

## Specialist Assessment Checklist of Requisite Documentation

### Eligibility Criteria

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

- You have been awarded a primary medical degree from a training institution listed on the [World Directory of Medical Schools \(WDOMS\)](#) website;
- You have been awarded a specialist surgical qualification in one of RACS [nine recognised surgical specialties](#);
- You have established an AMC portfolio and applied to ECFMG for [primary source verification](#) of your primary medical degree and specialist surgical qualification;
- You can provide evidence that demonstrates English language proficiency in accordance with the [Medical Board of Australia \(Medical\)](#) requirements; and
- You can provide evidence that meets RACS recency of practice requirements as stipulated in the [Assessing an SIMG's Comparability to an Australian and New Zealand Trained Surgical Specialist](#) regulation.

If RACS determines that an application is incomplete, the applicant will be asked to provide the missing documents within 60 days from date of request.

Should the missing documents not be provided within 60 days, the application will be withdrawn and the applicant will need to reapply.

Where an application has been reviewed by RACS and is withdrawn due to missing documentation, a 90% refund of the application fee will be issued, with 10% to be withheld for administrative costs.

### Important Information

- RACS relies on the documentation provided by applicants to make a determination regarding comparability to an Australian and New Zealand trained surgeon.
- RACS 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 submitted in support of an application must meet RACS requirements as stipulated in the [Assessing an SIMG's Comparability to an Australian and New Zealand Trained Surgical Specialist](#) regulation.
- Documentation in a language other than English must be accompanied by an English translation in accordance with [AHPRA](#) requirements.
- Documentation that requires certification must be certified in accordance with [AHPRA](#) requirements.
- The final stage of submitting an application is payment of the [Specialist Assessment Fee](#) which can be made via credit card or Paypal. A full schedule of fees is available on the [RACS website](#).

For any queries relating to the application process, please visit the [RACS website](#) or contact [SIMG.Enquiries@surgeons.org](mailto:SIMG.Enquiries@surgeons.org)

## Checklist

Evidence of change of name (only if applicable)

A certified copy of your current passport

A colour passport size photograph

Evidence of English Language Proficiency

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

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

EPIC Primary Source Verification

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

Please upload the following evidence:

- Your [EPIC](#) application for primary source verification of your primary medical degree and your specialist surgical qualification;

**OR**

Copies of verification certificates if qualifications have already been verified.

- Application to the [AMC](#) to establish a portfolio.

If you have previously submitted your primary medical degree and/or specialist surgical 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.

Curriculum Vitae

Please upload your curriculum vitae using the [RACS template](#), which includes the following information:

- An outline of each rotation undertaken prior to and during specialist surgical training. This should include:
  - rotation dates
  - rotation locations
  - rotation subspecialties
  - details of in-training supervision
  - details of supervising surgeons
  - nature of service provided
  - specific responsibilities

- An outline of your practice following specialist surgical training. This should include the location, nature, scope, and duration of your practice; and

- A list of research projects or peer reviewed papers completed during and following specialist surgical training.

Please do not upload copies of research and/or publications.

Please ensure your curriculum vitae is uploaded on RACS template, as any other format will not be accepted.

□ **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.

□ **Specialist Surgical Qualification**

Please upload a copy of your specialist surgical qualification (including certified English translation if applicable).

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

□ **Additional Qualification/s (only if applicable)**

Please upload copies of any additional qualifications (including certified English translation if applicable).

□ **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 RACS.

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

□ **Specialist Surgical Training Details**

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

- Evidence of accreditation of the specialist surgical training program you completed;
- Copies of syllabus and/or curriculum of the specialty surgical training program you completed;
- Copies of formative and summative assessment reports which assessed technical and non-technical competencies during surgical training; and
- Outline of exit examination undertaken (including details of examining body, examiners, and examination format).

**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 must be 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.

□ **Postgraduate Training and Experience: Other Postgraduate Posts**

Please upload the following evidence relating to all non-consultant level posts held following attainment of your specialist surgical qualification, including postgraduate training posts, fellowships, registrar posts and senior registrar posts:

- Position description form/s which include details regarding the location, nature, scope, and duration of your practice; and
- Assessment reports which indicate performance across a range of technical and non-technical competencies

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

□ **Postgraduate Training and Experience: Consultant Level Posts**

Please upload a letter from the privileges/credentialing committee of each hospital in which you have practiced as a consultant following attainment of your specialist surgical qualification.

Letters provided must confirm your practicing privileges as well as the location, nature, scope, and duration of your practice.

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

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

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

- Peer reviewed audit for, at minimum, the last two years of practice. Information regarding what is required is available in the [Surgical Audit and Peer Review Guide](#).
- 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.

□ **Logbooks**

Please upload the following logbooks:

- A summary logbook in [RACS summary format](#) containing data from the last two years of surgical practice. Logbooks provided must have been verified by the Head of the Department where the procedures took place.
- **For Plastic and Reconstructive Surgery applicants only:** A summary in [the Plastic and Reconstructive Surgery Major Case Summary Table](#), including all major cases performed within the last two years of surgical practice and major case primary operator rate. Summaries provided must have been verified by the Head of the Department where the procedures took place.
- Verified copies of training logbooks (in summary format where possible). Logbooks provided must include cases performed during specialist surgical training.
- Verified copies of postgraduate training logbooks (in summary format where possible and only if applicable). Logbooks provided must include cases performed during postgraduate training.
- Verified logbook/s (preferably in RACS 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.

□ **Referee Reports**

RACS requires contact details of four referees for the purposes of obtaining information about your performance based on technical and non-technical competencies.

Referees should be within the same surgical specialty and must include:

- Two senior surgical colleagues who have worked with you within the last two years;
- A surgical colleague who is located geographically in the same area as you; and
- Another surgical colleague who practices in your surgical specialty.

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□ **Area of Need (only if applicable)**

- Current Area of Need declaration; and
- Position description on [RACS template](#).