

Certification in Gynaecological Oncology (CGO)

Subspecialty Selection 2024 (2025 entry)

Information for Applicants

Applications Open: 15 January 2024
Applications Close: 15 February 2024

Interview Date: Friday, 10 May 2024

Applying to Enter Subspecialty Training

- Subspecialty Selection is a competitive process that determines eligibility to commence Subspecialty training and it does not guarantee a training position.
- Regulations pertaining to eligibility to apply for and to commence Subspecialty training, are outlined in the *RANZCOG Regulations Section C* found here: [RANZCOG Regulations](#)
- It is expected that applicants will ensure they meet the eligibility criteria before applying.
- All applicants are notified in writing throughout the process, as to the outcome of their application.
- Should a confirmation email not be received, please contact the College.

Late and/or incomplete application submissions will NOT be accepted

CGO Subspecialty Selection Application Form and Documentation

- The CGO Subspecialty Selection Application Form must be completed in English and submitted online.
- Apply using the link provided here: [CGO Subspecialty Selection webpage](#)
- The following must be submitted at the time of application:
 - A covering letter addressed to the Chair, CGO Subspecialty Committee, Dr Archana Rao
 - A current CV
- Additional material supporting the application and demonstrating the applicant's interest in the CGO Subspecialty may be submitted as an Appendix to the application.
- Declaration of Authenticity is acknowledged upon submission of the application form and associated documents.
- Applicants will receive a confirmation email once the application has been received by the College.
Following this they will receive an email requesting their referee information.

Referee Criteria

- The applicant must provide details of **three** Referees:
 - A Training Supervisor (FRANZCOG) with whom the applicant has worked with in the **last two years**.
 - One Consultant with whom you have worked with on a day to day basis in the **last two years**.
 - A Consultant or CGO Subspecialist who you will be working with at the time of interview.
- Applicants who are currently in the FRANZCOG training program must nominate their current Training Supervisor as the senior colleague, or their last FRANZCOG Supervisor.
- If an applicant cannot submit a Referee as per above criteria, the Subspecialty Chair will assess the suitability of Referees on a case-by-case basis.
- If a trainee has recently moved training sites and has been with their current supervisor for less than 3 months, the College may request a reference from their previous Training Supervisor.
- Referees should not be a member of the CGO Subspecialty Committee or a Selection Panel member of the Subspecialty applying for.
- Name and contact details, including email addresses and phone numbers of the Referees must be provided within the online *Referee Nomination Form* (once requested).
- The College will contact the Referees directly to request completion of a confidential Referee Report.
- Should the College not be able to contact the Referee, or not receive the confidential Referee Report within the time frame, applicants will be advised by the College, and additional referee details will be requested.

Important Note

- Applicants should request permission from their nominated Training Supervisors prior to completing the Application Form.
- Applicants must not contact their Referees, regarding any aspect of their reference, after submitting their *Referee Nomination Form*.
- References are provided in strict confidence by Referees.

Subspecialty Selection Fees

The current fees can be found via the following link: [Subspecialty Selection Application Fee](#)

Fee is payable at time of application.

An interview is payable only if applicant is selected for interview. Payment must be made within one week of receiving notification from College.

*The Application and Interview fees are non-refundable.

Selection Criteria and Descriptors

- Applicants must address the Selection Criteria in their *Written Application (no's 1 – 5)*.
- At interview the Selection Panel use the *Selection Criteria CGO Subspecialty – Specific Elements (no 6)* to develop their questions as well as *Selection Criteria (no's 1 - 5)*.
- Further details regarding *Selection Criteria and Descriptors* are outlined in Appendix 1

SELECTION CRITERIA	
1	<u>Written Application</u>
2	Employment History
3	Professional Development and Commitment to the CGO Subspecialty
4	Teaching and Leadership Experience
5	Research, Publications and Presentations
6	References
6	<u>CGO Subspecialty-Specific Elements:</u> <ul style="list-style-type: none"> ▪ Surgical skills ▪ Drive and Initiative ▪ Ability to manage conflict/difficult situations ▪ Patient management ▪ Teamwork/working in a multidisciplinary team ▪ Grief and counselling ▪ Self-awareness ▪ Dealing with appraisal ▪ Academic performance/aptitude to training ▪ Current issues/challenges facing the CGO subspecialty

Points to Consider Prior to Applying

- Most successful applicants are trainees in Year 5 or above.
- It is suggested that applicants should:
 - Find a CGO mentor; and
 - Work in an unaccredited CGO position prior to applying; and
 - Complete FRANZCOG ATM requirement prior to commencement

Shortlisting Process and Scoring

- Shortlisting for Subspecialty Selection is conducted by the CGO Subspecialty Selection Panel comprising of the Chair/Deputy Chair, CGO Subspecialty Committee, and a minimum of two CGO Subspecialists.
- The scoring system is between 0 (criteria not met) to 3 (exceeds criteria) and is used by the CGO Subspecialty Selection Panel to shortlist applicants for interview.
To be deemed eligible for interview, applicants are expected to achieve a score of 2 or more in all 5 domains in the *Selection Criteria Written Application (no's 1 – 5)*.
- Applicants will be contacted via email with an outcome letter soon after shortlisting has been completed.

Interview Process and Scoring

- The interview process is conducted by the CGO Subspecialty Selection Panel comprising of the Chair/Deputy Chair, CGO Subspecialty Committee, and a minimum of two CGO Subspecialists.
- All applicants eligible for interview, will attend their interview using Zoom video conferencing.
- At interview, applicants will be assessed and scored on their answers pertaining to Selection Criteria CGO Subspecialty – Specific Elements (no 6) as well as Selection Criteria (no's 1-5) where required.
- Applicants will be contacted via email, within two weeks of their interview, with their outcome letter.

Enquiries

For further information about CGO Subspecialty Selection contact:

CGO Training Program Coordinator

Email: cgo@ranzcog.edu.au

Phone: +61 3 9412 2924

APPENDIX 1: SELECTION CRITERIA AND DESCRIPTORS

<p>1. Employment History</p> <ul style="list-style-type: none"> • Candidate has achieved satisfactory assessments during basic/advanced training
<p>2. Professional Development and Commitment to the CGO Subspecialty (within the last 2 years)</p> <ul style="list-style-type: none"> • Candidate has proactively pursued professional development opportunities to develop their skills, experience and knowledge in the Subspecialty • Candidate has attended professional development in the Subspecialty
<p>3. Teaching and Leadership Experience (within the last 2 years)</p> <ul style="list-style-type: none"> • Candidate demonstrates experience of teaching junior medical, nursing or allied health staff • Candidate demonstrates a leadership role in developing teaching or learning programs, showing sustained commitment to the area
<p>4. Research, Publications and Presentations (within the last 2 years)</p> <ul style="list-style-type: none"> • Candidate has been actively involved in research, translating into improved clinical care or improving their abilities as a researcher/clinician • Candidate has some ideas around the topic/area of research they wish to pursue in the subspecialty • Candidate has undertaken research leading to publications in peer reviewed journals or research leading to higher degree (e.g. PhD, MD, MS) • Candidate has presented own research at a National or International meeting
<p>5. References</p> <ul style="list-style-type: none"> • Confidential Referee Reports are overall positive/satisfactory
<p>6. CGO Subspecialty–Specific Elements</p> <ul style="list-style-type: none"> • Surgical skills • Drive and Initiative • Ability to manage conflict/difficult situations • Patient management • Teamwork/working in a multidisciplinary team • Grief and counselling • Self-awareness • Dealing with appraisal • Academic performance/aptitude to training • Current issues/challenges facing the CGO Subspecialty