



# Interview and selection of Obstetricians and Gynaecologists for visiting medical officers, salaried medical officers and academic staff in Australia

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This statement has been developed and reviewed by the Women's Health Committee and approved by the RANZCOG Board and Council.

A list of Women's Health Committee Members can be found in [Appendix A](#).

Disclosure statements have been received from all members of this committee.

**Disclaimer** This information is intended to provide general advice to practitioners. This information should not be relied on as a substitute for proper assessment with respect to the particular circumstances of each case and the needs of any patient. This document reflects emerging clinical and scientific advances as of the date issued and is subject to change. The document has been prepared having regard to general circumstances.

First endorsed by RANZCOG: March 1993

Current: March 2014

Review due: March 2017

**Background:** This statement was first developed by Women's Health Committee in March 1993 and most recently reviewed in March 2014.

**Funding:** The development and review of this statement was funded by RANZCOG.

An interview sub-committee of the Medical Advisory Committee (MAC), or equivalent should be established to manage the appointment process. The functions of the interview sub-committee are to review all applications, select applicants for interview, interview suitable applicants, undertake reference checks, verify credentials and make recommendations to the MAC, or equivalent, in relation to the appointment.

The interview sub-committee is to include people with sufficient knowledge and understanding of the needs of the facility or faculties to which the proposed appointment relates.

Such people may include:

- A member, or members, of the MAC or equivalent.
- A representative, or representatives, from the relevant clinical department.
- A representative, or representatives, from the health facility or health services management.
- A RANZCOG Fellow representing the College from outside the hospital making the appointment should be invited to provide balance, professional expertise, fairness and transparency to the process. His/her status on the committee should be clarified to all parties from the outset.
- When the appointment is to a designated Area of Need position a RANZCOG Fellow must be on the interview sub-committee in order to provide local specialist knowledge and to ensure the matching of the applicants' ability to the requirements of the position.
- Where possible, the selection committee should have gender balance.
- Conflict of Interest: It is important to ensure that persons involved in the appointment process are free from any real or perceived bias or conflict of interest. It is the duty of these persons to make full disclosure of any such bias or conflict of interest and to resolve them in a way that protects the integrity of the process.
- It is preferable that a person on an interview sub-committee is not a referee for any of the applicants. If a sub-committee member is nominated as a referee by an applicant, this should be declared in advance. The nominated referee must not be the person conducting referee checks for any of the applicants.

### General Principles

There are several key principles that determine the successful engagement of medical practitioners.

**Merit** - all medical practitioner appointments are to be filled on merit. Merit selection requires that the person selected has the ability, qualifications, experience, work performance and personal attributes that best match the nature of the duties of the position.

**Fairness** - the process by which decisions are made in the appointment process must be fair and objective to those involved. Applicants should be provided with sufficient information about an advertised appointment to enable them to submit all information relevant to their application. Applicants are entitled to have their application and supporting documentation considered in accordance with an objective and transparent process.

**Confidentiality** - those associated with the selection process have a duty to treat all information arising from the selection process as confidential. This includes treating the recommendation of the MAC as confidential.

### Assessing Suitability

The interview sub-committee needs to agree on the applicants to be called for interview.

Members of the interview sub-committee should have access to copies of the advertisement, the position description, the criteria for appointment, the applications and written advice (if any) obtained from the Credentials (Clinical Privileges) Sub-Committee.

Applicants are to be considered in the light of the advertisement, position description, criteria for appointment and performance. Regard must be given to the person's credentials including ability, qualifications, experience and performance, and the existing role and function of the relevant facility/health service.

Indicators of the applicant's past performance as a medical practitioner must be taken into account in the selection process.

If the interview sub-committee is unable to reach a unanimous position, the members in disagreement may prepare a minority report setting out the areas of disagreement and providing an alternative advice and recommendation. The minority report must be included in any report.

Verification of referee reports or contact of nominated referees for their comments should be conducted according to jurisdictional guidelines.

A record of the contact and comments is to be kept.

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## Other suggested reading

NSW Patient Safety and Clinical Quality Program. Policy Directive NSW Health PD2005 608, NSW Department of Health, 2005.

Available at: [http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005\\_608.pdf](http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_608.pdf)

## Links to other College statements

[\(C-Gen 15\) Evidence-based Medicine, Obstetrics and Gynaecology](#)

## Patient information

A range of RANZCOG Patient Information Pamphlets can be ordered via:

<https://www.ranzcog.edu.au/Womens-Health/Patient-Information-Guides/Patient-Information-Pamphlets>

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## Appendices

### Appendix A Women's Health Committee Membership

Name	Position on Committee
Associate Professor Stephen Robson	Chair
Professor Susan Walker	Deputy Chair - Obstetrics
Dr Gino Pecoraro	Deputy Chair - Gynaecology
Professor Yee Leung	Member
Associate Professor Anuschirawan Yazdani	Member
Dr Simon Craig	Member
Associate Professor Paul Duggan	Member
Dr Vijay Roach	Member
Dr Stephen Lyons	Member
Dr Ian Page	Member
Dr Donald Clark	Member
Dr Amber Moore	Member
Dr Martin Ritossa	Member
Dr Benjamin Bopp	Member
Dr James Harvey	Member
Dr John Tait	Member
Dr Anthony Frumar	Member
Associate Professor Kirsten Black	Member
Dr Jacqueline Boyle	Chair of JWHC
Dr Louise Sterling	GPOAC representative
Ms Catherine Whitby	Council Consumer representative
Ms Susan Hughes	Consumer representative
Ms Sherryn Elworthy	Midwifery representative
Dr Scott White	Trainee representative
Dr Agnes Wilson	RANZCOG Guideline developer

### Appendix B Overview of the development and review process for this statement

#### *i. Steps in developing and updating this statement*

This statement was originally developed in March 1993 and was most recently reviewed in March 2014. The Women's Health Committee carried out the following steps in reviewing this statement:

- Declarations of interest were sought from all members prior to reviewing this statement.
- Structured clinical questions were developed and agreed upon.
- At the March 2014 face-to-face committee meeting, the existing consensus-based recommendations were reviewed and updated (where appropriate) based on the available body of evidence and clinical expertise.

#### *ii. Declaration of interest process and management*

Declaring interests is essential in order to prevent any potential conflict between the private interests of members, and their duties as part of the Women's Health Committee.

A declaration of interest form specific to guidelines and statements was developed by RANZCOG and approved by the RANZCOG Board in September 2012. The Women's Health Committee members

were required to declare their relevant interests in writing on this form prior to participating in the review of this statement.

Members were required to update their information as soon as they become aware of any changes to their interests and there was also a standing agenda item at each meeting where declarations of interest were called for and recorded as part of the meeting minutes.

There were no significant real or perceived conflicts of interest that required management during the process of updating this statement.

### Appendix C Full Disclaimer

This information is intended to provide general advice to practitioners, and should not be relied on as a substitute for proper assessment with respect to the particular circumstances of each case and the needs of any patient.

This information has been prepared having regard to general circumstances. It is the responsibility of each practitioner to have regard to the particular circumstances of each case. Clinical management should be responsive to the needs of the individual patient and the particular circumstances of each case.

This information has been prepared having regard to the information available at the time of its preparation, and each practitioner should have regard to relevant information, research or material which may have been published or become available subsequently.

Whilst the College endeavours to ensure that information is accurate and current at the time of preparation, it takes no responsibility for matters arising from changed circumstances or information or material that may have become subsequently available.

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