fulfil the agreed workforce planning solution to address mal-distribution of service delivery;
- c) designing, maintaining and evaluating a rigorous, robust, fair, equitable, transparent selection process based on RANZCO's philosophy of diversity and inclusion;
- d) coordinating the timing of the selection program;
- e) becoming a member of a selection panel;
- f) inviting applications to and selecting the participants to form a selection panel.

The membership of the Selection Board shall be appointed to include up to twelve including:

- a) Executive working Group of QEC:
 - i. Censor in Chief (*ex officio*)
 - ii. QEC Representative

And *Ex Officio*:

- iii. Dean of Education
- iv. Trainee Representative
- v. Head of Education
- b) Professorial Group representative
- c) Community representative
- d) Employer/hospital representative
- e) Indigenous representative/s (AIDA, Te ORA)

Additional state representatives - QEC representative or network Director of Training.

4.3 Selection Panel

The Selection Panel is a bi-national ad hoc committee of the Selection Board formed to fulfil the QEC approved standardised approach to the selection of applicants to the VTP.

A selection Panel with up to five network representatives along with members of the Selection Board support the selection of RANZCO trainees. Additional members may be added to ensure representation from all relevant stakeholders such as the community, trainees, diversity and inclusion, indigenous peoples. The panel undertakes selection tasks such as developing SJTs, conducting MMI interviews and grading and scoring CVs.

The purpose of the Selection Panel is to:

- a) Select a pool of the most suitable trainees for the VTP each year according to the criteria determined by the Selection Board and using the tools prepared for this purpose.
- b) Represent all stakeholders in the selection of applicants for the VTP.

- c) Work collaboratively with employers to ensure that each stakeholder group's requirements are met (e.g. specific network, employer and workforce planning needs).
- d) Adhere to a rigorous, robust, fair, equitable, transparent selection process based on RANZCO Selection Board's framework and according to the Australian and New Zealand legislative requirements and the philosophy of diversity and inclusion.
- e) Participate in the interviewing and training activities.
- f) Meet the timelines for each intake of trainees as determined by each network.
- g) Strive to select the best pool of applicants to the Vocational Training Program according to the predetermined criteria to ensure adequate numbers are selected.
- h) Contribute to evaluation of the selection process.

4.4 Training Network Selection Committee

Selection Committee of each training network is solely responsible for making employment decisions. RANZCO supports this process through circulating a final pool list (not-ranked) for decision on ranking against local network requirements. Training networks maintain autonomy to emphasise or minimise the weightings that the Selection Panel has used to create the pool and conduct their own selection process including speaking with referees and local interview (if required).

4.5 National Ophthalmic Matching Program Coordinator

The National Ophthalmic Matching Program (NOMP) Coordinator carries out the matching process.

5. Statement of Principles

Applicants for the training program in ophthalmology are selected based upon the principles, eligibility criteria and selection criteria set out in this document. These principles aim is to ensure the selection of the best possible applicant with the objective of producing ophthalmologists specifically for New Zealand and Australia's workforce needs.

Seven key principles underpin RANZCO selection into training:

- a) Merit-based assessment: selection methodology should aim to identify the best possible applicant with the capabilities and attributes required to successfully complete the VTP and progress to Fellowship.
- b) A consistent process: guided by a process that is evidence-based and procedurally fair, offering cohesion and validity through the consistent application of objective, clearly elucidated standardised criteria.
- c) Application of selection tools: apply the RANZCO competency profile and selection tools as outlined in this Policy to capture a wider range of skills and attributes which extend beyond medical expertise based on the CanMEDs Framework.
- d) Objective and transparent: the selection methodology must comply with legislative requirements eliminating discrimination and bias.
- e) Transparency: applicants have access to full details of the training program and the application process including eligibility and selection criteria through the RANZCO website.

- f) Identified priorities: increase the proportion of Aboriginal and Torres Strait Islander (ATSI) Australians, Māori and Pasifika people of New Zealand, and those from rural backgrounds working in ophthalmology practice by setting and maintaining employment targets at the network and State/Territory levels and taking these priorities into consideration in the selection process.
- g) Gender equality, diversity and inclusion: RANZCO is committed to a gender-inclusive and equitable organisation. The Selection Board, Selection Panel, and training network selection committees shall have regard to the aims and intent of the RANZCO Diversity and Inclusion Policy and adopt an inclusive approach to all selection activities.

6. Eligibility Criteria

6.1 RANZCO prerequisites

Medical practitioners are eligible to register for selection if they meet all RANZCO prerequisites:

- a) Medical degree with full registration to practice medicine in either Australia or New Zealand at the time of applying.
- b) Citizenship or permanent resident status of Australia or New Zealand is essential for being a trainee of RANZCO. If awaiting confirmation of an applicant's status this must be confirmed by 1 April prior to the MMI. The selection application fee is not refundable at the time of application.
- c) Completion of a minimum of two years (including the intern year) full time post graduate prevocational experience at the commencement of ophthalmology training including a minimum of 18 months of broad experience in non-ophthalmic medical, clinical and surgical settings within such posts.

All applicants who satisfy the eligibility criteria above and apply through the College application process will be considered. Meeting the RANZCO eligibility criteria does not guarantee selection into the VTP. Employment decisions rest solely with the employer.

7. Selection methodology

RANZCO undertakes a multi-method approach to the selection of trainees into the VTP. The selection tools designed by RANZCO were introduced in 2019 and are designed for use by Selection Panels to guide the shortlisting process.

The tools used include a structured CV assessment, reference assessment, results from a Situational Judgement Tests (SJTs) and performance at multi mini interview (MMIs). By measuring a wider range of skills and attributes using these tools RANZCO assesses applicants' abilities, skills and thought processes through value-added metrics. The process provides commonality in assessment creating a final pool of short-listed RANZCO-approved applicants for the training networks to select from across Australia and New Zealand.

7.1 Application weightings

The Selection Panel must use the weighting set by the Selection Board. Any changes will be notified in advance of the opening of applications for selection into the VTP. As an example, the percentages to assist with selection may be as below:

Curriculum vitae	20%
<i>Scholar 5%</i>	
<i>Rural exposure 5%</i>	
<i>Indigeneity 5%</i>	
<i>Other attributes 5%</i>	
References	35%
<i>Medical expert 24%</i>	
<i>Scholar 1%</i>	
<i>Professional attributes* 10%</i>	
Situational Judgement Test	20%
<i>Professional attributes* 20%</i>	
Multiple Mini Interview	25%
<i>Medical expert 5%</i>	
<i>Professional attributes* 20%</i>	

*Professional attributes include the key roles communicator, collaborator, manager, health advocate, and professional

7.1.1 Structured curriculum vitae (CV)

The Selection Panel will consider the following details in assessing the CV component:

Scholar	Higher degrees, published papers and conference presentations, involvement in teaching others
Rural background	Includes schooling and previous rural work experience
Indigeneity	Includes membership of AIDA or Te Ora
Other attributes	Sports, arts, regional/national/international recognition

7.1.2 References

Seven referees will be required and references must be linked to the applicant's work history. Referees will be asked structured questions on the applicant's medical expertise and other areas of the CanMeds criteria.

7.1.3 Situational Judgement Test (SJT)

The situational judgement test is used to test important non-academic attributes required for success during clinical practice. They assess the applicant's awareness about what is effective behaviour in work-relevant contexts in important interpersonal domains. The SJT is conducted annually at College-approved venue in Adelaide, Auckland, Brisbane, Melbourne, Perth, Sydney, and Wellington.

7.1.4 Multi mini interviews (MMI)

The multiple mini interviews are conducted by the Selection Panel at a central location. The interview questions are classifiable under the CanMEDS criteria.

8. Selection Criteria

Selection of RANZCO VTP trainees depends on academic and non-academic requirements and the RANZCO process encompasses applicant's knowledge, clinical and academic experience and behaviours (as detailed in this Policy in section 7, selection methodology, which outlines the factors assessed and their weightings).

8.1 RANZCO criteria

The College expects that a medical practitioner entering the VTP in ophthalmology will have the potential to complete the program successfully. Applicants are required to possess the essential values, attitudes and aptitude and the characteristics required of a specialist in clinical ophthalmology.

As a participant of the VTP, a RANZCO trainee must adhere to seven key roles: ophthalmic expert and clinical decision maker, communicator, collaborator, manager, health advocate, scholar and professional.

Selection of trainees is based on demonstrable evidence of the following criteria:

a) Prerequisites

- i. Meet the prerequisites for entry into the VTP (set out in 6.1)

b) Academic abilities

- i. Sufficient academic achievement to meet the requirements of the VTP

c) Professional qualities

Competence in each of the seven key roles of the specialist ophthalmologists:

- i. Medical Expert
- ii. Scholar
- iii. Communicator
- iv. Collaborator
- v. Manager
- vi. Health Advocate
- vii. Professional

d) Research experience

- i. Research experience which may include prior publication record.

e) Other

- i. Demonstrates a commitment to pursuing a career in ophthalmology
- ii. A basic knowledge of the VTP
- iii. Willingness to rotate to different hospitals, including any mandatory rural attachments

9. Selection Process

The selection process is published on the College website

9.1 Process overview

RANZCO conducts an annual centralised national interview process for applicants in Australia and New Zealand. Selection onto the training program takes place via one intake per calendar year.

A summary of the process is outlined below with **applicant steps** shown in bold font and key process steps also shown (indicative timeframes shown, refer to the RANZCO website for official published dates):

a) **Applicants register for selection on the RANZCO website (February)**

All applications must include:

- i. A completed Statutory Declaration and Registration Form
 - ii. Certified copies of Australian or New Zealand citizenship or permanent residency certificate, academic transcript for higher qualifications, medical internship certificate, and current medical registration certificate from the Australian Medical Council or the Medical Council of New Zealand;
 - iii. A structured curriculum vitae (CV) providing biographical information and addressing the selection criteria outlined in 8.1 in this Policy with documentary evidence to support;
 - iv. The contact details of seven suitable referees for the College to contact in order to obtain a written reference.
- b) RANZCO checks and approves applications (early March)
 - c) Nominated referees complete online reference form (March)
 - d) **Applicants complete the situational judgement test at a College-approved venue in Adelaide, Auckland, Brisbane, Melbourne, Perth, Sydney, and Wellington (mid-March)**
 - e) Selection Panel reviews the applicants' de-identified CVs, identified referee reports, and SJT scores (late March to mid-April)
 - f) RANZCO invites applicants for multiple mini interviews based on combined CV, referee reports and SJT ranking; applicants who are not invited will be advised (mid-April)
 - g) Selection Panel conducts multiple mini interviews at a central location in Australia or New Zealand (mid-May)
 - h) RANZCO circulates pool of eligible applicants to the Selection Committee of each training network (late May)
 - i) RANZCO notifies applicants on their progression; applicants will be advised if they are being considered for employment by one or more training networks (early June)
 - j) **New South Wales, Victoria, and Queensland applicants submit employment applications (June-July)**

- k) Selection Committee of each training network conducts their selection process including local interview if required (June-August)
- l) Eligible applicants complete the online preference form and the Selection Committee of each training network notifies RANZCO of their rankings (mid-August)**
- m) NOMP coordinator carries out the match and RANZCO notifies the Selection Committee of each training network (late August)
- n) Employing authority of each training network offers employment to matched applicants and the Selection Committee of each training network notifies RANZCO of decision (early September)

10. Application outcome

Successful applicants will be notified according to the process outlined in Section 9 of the Policy. The employing authority/authorities of each training network makes offers of employment and not the College.

Unsuccessful applicants will be notified by the College. Selection results are not subject to appeals. Unsuccessful applicants will receive feedback to inform them regarding future application.

11. Monitoring and evaluation

RANZCO seeks to work in a partnership of consultation and co-operation with all ophthalmology training networks, hospital and health systems, government agencies, College Fellows and others involved in the education of ophthalmology specialists in Australia and New Zealand. Compliance with this Policy will be monitored through the process for accreditation of RANZCO training posts.

12. Fee schedule

There is a non-refundable application fee per applicant.

13. Guidance documents

13.1 Related policies and other documents

VTP Handbook

Guide to the Annual RANZCO Selection of Basic Trainees

Selection Board Terms of Reference

Selection Panel Terms of Reference