



2024 FRANZCOG Trainee Selection Process

Guidelines and policy for selection of FRANZCOG trainees

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Background

The aim of the selection process is to recruit the most suitable available trainees for the FRANZCOG Training Program, with the objective of producing specialist obstetricians and gynaecologists who best meet the community needs in women's health across Australia and New Zealand.

In 2011 the College introduced a national selection process in Australia and New Zealand in place of the previous state-based selection. The FRANZCOG Training Selection is highly competitive and the processes are transparent, rigorous and fair.

The New Zealand Selection is a separate applicant pool to Australia Selection however the assessment process in both countries is consistent across the selection criteria, which is detailed in the table below.

Process

1. Capping of applications

- 1 a. Applications to enter the FRANZCOG Training Program are capped at three attempts. Capping was introduced in 2016 and will not be retrospectively applied.
- 1 b. Applying for the program in Australia and in New Zealand will count as two application attempts, even if applications are submitted in the same selection cycle.
- 1 c. An application is considered official and will count towards the number of attempts when:
 - 1 d. The online application form is submitted successfully; and
 - 1 e. Eligibility requirements are verified by the College as met.
- 1 f. Application can be withdrawn within ten days of the closing date without counting towards the applicant's number of attempts.
- 1 g. Applicants submitting their third valid attempt, who rank within 10% of the number of positions available for selection, will be granted one further attempt.
 - a. *Example:* 80 positions available
 - b. Applicants ranking between 81st to 88th would be eligible for a further attempt.
- 1 h. Confidentiality: All information in relation to the selection process is strictly confidential and should not be divulged to any other person, particularly other applicants. You will be required to sign and return a Confidentiality Declaration which specifically maintains the confidentiality of all information supplied during the selection process, including the interview questions. Any substantiated breach of confidentiality will result in immediate disqualification of the application, and a lifelong ban from making future applications.

2. Overall weighting of components

Table 1

Component	Shortlisting for interview		Selection for position	
	AU	NZ	AU	NZ
CV/Application	70%	70%	24%	40%
Applicant-nominated References	30%	30%	12%	10%
Institutional Ranking *	-	-	24%	-
Interview	-	-	40%	50%

** Institutional Ranking (IR) are utilised in Australia only.*

Australia

Shortlisting for interviews will be determined by the overall score consisting of the following:

- CV/Application form
- Applicant-nominated references

Offer of training positions will be determined by the final score, comprised of:

- CV/Application form
- Applicant-nominated references
- Institutional Ranking
- Standardised Interview Score

New Zealand

Shortlisting for interviews will be determined by the overall score consisting of the following:

- CV/Application form
- Applicant-nominated references

Offer of training positions will be determined by the final score, comprised of:

- CV/Application form
- Applicant-nominated references
- Standardised Interview Score

3. Preferencing

Australia

- 3a Applicants indicate via their online application form their preferences for both Phase 1 and Phase 2.
- Phase 1 – Applicants may preference up to **two** of the available positions: Regional Integrated Training Program (RITP) Dubbo or Orange and/or Bendigo; Integrated Training Program (ITP¹) Newcastle; ACT and TAS.
 - Phase 2 – Applicant's preference up to **three** Australian states/territories, i.e. NSW, QLD, SA/NT, VIC and WA.
- 3b It is mandatory to preference a minimum of one state in Phase 2. Applicants are not required to preference Phase 1
- 3c Applicants will only be considered for training positions in the location(s) for which they have indicated a preference.
- 3d Applicants should **only** apply to locations that they will accept.

New Zealand

- 3e Applicants indicate via the online application form their preference for the NZ ITPs; Northern, Central and Southern.
- 3f It is mandatory to preference a minimum of one ITP.
- 3g Applicants will only be considered for training positions in ITPs for which they have indicated a preference.

Preferencing conditions

- 3h The following conditions apply to selection for the abovementioned components:
- If an applicant accepts an offer of a training position in New Zealand, they are automatically ineligible for selection in Australia (also applies in the reverse scenario).
 - If an applicant accepts or declines an offer of a position in Australia – Phase 1, they are automatically ineligible for selection in Australia – Phase 2.
 - Australia only: If an applicant is unsuccessful in Phase 1, they will be considered for selection in Phase 2. This would **not** require a further interview.
 - Australia only: Transfers from Phase 1 to Phase 2 training positions during Basic Training **will not** be considered.
 - Upon commencement of the training program, the training /assessment requirements for all positions are identical, irrespective of whether the applicant entered via New Zealand, Australia: Phase 1 or Phase 2.
 - For information on further offers, please refer to section 9. Merit List.-In the event that you are offered a position, it is possible that it will be your 2nd or 3rd preference.

Regional Integrated Training Program (RITP) positions – Australia only

The Regional Integrated Training Program (RITP) position is directed towards applicants who are currently based in rural and regional areas; who have worked in these areas recently; or who have expressed a desire to pursue a career in rural and regional areas.

The goals of the RITP position are:

- Produce a Fellow with the skills required to work in a regional setting
- Enable medical practitioners with a demonstrated commitment to rural health to undertake their specialist training and pursue a career in a regional area; and
- Encourage growth in the rural and regional Obstetrics and Gynaecology workforce

¹ An Integrated Training Program (ITP) is a group of RANZCOG accredited hospitals which collectively provides the rotations undertaken by trainees during the first four years (Basic training) of the FRANZCOG Training Program.

3i The following RITP positions *may* be available each year:

- Bendigo RITP
- Dubbo RITP
- Orange RITP
- Western VIC RITP

Eligibility requirements

3j The criteria to preference an RITP is:

- Have lived at least five years in an approved regional/rural location* in Australia or New Zealand since the start of primary school education.
- Awarded a Medical Rural Bonded Scholarship (MRBS).
- Studied at medical school through the Bonded Medical Places (BMP) Scheme.
- Have worked a minimum of one year as a General Practitioner (GP) in a single approved regional /rural location* in Australia or New Zealand.
- Have undertaken a minimum of 12 months of clinical training in an approved regional/rural location* either as a medical student, intern, resident or registrar.

** In Australia, an approved regional/rural area is defined as located in areas classified as MM2 or above in the Modified Monash Model. [Click here to see.](#)*

3k Applicants who do not meet any of the above criteria but would like to preference an RITP are required to submit an “Expression of Interest (EOI)” as part of the application form. In the EOI, applicants will be asked to outline reasons they wish to apply for a regional position.

3l Eligibility for RITP positions will be assessed within the Selection Committee, in consultation with a Regional Fellow on the committee.

3m Applicants deemed eligible: may apply for a RITP position in Phase 1 of the RANZCOG Selection Process.

3n Applicants deemed ineligible: cannot apply for a RITP position. However, they can still apply for other Phase 1 positions.

4. Local Employment Requirements - Non-College application process

4 a. It is the responsibility of all applicants to ensure that employment can be secured in the allocated region of training.

4 b. Many states have strict guidelines relating to employment. In most cases late applications will not be accepted by the regions.

4 c. It is essential that you understand the requirements and recruitment timelines in all of the regions that you preference and undertake the necessary paperwork for employment in that region.

4 d. The College **strongly** recommends applying for recruitment in the region(s) you have preferred as soon as you have completed your preferences.

4 e. The regional recruitment timelines often overlap with the College selection cycle.

4 f. The College does not hold jurisdiction over a hospital to employ a specific applicant. **Failure to meet local requirements and secure employment will result in an offer from the College being considered void.**

5. CV / Application

- 5 a. The College will not tolerate false declarations. Information found to be misleading will result in immediate disqualification of the application, and a lifelong ban from making future applications.
- 5 b. The application form may include declarations and/or statements which could influence or invalidate an application.
- 5 c. CV/Application scoring will be in accordance with the approved guidelines.
- 5 d. Applications are to be completed and submitted online, using the Cognito platform, via the College's application form only. Printed or electronic versions of the form will not be accepted.
- 5 e. Applications will not be accepted after the closing date. Changes to the application form are not accepted after submission.

FRANZCOG Trainee Selection Application Fees

- 5 f. All applicants will be required to pay a non-refundable application fee to apply for a training position.
- 5 g. Applicants invited for an interview will only be required to pay a non-refundable interview fee if they choose to accept the interview.
- 5 h. Please refer to Selection fees on the College website.

Documentary Evidence

- 5 i. Provision of documentary evidence is mandatory where indicated. The application form will include a function for uploading supporting documentation where applicable.
 - Documentary evidence attached must be relevant to the question.
 - Documentary evidence must be provided in an accessible format.
 - It is the responsibility of the applicant to check the accessibility of their attached files.
 - Failure to attach documentary evidence will automatically invalidate selection points for that question.
- 5 j. CV/Application scoring is undertaken by two or more assessors and the score is averaged.
- 5 k. Where necessary, Dean of Education and Chair of Selection Committee and/or members of the Selection Committee may be consulted for guidance and/or clarification on content and scoring.

CV/Application scoring guidelines may be accessed via the College website. Please note that Australia and New Zealand have separate Scoring Guidelines.

6. Referee Reports

Referee reports are confidential between the College and the referee. At no time will these reports, or any part of their contents, be made available to applicants.

- 6 a. Applicants must nominate a minimum of three and a maximum of four referees when completing their online application.
- 6 b. Referees nominated must include:
 - At least two Fellows of RANZCOG or holders of the NZ Postgraduate Diploma in Obstetrics and Medical Gynaecology (PGDipOMG); or a combination of both.

Other suitable referees may include:

- RANZCOG Trainees who have completed Basic Training and are undertaking Advanced Training level or above
 - Any other consultants who are Fellows of Australian or New Zealand medical colleges with whom they have worked closely.
- 6 c. The referee report form can only to be completed using the online Cognito form which can be accessed via the link in the email sent by the College. Printed or electronic versions of the referee report form submitted via any other method will not be accepted.

- 6 d. An automated email will be sent to the referees when the applicant submits their application. The applicant is responsible for providing a valid email address for each referee.
- 6 e. Referees and applicants will be given one reminder of the closing date for referee report submission. **The applicant is responsible for ensuring their referees submit reports.** The College will not follow-up outstanding reports. Referee reports will not be accepted after the closing date.
- 6 f. Applicants will receive automated emails as each individual referee report is submitted.

Referee Report Scoring

- 6 g. Referees will rate the applicant on a variety of attributes (*see table 2*) and allocate points (0 to 3 for each attribute) as appropriate.
- 6 h. If a referee report contains 50% or more 'insufficient opportunity to assess' (IOA), the report is considered invalid, and the referee will be asked to either modify their responses, or 'opt-out' of being a referee.
- 6 i. There is no obligation for a referee to complete a report and they can choose to 'opt-out' via the online form. The name of the referee who chose to opt out will remain confidential. In this scenario, the applicant will be contacted and given the opportunity to nominate a replacement referee.
- 6 j. Newly nominated referees will not have an extension of time to complete the report. They will have until the closing date.

Referee report content:

The following categories may be covered in the online form:

Table 2

Clinical Expertise & Technical Skills	Communication and Interactional Skills	Scholar and Teacher
<ul style="list-style-type: none"> • Clinical expertise • Technical ability • Emergency Management Skills • Problem solving • Prioritisation 	<ul style="list-style-type: none"> • Communication with patients • Communication with colleagues and team members • Written communication • Leadership • Professional integrity • Responsibility and initiative • Response to constructive criticism • Insight and limitations 	<ul style="list-style-type: none"> • Experiential learning • Teaching • Suitability for training • Suitability for future employment

7. Institutional Ranking (IR) – Australia only

Institutional Ranking (IR) will contribute to identifying applicants suitable for interview and selection to the training program. Institutional Ranking is not used in New Zealand.

Conditions

7 a. The following conditions apply to IR:

- a. Three or more applicants have undertaken a prevocational O&G term at that site over the past 18 months
 - i. If site has less than three applicants on their list for ranking, they will not be required to provide a ranking.
- b. Hospitals can only score applicants that have spent a minimum of 6 months (20 clinical weeks) in a pre-vocational O&G position between February of the year before application and August in the year of application.
 - i. If an applicant listed has not undertaken pre-vocational O&G training at the hospital or who was yet to commence, hospitals are instructed to indicate this with 'Not Able to Rank'.
- c. In the scenario where an applicant is not able to obtain a valid Institutional Ranking due to the conditions above, a process is undertaken to ensure their overall rank is maintained. *For example, where a candidate is ranked 100 (excluding IR) following interview, that candidate will maintain the position ranking of 100 after interview.*

7 b. Hospital contacts are a combination of Heads of Unit or equivalent, ITP Coordinators and Senior Training Supervisors and/or RANZCOG Fellows. These contacts are confirmed by the College's State/Territory offices.

7 c. Applicants are to be ranked collaboratively by hospital contacts in liaison with other consultants and senior registrars who are familiar with the pre-vocational O&G clinical performance. Rankings must not be made in isolation by one person.

7 d. If two or more applicants are considered to be at equal ranking, the same ranking may be given.

7 e. Once finalised, rankings must be signed off by at least two Fellows of the College, one of whom must be an ITP coordinator or a Training Supervisor. The Cognito system will send an automated email to the first signatory and once they sign, a further automated email will be sent to the second signatory.

For more information, please visit Institutional Rankings – Australia FAQ on our website.

8. Selection of applicants for interview

8 a. The number of interviews offered each year will be set by the RANZCOG Selection Committee.

8 b. The weighted components of CV/Application form score and Applicant nominated references score will be combined to rank applicants for interview shortlisting.

Interview Invites:

8 c. Applicants will receive an invite via email only, and have 48-hours to confirm that they accept or decline along with payment of interview fee. Non-response will be viewed as declining the interview invite.

8 d. In the scenario where an applicant declines the interview invite or withdraws from interview, the next person on the ranked list **may not** be invited for an interview.

9. Selection Interview

Note: Selection interviews for the 2024 cycle will be conducted via videoconference (Zoom) as per previous four years.

9 a. Dates for interviews in Australia and New Zealand will be set in accordance with approved timelines.

Australia only

9 b. Interviews will take place on the same day and the same questions are used for all panels.

New Zealand only

9 c. Interviews will take place over two days with one interview panel.

Interview Panels

9 d. Panels will contain a minimum of five members and a maximum of eight members.

9 e. Panels should include:

- Fellows of the College
- A trainee representative

Panels may include:

- A community/consumer representative
- A Rural representative (where applicable)

9 f. Panels are formed in consultation with the relevant State, Territory and New Zealand Training Accreditation Committee (TAC).

9 g. Interview panels from one or more states or territories may be combined, subject to approval by the Education Standards Committee.

9 h. Panels will receive the 'Clinical Experience' section of the CV/Application form for the applicants they interview.

Interview Details

9 i. Interviews will be 15 minutes in duration and a timer will be provided onscreen. Questions will be displayed on screen at the time the question is being asked.

9 j. Interviews will **NOT** be recorded.

9 k. Interview questions and scoring criteria will be prepared by the Education Standards Committee, or a nominated panel.

9 l. The Chair of the Interview Panel or the Interviewer responsible for asking the questions may elect to interrupt the Interviewee during an answer in the interest of completing all questions in the allotted time.

9 m. Confidentiality Declaration confirming their legal obligation to protect the confidentiality of all relevant information is signed prior to the interview.

9 n. Applicants are prohibited from communicating information regarding interview questions. An embargo is in place for seven days from the time of interview, preventing all communication with any third party regarding the FRANZCOG Trainee Selection interview questions. Any substantiated breach of confidentiality will result in immediate disqualification of the application, and a lifelong ban from making future applications.

9 o. Videoconference Interviews: applicants may not record, take notes or make any images of the interview, and in particular, may not make a record of the interview questions in any form. Should any applicant breach this requirement, any selection of the applicant will be forfeited. The use of any record made by an applicant will not be permissible as evidence in any reconsideration, review, or appeal.

Further details regarding the videoconferencing process will be made available when applicants are provided with their interview time.

10. Overall scoring and ranking

Australia

10 a. Weighted average of the following are combined to produce a score:

- a. CV/Application
- b. Referee Report
- c. Institutional Ranking
- d. Standardised interview Score (*standardised against the national mean for each panel*)

New Zealand

10 b. Weighted average of the following are combined to produce a score:

- a. CV/Application
- b. Referee Report
- c. Interview scores

11. Matching / Allocation of positions

Position Numbers

11 a. Prior to interviews, all State/Territory/NZ TAC Chairs are required to inform the College of the number of first-year training positions available in their state/region for the next intake year.

National – Australia and New Zealand

- 11 b. Successful applicants will receive **one** offer only and must confirm within 48-hour period to accept or decline the offer of a position.
- 11 c. Allocation to training positions is based on national ranking subject to preferences. Allocations to Phase 1 are made first. Once the 48-hour period to accept/decline for Phase 1 positions closes, then allocations to Phase 2 are made.
- 11 d. In the scenario an applicant has preferenced one state and territory/ITP, and all positions in that region have been filled, the applicant will not be awarded a position on the training program.
- 11 e. Should further position(s) be available, next ranked applicant(s) who has preferenced the state and territory/ITP where a position is available will be offered the position.

State-based matching to ITP's – Australia only

- 11 f. Once all offers have been sent, a ranked list of successful applicants in each State/Territory will be provided to their respective State/Territory TAC Chair.
- 11 g. In a State/Territory with more than one ITP, state preference matching is required. This is run by the State/Territory TAC Chair. They take into account:
 - Applicant preference ranking of ITPs
 - Hospital/ITP preference ranking of applicants
- 11 h. Offers of local ITP positions will be made by the relevant State/Territory TAC Chair.
- 11 i. Applicants will have a 48-hour period within which to confirm their acceptance of a local hospital/ITP offer. Failure to confirm acceptance of a local hospital/ITP offer within the 48-hour window will be regarded as a rejection of the offer.
- 11 j. Local employment processes may involve further employment related requirements. This may include additional application forms, collection of referee reports, interviews, police checks and/or other relevant information.
- 11 k. The College may provide the employing authority with a summarised CV/Application form for each of the successful applicants if requested.
- 11 l. Information relating to nominated referees, referee reports, scoring, ranking and any other detail deemed confidential and/or irrelevant will not be provided to employing authorities.

- 11 m. After being matched to a hospital position within an ITP, it is the applicant's responsibility to secure employment with that hospital by commencement of the relevant training year.
- 11 n. If the applicant does not meet local recruitment requirements, the hospital may apply to the College for permission to make the place available to the next highest ranked applicant on the merit list who has preferenced that relevant State or Territory/ITP. Such permission may be granted on a case-by-case basis upon assessment by the Chair of the RANZCOG Selection Committee.

12. Merit list

- 12 a. The merit list contains unsuccessful applicants in ranked order who would be considered for a position in the event one becomes available. The merit list is only valid up until three months into Semester 1.
- 12 b. In the scenario a position becomes available it will be offered to the highest ranked applicant on the merit list who has not been offered a position and who has preferenced the state/ITP where the position is available. Applicants who have been offered a position previously and rejected it will not be considered.
- 12 c. Applicants who rank in the bottom 10th percentile will not be considered on the merit list.
- 12 d. Reasons for a position becoming available include, but are not limited to:
- a. An applicant rejects an offer
 - b. An applicant defers
 - c. New position is created

13. Feedback

Feedback will be provided to all unsuccessful applicants as follows, to allow them to identify area(s) to improve on:

- 13 a. For applicants who were not successful in obtaining an interview, a feedback letter will provide the applicant's ranking (in percentiles relative to other applicants) for:
- Shortlisting score.
- 13 b. For applicants who obtained an interview but were not successful in obtaining a training position, a feedback letter will provide the applicant's ranking (in percentiles relative to other applicants) for
- Interview score; and
 - Overall score.

14. Deferral of commencement of training

Applicants who are offered and accept a place in the FRANZCOG Training Program may defer if they have grounds for deferral under the terms of the *RANZCOG Deferral of Training policy*.

They must notify the relevant RANZCOG State/Territory/NZ Office and Head of Selection in writing with supporting evidence no later than four weeks prior to commencement of the relevant training year.

The RANZCOG policy on deferral of training is available on the College website. [Policy on Deferral of Training \(ranzcog.edu.au\)](https://www.ranzcog.edu.au/policy-on-deferral-of-training)

15. Reconsideration, Review and Appeals

As with all College decisions, applicants have the right to seek reconsideration, review and/or appeal of college decisions pursuant to the *RANZCOG Reconsideration, Review and Appeal of Decisions Policy* as applicable. Once written reconsideration notification is received, the applicant has the right to, within fourteen (14) calendar days of receipt of notification, request a review of the decision by contacting the CEO at ceo@ranzcog.edu.au

All processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal.

[Appeals Procedures - RANZCOG](#)

16. Exceptional Circumstance and Special Consideration

The College acknowledges that due to exceptional circumstances, a person engaging with RANZCOG may not be able to meet the expectations outlined in Regulations and Policies. In those circumstances, the affected person must make an application under this Policy for appropriate relief or remedies.

[Exceptional Circumstances and Special Consideration Policy - RANZCOG](#)

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