



## RANZCO Checklist for Specialist and Area of Need Assessment

### Eligibility Criteria

Before proceeding with submitting an application to RANZCO for specialist assessment, please ensure the following eligibility criteria have been satisfied:

- I. You have been awarded a primary medical degree from a training institution listed on the [World Directory of Medical Schools \(WDOMS\)](#) website;
- II. You have been awarded a specialist qualification in ophthalmology;
- III. You have established an AMC portfolio and applied to EPIC (MyIntealth) for [primary source verification](#) of your primary medical degree and specialist qualification;
- IV. You can provide evidence which demonstrates English language proficiency in accordance with [Medical Board of Australia \(Medical\)](#) requirements;
- V. You have met [Required Minimum Number of Procedures for Graduates](#); and
- VI. You can provide evidence which meets RANZCO's recency of practice requirements as stipulated in the [Specialist International Medical Graduate \(SIMG\) Comparability And Area Of Need \(AoN\) Suitability Assessment Policy \(Australia\) 2022](#).

### Important Information

- ▶ Fellowship of RANZCO (FRANZCO) is a general qualification across all curriculum standards of ophthalmology and scopes of practice. To be eligible for specialist medical registration with AHPRA and be eligible to apply for Fellowship of the College, **SIMG Applicants are required to be assessed as general comprehensive ophthalmologists across the full scope of practice. Therefore, SIMGs cannot be assessed for specialist recognition in a limited scope of practice** including for Area of Need positions.
- ▶ RANZCO relies on documentation provided by applicants to assess comparability to an Australian and New Zealand trained ophthalmologist commencing practice.
- ▶ RANZCO is not obliged to assume comparability where evidence is not provided or to actively seek additional information to supplement that which has been provided.
- ▶ Documentation in a language other than English must be accompanied by an English translation in accordance with [AHPRA](#) requirements.
- ▶ Documentation which requires certification must be certified in accordance with [AHPRA](#) requirements.
- ▶ The final stage of applying is payment of the Specialist Assessment Fee which can be made via credit card or BPAY/EFT/Direct Deposit. A full schedule of fees is available on the [RANZCO website](#).

For any queries relating to the application process, please visit the RANZCO website or contact [img@ranzco.edu](mailto:img@ranzco.edu)

# Application Checklist

## EICS/EPIC Primary Source Verification

Before applying for a specialist assessment with RANZCO, you must apply for primary source verification of both your primary medical degree and specialist qualification.

If you have previously submitted your primary medical degree and/or specialist qualification for primary source verification you are not required to resubmit these.

**If we are unable to verify with the AMC that you have satisfied the above requirements, we will be unable to progress your application for specialist assessment.**

## A certified copy of your current passport

A certified copy of your current driver's license OR Certified copy of your credit/debit card (front and back) -only bank-issued cards will be accepted

A current (no older than 12 months) passport size photograph

Certified evidence of change of name (only if applicable)

**Primary Medical Degree** - Please upload a copy of your primary medical degree (including certified English translation if applicable).

**If you are unable to provide the required evidence your application for specialist assessment cannot proceed.**

**Certified pre-ophthalmic Postgraduate Training** - Please upload certified evidence of position(s) in the form of a certificate or letter on letterhead from employer.

**Specialist Qualification in Ophthalmology** - Please upload a copy of your specialist qualification (including certified English translation if applicable).

**If you are unable to provide the required evidence your application for specialist assessment cannot proceed.**

## Specialist Training Details

Please upload the following documentation in relation to your specialist qualification:

- Evidence of accreditation of the specialist training program you completed;
- Copies of syllabus and/or curriculum of the specialist training program you completed;
- Copies of formative and summative assessment reports which assessed technical and non-technical competencies during training; and

**Important: Documentation provided must have been issued by the relevant training provider or accrediting body, relevant to the training program and exit examination you undertook and applicable to the date period you completed your training program and examinations.**

**If you are unable to provide any of the required documentation, please upload a statement against the relevant item outlining the reasons for this.**

**Specialist Examination** – Please upload certified Examination results.

- Outline of exit examination undertaken (including details of examining body, examiners, and examination format).

**Fellowships** (not observerships) – Please upload certified certificate of fellowship(s) of specialist medical institutions.

**Medical registration(s)** – Please upload current certificate(s) of medical registration.

**Logbooks** – please upload documents with a certified cover sheet/first page

Please upload the following logbooks:

- Verified copies of surgical logbook(s) listing all surgical procedures performed during training and, where relevant, after training, indicating the Applicant's role in each procedure and compliant with RANZCO's [Surgical logbook requirements for Specialist recognition assessment](#)
- A summary logbook preferable in [RANZCO summary format](#) containing data from the training years and the last three to five years (if applicable) of surgical practice. Logbooks provided must have been verified by the Head of the Department where the procedures took place.
- Verified logbook/s (preferably in [RANZCO summary format](#)) which include operative experience not covered in the above specified logbooks (to ensure that your application clearly evidences cases performed throughout your work history).

**Important:** Logbooks provided must be de-identified to exclude any patient information (i.e. patient names, patient admission numbers, patient hospital numbers). Any logbooks which have not been de-identified cannot be included in your application.

**If you are unable to provide any of the required documentation, please upload a statement against the relevant item outlining the reasons for this.**

**Certified Surgical Audit(s)** – Please upload Cataract Audit: 100 most recent (UNSUPERVISED - Consultant not scrubbed) cases including but not limited to intraoperative complications, post operative complications including endophthalmitis (and refractive outcomes desirable).

**Referee Reports** – remind your referees that they will get a link to fill in their reference

RANZCO requires contact details of three referees for the purpose of obtaining information about your performance based on technical and non-technical competencies.

Referees must be recent and from within the same specialty. Please ensure your references can attest to a broad range of clinical skills and expertise; and if applicable from a RANZCO Fellow.

### **Postgraduate Training and Experience: Continuing Professional Development**

Please upload evidence of involvement in the following areas of Continuing Professional Development:

- Maintenance of knowledge and skills (including evidence of compliance with an approved CME/CPD program and certificates of courses completed).

**If you are unable to provide any of the required documentation, please upload a statement against the relevant item outlining the reasons for this.**

**Research** – Please upload evidence in line with [RANZCOs Research requirements](#). First page of the publication is sufficient.

**Curriculum Vitae** - Please upload a curriculum vitae on [RANZCO template](#).

### **Good Standing and/or Registration Status**

Please upload Certificates of Good Standing and/or Registration Status. Certificates provided must cover the last two years of practice and be dated within six months of submitting your application to RANZCO.

**If you are unable to provide evidence of good standing or registration status, please upload a statement outlining the reasons for this.**

### **Evidence of English Language Proficiency**

Please upload evidence demonstrating that you meet AHPRA's [English Language Skills Registration Standard \(Medical\)](#).

**Clinical Curriculum Performance Standards** – Please upload all documents relied upon by you to demonstrate that you have met each of the curriculum standard ([please refer to the RANZCO website](#))

### **Key roles of an ophthalmologist**

- ▶ Assessment reports or other evidence which indicate performance across a range of technical and non-technical competencies, including:
  - professional
  - scholar
  - communicator
  - collaborator
  - manager
  - health advocate

**If you are unable to provide any of the required documentation, please upload a statement against the relevant item outlining the reasons for this.**

### **Area of Need (if applicable)**

- Current Area of Need declaration; and
- Position description.

**Statutory Declaration** – Please upload Declaration (template is found within the online application).