



Royal Australasian College
of Dental Surgeons
Let knowledge conquer disease

OMS TRAINEE SELECTION POLICY

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Purpose

This policy outlines the requirements, criteria, and process for selection to the Oral and Maxillofacial Surgery (OMS) Training Program of the Royal Australasian College of Dental Surgeons. The policy governs the decisions of the Selection Committee and Selection Panel.

Background

The Royal Australasian College of Dental Surgeons (RACDS) is the specialist medical college accredited by the Australian Medical Council, Medical Council of New Zealand, Australian Dental Council, and Dental Council of New Zealand to deliver the OMS Training Program in Australia and New Zealand. The four-year OMS Training Program aims to produce highly competent specialist medical practitioners with the knowledge, skills, and professional attitudes for successful independent practice.

Definitions

RACDS / the College	the Royal Australasian College of Dental Surgeons
OMS	Oral and Maxillofacial Surgery
SIG	Surgery in General
PPA	Professional Performance Appraisal

Policy Statement

1. ROLES AND RESPONSIBILITIES

- 1.1. Royal Australasian College of Dental Surgeons – The RACDS leads the centralised bi-national selection process by determining the principles and standards for selection to the OMS Training Program, including the eligibility and selection criteria.
- 1.2. Selection Committee – The Selection Committee of the Board of studies implements the standardised policy by overseeing the selection process. Furthermore, the Selection Committee designs, monitors and evaluates the selection process to ensure compliance.
- 1.3. Selection Panel – The Selection Panel is an ad hoc committee of the Selection Committee representing all training centres in Australia and New Zealand. The Selection Panel is responsible for assessing applications using the approved selection criteria and tools.

Dual training centres (i.e., New South Wales-Australian Capital Territory, South Australia-Tasmania) can nominate up to three representatives, while single training centres (i.e., New Zealand, Queensland, Victoria, Western Australia) can nominate up to two representatives to the Selection Panel.

1.4. Training Centre – The training centres represent state health departments, district health boards, and teaching hospitals in Australia and New Zealand and are solely responsible for offering employment to selected applicants and for employment arrangements with successful applicants.

2. ELIGIBILITY CRITERIA

2.1. To be eligible to apply for selection to the OMS Training Program, applicants must have completed the following pre-requisites before the commencement of accredited training:

- a) Dental degree with full and unconditional registration to practice dentistry in either Australia or New Zealand
- b) Medical degree with full and unconditional registration to practice medicine in either Australia or New Zealand
- c) Full year of surgery in general (SIG) rotations with a minimum of nine (9) months in related surgical disciplines. If undertaking a first-year general surgical resident position in OMS, three months to a maximum of six months duration will be considered
- d) Citizenship or permanent resident status of Australia or New Zealand

2.2. Applicants who meet the eligibility criteria and apply through the RACDS application process will be considered but not guaranteed selection to the OMS Training Program. Eligibility is only valid for the year of application. If the applicant is unsuccessful in being offered a training position, their eligibility lapses.

3. SELECTION CRITERIA

3.1. The selection criteria relate to the objectives of the OMS Training Program and the attributes of the trainee upon completion of training. These are objective and quantifiable to the greatest possible extent. The selection process assesses the applicant's academic qualities, clinical performance, and personal attributes.

4. SELECTION METHOD

4.1. The selection process is compliant with accreditation requirements and the principles of natural justice and procedural fairness.

4.2. Submission of application

4.2.1. Applicants will submit their completed application form (FOMS01), curriculum vitae (CV), and certified supporting documents to RACDS by the specified timeframe. The Selection Panel will assess the CVs and award marks following the CV Scoring Guidelines. The Education Officer will notify

applicants by email if eligible for selection.

4.3. Collection of professional performance appraisal referee reports

4.3.1. Referees nominated by applicants and selected by the Selection Committee will complete the online professional performance appraisal (PPA) individually by the specified timeframe. The Selection Panel will assess the PPA reports and award marks following the PPA Scoring Guidelines.

4.4. Structured panel interviews

4.4.1. The Selection Committee will review the applicants' CV and PPA report scores. The Education Officer will notify applicants for interviews if they meet 25 for the combined CV and PPA scores. Applicants who identify as Māori, Pasifika, Aboriginal, or Torres Strait Islander and meet eligibility requirements automatically proceed to the interview stage.

4.4.2. The interview format and length are subject to change depending on applicant numbers and whether they are held face-to-face or via Zoom videoconferencing.

4.5. Announcement of offers

4.5.1. The Selection Committee will rank the applicants according to their combined CV, PPA reports, and panel interview scores. Successful applicants will be matched according to their rank and preferred training centre.

4.5.2. As the College is not the employing body, the Director of Training of each training centre will email and offer training positions to successful applicants on the Monday following interviews. Applicants have two (2) days to accept or decline the offer. The Education Officer will notify unsuccessful and unsuitable applicants when all training positions are filled.

5. SELECTION TOOLS AND WEIGHTINGS

5.1. The College ensures a transparent, fair, and robust selection process by using valid and reliable tools such as the curriculum vitae (CV), professional performance appraisal (PPA) referee reports, and structured panel interviews. The weighting of selection tools is reasonable and fair to all applicants and determined before the commencement of the selection process.

5.2. Curriculum vitae (20%)

5.2.1. The curriculum vitae provides detailed information on the applicant's academic achievements, research, publications, presentations, prizes, awards, training, experience, and other relevant attributes.

5.3. Professional Performance Appraisal Referee Report (35%)

5.3.1. The professional performance appraisal (PPA) referee reports provide confidential information from consultants and supervisors who have professional knowledge of the applicant's clinical and surgical skills and personal attributes.

5.3.2. The College will request at least eight (8) consultants and supervisors, including four (4) nominated by the applicant and four (4) selected by the Selection Committee, to complete the PPA report for each applicant. The Selection Committee may select referees from any consultant that the applicant has worked with and is not restricted to those listed in the application form (FOMS01).

5.4. Structured Panel Interview (45%)

5.4.1. The structured panel interview evaluates the applicants' professional attributes and behaviours relating to the broad competencies for OMS training. The Selection Panel will ask standardised questions on professional experience, communication, ethics, judgement, academic skills, medical and dental expertise, patient care, clinical decision making, and preparation for training.

6. APPLICATION OUTCOMES

6.1. Successful applicants

6.1.1. Successful applicants satisfy the minimum selection criteria and will receive an offer of employment from the training centre following their overall ranking and preference. The training centre will notify the RACDS which applicants accept employment offers.

6.2. Unsuccessful applicants

6.2.1. Unsuccessful applicants satisfy the minimum selection criteria but may not receive an offer of employment according to their overall ranking. Training centres will consider an unsuccessful applicant when a training position becomes available after the first round of offers.

6.3. Unsuitable applicants

6.3.1. Unsuitable applicants do not satisfy the minimum selection criteria and will not receive an offer of employment. Training centres will not consider an unsuitable applicant for a training position.

7. FEEDBACK

7.1. The Selection Committee will provide individual general feedback to unsuccessful and unsuitable applicants containing percentile ranking for each selection tool and overall ranking to inform their future applications to enter the OMS Training Program.

8. APEALS

8.1. An applicant may appeal the decision within 30 days of notification subject to the RACDS Reconsideration, Review, and Appeals Policy.