**Selection Regulations Checklist: SET Program in Otolaryngology Head and Neck Surgery**

*Aim: to provide a checklist of requirements for application to the 2022 Otolaryngology Head and Neck Surgery specialty*

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| **Name:** |  |
| **PGY Level:** |  |
| **CV points/19:** |  |
| **Has Log Book (bring this with you to meeting):** |  |

According to the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS) Selection Regulations: Australian Selection to Surgical Education and Training in Otolaryngology Head and Neck Surgery Commencing in 2022 document:

The selection process uses three selection tools, each contributing the following weightings to the overall selection score out of 100:

1. Structured Curriculum Vitae – 20%

2. Structured Referee Reports – 40%

3. Structured OHNS Panel Interview – 40%

\**Please refer to the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS) Selection Regulations: Australian Selection to Surgical Education and Training in Otolaryngology Head and Neck Surgery Commencing in 2022 document for detailed breakdown of eligibility and application requirements.*

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| **Specialty Specific Eligibility Requirements***\*The minimum eligibility criteria do not receive points* | **Check-off** | **Notes** |
| 1. Pass the RACS Surgical Sciences Exam (SSE)
 | [ ]  |  |
| 1. Minimum of 10 consecutive weeks in an Otolaryngology Head and Neck Unit
 | [ ]  |  |
| 1. Minimum 20 weeks of surgical experience
 | [ ]  |  |
| 1. Minimum 8 consecutive full-time equivalent weeks in a dedicated Emergency Department
 | [ ]  |  |
| 1. Minimum 8 consecutive full-time equivalent weeks in a dedicated Intensive Care Unit
 | [ ]  |  |

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| 1. **Structured Curriculum Vitae (20% weighting) – maximum of 19 points**
 |
| 1. **Surgical Experience** (maximum 6 points)

*\*Rotations are required to be a minimum of 10 continuous weeks duration completed within the last 5**years* | **Check-off/ Points** | **Notes** |
| 10 week rotation in Otolaryngology, Head and Neck Surgery – **scored 2 points** | [ ]  |  |
| 6 month or longer appointment in Otolaryngology, Head and Neck Surgery – **scored 4 points** | [ ]  |  |
| 10 week rotation in another surgical discipline – **scored 1 point** | [ ]  |  |
| 6 month or longer appointment in another surgical discipline **– scored 2 points** | [ ]  |  |
| = **/6** |
| 1. **Skills Courses** (maximum 1 point)

*\* Only EMST, CLEAR, ASSET, CCrISP (or international equivalents) will be scored*  | **Check-off/ Points** | **Notes** |
| Each course – scored 0.5 point (maximum of 1 point) | [ ]  |  |
| = **/1** |
| 1. **Qualifications** (maximum 5 points)
 | **Check-off/ Points** | **Notes** |
| PhD relevant to medicine – **scored 4 points** | [ ]  |  |
| PhD not relevant to medicine – **scored** **2 points** | [ ]  |  |
| Masters degree by research and thesis, relevant to medicine – **scored** **2 points** | [ ]  |  |
| Masters degree by course work, relevant to medicine – **scored** **0.5 point** | [ ]  |  |
| Bachelor of Dental Surgery, or a Masters of Dental Surgery (Melbourne University DentalQualification) – **scored** **1 point** | [ ]  |  |
| Satisfactory completion of at least one full year of SET in one of the other RACS surgical specialties – **scored** **2 points for current SET trainees** | [ ]  |  |
| FRACS – **scored 5 points** | [ ]  |  |
| = **/5** |
| 1. **Presentations** (maximum 2 points)

*\*Scoring only includes medically-relevant presentations within five years* | **Check-off/ Points** | **Notes** |
| Each poster presentation – **scored 0.25 point** | [ ]  |  |
| Each oral presentation at a regional meeting – **scored 0.5 point** | [ ]  |  |
| Each oral presentation at a national or international meeting – **scored 1 point** | [ ]  |  |
| = **/2** |
| 1. **Publications** (maximum 4 points)

*\*Publications must be published or accepted for publication within five years**\*Scoring only includes publications relevant to medicine in a peer-reviewed journal indexed on Medline, or**the Australian Journal of Otolaryngology* | **Check-off/ Points** | **Notes** |
| An article or book chapter where the Applicant is the first author – 2 points | [ ]  |  |
| An article or book chapter where the Applicant is a second or subsequent author – 0.5 | [ ]  |  |
| = **/4** |
| 1. **Rural Origin** (maximum 1 point)
 | **Check-off/ Points** | **Notes** |
| Applicants who can certify that they are of rural origin will be awarded a maximum of 1 point | [ ]  |  |
| = **/1** |
| **Total CV points= /19** |

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| 1. **Structured Referee Report (40% weighting)**
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| **Referees** | **Check-off** | **Notes** |
| A minimum of eight (8) and a maximum of twelve (12) surgical consultants and including all OHNS consultants who have observed the Applicant in theatre, outpatients and the wards. | [ ]  |  |
| Referees must be surgical consultants at the time of supervision and able to comment on all aspects of the Applicant’s work-place performance. | [ ]  |  |
| Referees must have worked with the Applicant for a minimum of ten (10) weeks (or full-time equivalent). | [ ]  |  |