

## 1. PURPOSE

This document sets out the principles, tools and processes for selection into the Breast Surgeons of Australia and New Zealand (BreastSurgANZ) Post Fellowship Training (PFT) Program.

It operates in conjunction with, but does not replace, the BreastSurgANZ PFT Handbook, BreastSurgANZ Constitution and other approved policies. In the event of any inconsistencies, the PFT Handbook will prevail.

## 2. ELIGIBILITY

Eligibility requirements for selection to the PFT Program are set out in these Guidelines and the BreastSurgANZ PFT Handbook (Clause 2).

In summary, selection to the PFT Program is open to applicants who:

- a) have been awarded Fellowship of the Royal Australasian College of Surgeons (FRACS) in General Surgery; or
- b) have successfully passed the RACS Fellowship examination and completed all GSET training requirements, including mandatory courses, SEAMs, presentations, and research, by the time offers are made.

BreastSurgANZ reserves the right to request documentary evidence of FRACS and/or completion of GSET requirements.

Applicants accepting a training position are expected to fulfil the obligations of the Program. Withdrawal, interruption or deferral following acceptance may affect future eligibility and will be managed in accordance with the PFT Handbook

### **Applications will not be considered if:**

- the applicant has not passed the RACS Fellowship Examination (General Surgery);
- the applicant has not completed all SET training requirements including all mandatory courses, SEAMs and research, by the time offers are made; or
- the applicant is unable to travel interstate within Australia and/or to New Zealand for one or both of their training years, noting that the ability to travel interstate and/or internationally is a condition of acceptance into the BreastSurgANZ PFT Program.

Selection into the BreastSurgANZ PFT program is competitive and typically the number of applications received outnumbers the available number of accredited positions.

## 3. SELECTION TOOLS

Selection into the BreastSurgANZ PFT Program is determined using selection tools. These selection tools are weighted differently for first- and second-year trainees.

### **First year trainees (PFT 1)**

- Referee Reports (20%)
- Application Form (40%)
- Interview (40%)

### **Second year trainees (PFT 2)**

- Application form updates (10%) – refer clause 6.3.
- Referee Reports (20%)
- Interview (70%)

The number of offers made for acceptance onto the BreastSurgANZ PFT Program varies yearly and is dependent on the availability of accredited training positions and the selection assessment of trainees.

## 4. APPLICATION DOCUMENTS

### 4.1 All applications must include the following information:

- Completed the BreastSurgANZ PFT Program Selection Application form.
- Cover Letter detailing the reasons for your application and your interest in the BreastSurgANZ Post Fellowship Training Program
- Current Curriculum Vitae (CV)
- Proof of
  - a) Fellowship of the Royal Australasian College of Surgeons (RACS), **or**
  - b) Evidence of successful completion of the Fellowship Examination in General Surgery.
- Proof of current and valid medical registration from the applicable Medical Board or Council in Australia or New Zealand (e.g. AHPRA). Australian applicants must have general (unconditional) registration. New Zealand applicants must have general scope or restricted general scope registration in the relevant specialty.
- Proof of citizenship or permanent residency status in Australia or New Zealand.
- Proof of Medical Indemnity Insurance
- GSET Training Transcript: for applicants who have not yet attained their FRACS, but who have passed the Fellowship Examination in General Surgery must provide a copy of their SET Training Transcript with their application. A copy of the transcript can be obtained from the Board in General Surgery at E: [board@generalsurgeons.com.au](mailto:board@generalsurgeons.com.au) . If the transcript is not up to date with respect to completed courses, please submit Certificates of completion with the transcript.

Incomplete applications will not be eligible for assessment. BreastSurgANZ will not contact applicants who submit incomplete applications. Incomplete applications will be withdrawn from selection.

### 4.2 Application Submission Method

First year (PFT1) applicants are required to complete and submit the online BreastSurgANZ PFT Application Form available via the BreastSurgANZ website.

Second year (PFT2) applicants are required to complete the PDF Application Form available for download from the BreastSurgANZ website and submit the completed form in accordance with these Guidelines.

Applicants should ensure all required supporting documentation is uploaded or submitted in the required format prior to the application closing date.

## 5. APPLICATION FORM

- 5.1 The structured Application Form ('application form') captures information relevant to the eligibility of the applicant including information on previous experience in general and breast surgery, higher degrees and research, publications, presentations, prizes and scholarships, leadership/teaching/community, and administrative involvement.
- 5.2 Candidates must submit proof (in PDF format) of any Higher Degrees, Publications, Presentations, Prizes and Scholarships and/or Leadership, Community and Administration involvement. Where no proof of completion or involvement is provided no score can be allocated.
- 5.3 Notwithstanding any other provision relating to time limits for eligibility, scoring or the provision of supporting evidence within the application process, any period of parental leave taken by an applicant will be excluded from the calculation of the relevant time period.

5.4 Where an applicant has taken parental leave during the relevant assessment period, the applicable time limit will be extended by the equivalent duration of the parental leave taken. For example, where an applicant has taken two (2) years of parental leave immediately preceding the application closing date, the applicant may submit evidence, achievements, publications, presentations, appointments, or other eligible activities from the two (2) year period immediately prior to the commencement of that parental leave period.

5.5 **First year applicants** are required to submit all required information as detailed in Clause 3 for assessment.

5.6 **Second year applicants** will only be required to submit a current CV. A cover letter is not required. Your CV will be forwarded to your allocated training supervisor at the conclusion of the selection process.

Second-year candidates must complete the following sections of the BreastSurgANZ Application Form:

- 1. Personal Information
- 8. Referees
- 9. Travel to/within Australia and New Zealand
- 10. Terms and Conditions

Sections 2 -7 may be completed where a trainee has new information to include which differs from their first-year application.

5.7 Each application form will be scored by two (2) individuals nominated by the BreastSurgANZ PFT Committee, without reference to the opinions of others, using a structured scoring system. Where any discrepancy occurs in the scores provided by the two (2) scorers, the Committee Chair, or appointed representative, will score the application form to identify the anomaly and correct the score.

5.8 The application form will be scored out of a potential 35 points.

The application components are:

- a) General and Breast Surgical experience (Maximum 5 points)
- b) Higher Degree (Maximum 5 points)
- c) Publications and Presentations (Maximum 10 points)
- d) Leadership / Community / Administration (Maximum 10 points)
- e) Prizes and Scholarships (Maximum 5 points)

5.9 The Application Form score out of 35 will be adjusted to an overall percentage score rounded to two decimal places.

#### 5.10 **Surgical Experience**

- a) Only post-FRACS unaccredited fellowship training positions involving substantial operative general surgical and/or breast surgical experience will be eligible for application form scoring.
- b) A training year is considered to comprise twelve (12) months full-time equivalent experience.
- c) Scoring for post-FRACS surgical experience will be capped at a maximum of two (2) years full-time equivalent experience.
- d) Applicants may provide details of all eligible post-FRACS unaccredited fellowship experience; however, only a maximum of two (2) years full-time equivalent experience will be eligible for application form scoring.
- e) Unaccredited breast surgical fellowship experience will be weighted more heavily than general surgical fellowship experience for the purposes of scoring.
- f) General surgery and breast fellowship years completed overseas may be scored, provided the applicant submits documentary evidence confirming satisfactory completion of the training. The Committee may, at its discretion, request additional supporting documentation for the purposes of verifying the nature, duration, and successful completion of the training.

- g) An unaccredited breast fellowship is defined as a position which:
  - i) comprises a breast-specific workload of greater than seventy percent (70%), with other interests including general surgery, endocrine, melanoma, or other practice areas accounting for less than thirty percent (30%) of workload
  - ii) involves sufficient logbook numbers and primary operator experience equivalent to that expected of a final-term General Surgery Education & Training (GSET) trainee; and
  - iii) involves a work level equivalent to that of a senior registrar or Fellow
- h) Experience completed beyond the maximum assessable period may be considered by interview panels and referees in the overall assessment of an applicant but will not attract additional application form scoring.
- i) Documentary evidence confirming satisfactory completion of any unaccredited fellowship training must be provided at the time of application. Acceptable documentary evidence includes Certificate of Completion, Supervisor confirmation letter confirming duration, FTE, position level and nature of operative workload, logbook to verify breast specific workload.

#### 5.11 Higher Degree

- a) Scoring will only include recognised higher degrees in a surgically/medically related field that have been successfully completed at the time of application. Eligible degrees include:
  - Masters (coursework or thesis)
  - PhD
  - Doctor of Medical Science (MD) by Research (or equivalent)
- b) Higher degrees must be formally awarded by the application closing date and must not be awaiting marking examination, marking, or conferral. Higher degrees obtained outside Australia and New Zealand must be equivalent to the level expected of an Australian or New Zealand tertiary institution.
- c) Documentary evidence confirming successful completion of the higher degree must be submitted at the time of application. Where adequate documentary evidence is not provided, the higher degree will not be eligible for scoring.
- d) Scoring for higher degree qualifications is capped at a maximum of five points.

#### 5.12 Publications and Presentations

- a) Scoring will consider presentations and publications completed during the four (4) year period preceding the application closing date.
- b) Presentations and publications must have been formally presented, published or accepted for publication by the application closing date. Publications that are submitted, in preparation, or under review will not be eligible for scoring.
- c) Scoring will only include presentations personally delivered by the applicant.
- d) Scoring will only include presentations delivered at recognised scientific meetings or conferences
- e) Poster presentations will only be scored where the applicant is both the first author and the named presenter in the meeting program.
- f) Scoring will only include publications in a peer-reviewed scientific journal.
- g) Each publication, presentation, or poster presentation relating to the same research project, topic or title may only be scored once.
- h) Documentary evidence confirming publication and/or presentation must be provided at the time of application. Entries where adequate documentary evidence is not provided will not be eligible for scoring.

- i) Acceptable documentary evidence of presentations includes:
  - official meeting program;
  - conference abstract booklet;
  - certificate of presentation; or
  - Formal correspondence from the meeting convenor or conference organiser confirming presentation details.
- j) Acceptable documentary evidence of publication includes:
  - copy of publication;
  - PubMed citation;
  - DOI reference; or
  - Formal correspondence from the journal editor confirming acceptance for publication.
- k) Preference will be given to presentations and publications with a breast or breast surgical focus and where the applicant is a first author.
- l) Research activities, publications, presentations submitted as part of the application and selection process are assessed solely for the purposes of competitive selection into the BreastSurgANZ PFT Program.
- m) Research, presentations, publications, or other scholarly activities undertaken prior to commencement of the PFT Program will not satisfy the required research and presentation requirements of the training program unless otherwise expressly approved by the PFT Committee in exceptional circumstances.

#### **5.13 Leadership/Community/Administration/Teaching**

- a) Scoring will consider sustained involvement in leadership, administration, teaching, and/or medically related community activities undertaken during the four (4) year period preceding the application closing date.
- b) Scoring will only include leadership, administration, teaching, and/or community involvement relevant to the medical, academic, surgical, or healthcare sectors.
- c) Formal academic appointments to a university (including full, adjunct, clinical, or similar appointments) may be eligible for scoring where substantive academic, teaching, research, or administrative contribution is demonstrated. Honorary Senior Lecturers without formal institutional affiliation or demonstrable contribution will not be eligible for scoring.
- d) Scoring will not include activities undertaken solely as part of routine employment responsibilities or mandatory clinical duties.
- e) One-off, ad hoc, or short-term activities will not ordinarily be eligible for scoring. Applicants must demonstrate sustained and ongoing contribution over time.
- f) Documentary evidence confirming the applicant's involvement must be provided from the relevant institution or organisation.
- g) Entries for which documentation cannot adequately verify the nature of the activity, duration of involvement, dates, position held, and approximate time commitment (including hours per week where applicable) will not be eligible for scoring.

#### **5.14 Prizes and Scholarships**

- a) Applicants may be awarded scores for eligible prizes and scholarships awarded during the four (4) year period preceding the application closing date.

- b) Scoring will only include prizes or scholarships awarded by:
- hospitals;
  - health services;
  - hospital or health networks;
  - universities or tertiary institutions;
  - General Surgeons Australia;
  - the Royal Australasian College of Surgeons (RACS); or
  - other recognised medical, surgical, academic, or healthcare organisations.

Prizes or scholarships awarded by RACS or General Surgeons Australia must have been obtained during or following completion of SET training.

- c) Examples of eligible awards may include:
- academic prizes;
  - research scholarships;
  - surgical training awards;
  - leadership awards;
  - travelling fellowships; and
  - medically related community recognition awards.
- d) Scoring may also include state, national, or internationally recognised community-based awards or scholarships relevant to medicine, surgery, healthcare, leadership, research, education, or community service.
- e) Documentary evidence confirming the award of the prize or scholarship must be submitted at the time of application. Entries for which adequate documentary evidence is not provided will not be eligible for scoring.
- f) Acceptable documentary evidence includes:
- award certificate;
  - official award notification;
  - scholarship confirmation letter;
  - university transcript; or
  - formal correspondence from the awarding organisation.

#### 5.15 Application Form Scoring

- a) First year applications will be scored in their entirety as per clauses 4.1 through to clause 4.11 inclusive.
- b) Only updates on second year application forms will be marked. Where no updates are provided, the total CV scores for the applicant's first-year application will be used for assessment purposes for their second-year application.
- c) Research and presentation requirements that form part of the training requirements for the BreastSurgANZ PFT Program will not be marked as part of the selection assessment process for second year applicants.
- d) The total Application form scores out of 35 will be adjusted to an overall percentage score rounded to two decimal places for the Application form tool.

## 6. REFEREE REPORTS

References are collected, in confidence, to obtain information regarding the applicant's professional performance, conduct, and suitability for the BreastSurgANZ PFT Program.

- 6.1 All nominated referees provided by PFT 1 and PFT 2 applicants will be contacted.

6.2 Applicants will be advised if referees have not returned their reports within the designated period. Applicants will be provided with an opportunity to contact their referee in the event a referee has not responded to a request for completion of a referee report.

6.3 By providing referee names, applicants confirm that the nominated individuals have agreed to act as a referee.

#### 6.4 First year applicants

- a) Must submit a minimum of four (4) consultant referees, one of whom must be the applicant's current Supervisor. The remaining three (3) referees must be consultants who have had supervisory involvement with the applicant during:
- any breast surgical rotation or appointment undertaken during the preceding five (5) clinical years;
  - any non-breast surgical rotation or appointment undertaken within the preceding two (2) clinical years
- prior to the application closing date.
- b) A minimum of one consultant must be from each rotation or appointment listed on the application form.
- c) For first year applicants submitting the online application form, referee report requests will be automatically and immediately sent to nominated referees upon submission of the form. Applicants are responsible for ensuring referee contact details are accurate and current at the time of submission.
- d) Only referees from consultant surgeons will be accepted. Non-surgical referees will not be permitted. A Consultant is defined as one of the following:
- Fellow of the Royal Australasian College of Surgeons (FRACS)
  - a vocationally trained surgeon employed as a consultant surgeon

#### 6.5 Second year applicants

- e) Applicants must submit four (4) referees, including the applicant's current Supervisor. The remaining three (3) referees must include the following individuals from the Unit in which the applicant is currently working:
- Current Nurse Unit Manager or Theatre Nurse Unit Manager
  - Two (2) Unit consultants
- f) A Consultant is defined as one of the following:
- Fellow of the Royal Australasian College of Surgeons (FRACS)
  - a vocationally trained surgeon employed as a consultant surgeon
- g) All four (4) referees will be contacted including the current Supervisor.
- h) Second year applicants should not submit the same referees they submitted as part of their first-year application unless the training Supervisor has not changed.

6.6 Failure to nominate four (4) referees will deem the application ineligible.

6.7 Consultant Referees will be asked to provide a rating and make comment about the applicant in relation to the following:

- |                            |                       |
|----------------------------|-----------------------|
| - Clinical expertise       | - Technical ability   |
| - Judgement under pressure | - Decision-making     |
| - Communication            | - Team involvement    |
| - Respect                  | - Teaching            |
| - Leadership               | - Learning            |
| - Professional integrity   | - Personal attributes |

**6.8** Nurse referees will be asked to provide a rating in relation to:

- Judgement under pressure
- Decision-making
- Communication with colleagues
- Communication with patients
- Team involvement
- Leadership
- Respect for others
- Time management

**6.9** BreastSurgANZ may, at its discretion, contact any nominated referee via email or phone to complete the referee check.

**6.10** The BreastSurgANZ administrative team are responsible for the collection of the reports. All referees contacted as part of the selection process will be advised of the confidential nature of the reports. Applicants must not attempt to improperly influence, pressure, intimidate, or repeatedly contact referees regarding referee reports or assessment outcomes.

**6.11** If an applicant fails to provide referee details in accordance with these Regulations, or provides information that is materially false, misleading, incomplete, or inaccurate, including the omission of consultants with substantial supervisory involvement in favour of consultants with lesser involvement, BreastSurgANZ may deem the application ineligible or withdraw the applicant from the selection process.

**6.12** Scoring

- a) The options chosen by the referee will be converted to the associated numeric score by the BreastSurgANZ administration team using a predetermined scoring system from 1 to 4 as follows:
  - The first option is categorised as “unsatisfactory” and scores 1 point
  - The second option is categorised as “basic” and scores 2 points
  - The third option is categorised as “intermediate” and scores 3 points
  - The fourth option is categorised as “advanced” and scores 4 points
- b) Where a referee selects “unable to rate” a candidate on a particular assessment it will be scored a zero (0).
- c) Individual report scores will be converted to a percentage score rounded to two decimal places, calculated by dividing the total score for the report by the total number of questions for which the referee has provided a response.
- d) If the referee has provided responses for less than 75% of the report (3 questions or more unanswered), the report will be deemed invalid and will not be used as part of the selection process. In these circumstances an alternate report will be sought.
- e) The percentage scores for the four (4) individual reports will be averaged to provide an overall percentage score, rounded to two decimal places, for the Structured Referee Report selection tool.

## **7. STRUCTURED INTERVIEWS**

**7.1** Applicants will be notified if they are required for a panel interview. Interview panels can be comprised of three (3) BreastSurgANZ members who are PFT Committee members, Hospital Training Supervisors, Councillors or senior BreastSurgANZ members.

**7.2** Interviews are held in-person or via videoconference. Candidates will be notified when their interview day and time is confirmed whether their interview will be held in-person or via videoconference.

**7.3** Interviews will be between 20 and 25 minutes in duration.

**7.4** Applicants will be asked structured questions and will include both clinical and non-clinical questions.

**7.5** Interviews are designed to identify factors deemed important to the practice of breast surgery. First year interviews assess the suitability of the applicant for training whilst second year interviews focus on experience, knowledge and capability.

**7.6** First year interviews are designed to seek information on a variety of candidate attributes including:

- a) The ability to interact effectively and cordially with peers, mentors, registrars, hospital administrators, patients and their families.
- b) The ability to act ethically, responsibly and with honesty
- c) The capacity to care, demonstrate concern and sensitivity to the needs of others
- d) The ability to assimilate and organise information and to adapt accordingly
- e) The ability to present concisely within a timeframe
- f) The ability to recognise and respond appropriately to ethical issues
- g) The ability to promote health maintenance and respond to the health needs of the community, patients, colleagues and self
- h) Clinical acumen and capability
- i) The candidate's commitment to a career in Breast Surgery

**7.7** **Eligibility to Proceed to Interview**

Eligibility to proceed to interview is at the full discretion of BreastSurgANZ and is typically dependent on the number of applications received and the number of available training positions. Selection for interview is competitive and based on assessment of the Application Form and referee reports. Due to the competitive nature of the selection process and the limited number of accredited training positions available, not all applicants will be invited to interview.

**7.8** **Notification of Interview**

Applicants will be notified of any interview details at least 10 business days prior to the interview taking place. Interview dates will be included on the Selection Timeline detailed on the BreastSurgANZ website.

- a) Interview times, dates and format will be confirmed via email.
- b) If an applicant does not make themselves available at the scheduled time without prior arrangement/notification to the BreastSurgANZ administration team the applicant will not be considered further in the selection process, and their application will be withdrawn from selection.

**7.9** **Interview Scoring**

- a) Applicants will be scored using a structured scoring system and criterion statements relating to topics outlined in clause 6.6.
- b) Each question will be accompanied by a criterion answer.
- c) The score for each question will be out of five (5).
- d) Each panel member will score the applicant and applicant answers will be scored using the following structured scoring system and criteria:
  - Unsatisfactory (1 point): The applicant failed to articulate appropriate responses and did not cover any of the key points related to the scoring criteria and did not demonstrate the potential for appropriate knowledge, skills or abilities and/or did not demonstrate some of the personal qualities and behaviours sought.
  - Basic (2 points): The applicant articulated appropriate responses covering 1 – 2 of the key points related to the scoring criteria and demonstrated the potential for suitable knowledge, skills and abilities with further experience and demonstrated the personal qualities and behaviours sought.
  - Intermediate (3 points): The applicant articulated appropriate responses covering 3 points related to the scoring criteria and demonstrated appropriate knowledge, skills and abilities and the personal qualities and behaviours sought.

- Advanced (4 points): The applicant articulated very good responses covering 4 – 5 of the key points related to the scoring criteria and demonstrated very good knowledge, skills and abilities and the personal qualities and behaviours sought.
  - Expert (5 points): The applicant articulated excellent responses covering 6 or more of the key points related to the scoring criteria and demonstrated excellent knowledge, skills and abilities and the personal qualities and behaviours sought.
- e) The total interview scores out of 30 will be adjusted to an overall percentage score rounded to two decimal places for the interview selection tool

## 8. HOSPITAL PREFERENCES

Candidates will be required to rank all available hospital positions for the year (first or second) for which they are applying. **All** positions must be ranked from first to last preference. Candidates must be prepared to accept any accredited hospital training positions in Australia or New Zealand irrespective of how the position has been ranked.

## 9. RANKING

At the completion of the assessment process candidates will be ranked according to their final collated assessment score. Hospital positions will be allocated beginning with the highest ranked candidate through to the lowest ranked candidate.

Rankings are determined following weighting to the percentage adjusted score out of 100 obtained from each of the three (3) selection tools, to obtain an overall percentage score.

## 10. NOTIFICATION OF OUTCOME

### a) Unsuccessful Applicants

Unsuccessful applicants will be notified in writing that they have not been successful in their application however no information will be provided in relation to overall rankings. Generic feedback may be provided however individual personalised feedback will not be given.

### b) Successful Applicants

- Successful applicants will be notified in writing via email that they have been successful in their application via an offer of training which will include the applicant's allocated hospital.
- Applicants will have **24 hours** to accept their allocated position.
- Applicants **will not** be notified of their overall score and/or their ranking.

## 11. WITHDRAWAL FOLLOWING OFFER

- a) Withdrawal from an allocated training position following an offer may result in the applicant being deemed unsuitable for future selection processes and may result in a period of exclusion from re-applying to the BreastSurgANZ PFT Program, as determined by the PFT Committee in accordance with the PFT Handbook and applicable BreastSurgANZ policies
- b) Applicants should note that withdrawal from the PFT Program prior to successful completion of training will affect eligibility for Full Membership of BreastSurgANZ. Applicants who withdraw from the program prior to completion of the required training will, if seeking membership with the Society, be required to follow the alternate five (5) year pathway to Full Membership via Associate Membership, in accordance with the applicable BreastSurgANZ Membership Policy.

## 12. TRAINING FEE

The BreastSurgANZ Council has approved an annual Training Fee for the BreastSurgANZ PFT Program. BreastSurgANZ reserves the right to review and amend the Training Fee from time to time following approval by the BreastSurgANZ Council.

The Training Fee is payable upon successful admission to the PFT Program and at the commencement of training.

### 13. APPLICATION FEE

A non-refundable application fee of **\$750** (incl. GST) is payable upon application for the BreastSurgANZ PFT Program.

Following submission of an application you will receive an invoice for immediate payment. No application will be processed prior to receipt of payment of the application fee.

### 14. SPECIALIST TRAINEE MEMBERSHIP

Trainees accepted onto the BreastSurgANZ Post Fellowship Training Program will be required to become a Specialist Trainee Member of the Society for the duration of their training. Specialist Trainee Membership fees are reviewed annually by the BreastSurgANZ Council and will be invoiced for each year of training in February/March.

### 15. SUBMISSION OF APPLICATION

- a) Completed applications and all supporting documentation must be submitted on time.
- b) Late applications will not be accepted.
- c) **Incomplete applications will not be assessed.** No opportunity will be provided to applicants to amend their original application or submit missing required documentation. Please carefully check your submission to ensure correctness.

### 16. DOCUMENTATION

- a) First year applicants must submit all required documentation via the online application portal.
- b) Second year applicants must submit all required documentation via email to [training@breastsurganz.org](mailto:training@breastsurganz.org).
- c) Documents must be submitted in PDF format as **separate** documents. **Documents not submitted in PDF format will not be included for assessment.**
- d) Documents not submitted in the required format may not be included for assessment.
- e) If an application is not submitted in its entirety as detailed in this document, BreastSurgANZ will deem the application ineligible for assessment. Where an application is deemed ineligible for assessment, a candidate will be advised that they have been unsuccessful in their application.
- f) Please ensure documents are clearly labelled as using the following naming convention:

**LAST NAME\_First Name\_2027 PFT1\_DocumentName** (e.g. CV, Application Form, Fellowship Certificate etc.)

**PLEASE DO NOT collate your documents**

**Jpeg, Word or other documents formats will not be accepted and will not be included as part of your application.**

### 17. ELECTRONIC SUBMISSION REQUIREMENTS

Applicants are responsible for ensuring their application and all supporting documentation are submitted prior to the application closing date.

BreastSurgANZ recommends applicants submit their application well in advance of the closing date to allow sufficient time to address any technical or administrative issues that may arise.

In the event of a verified system outage or technical failure affecting the online application platform, BreastSurgANZ may, at its discretion, provide further instructions or extend submission timeframes where considered appropriate.

## 18. ISSUES MANAGEMENT

All issues and/or complaints must be directed in the first instance to [training@breastsurganz.org](mailto:training@breastsurganz.org)

All emails will be logged and copies provided to the PFT Committee for review, comment, and response. No response will be provided until the issue has been considered and reviewed by the entire PFT Committee.

All correspondence should be addressed to the BreastSurgANZ PFT Committee and should clearly outline the reason for the correspondence.

The PFT Committee will endeavour to provide a response within 10 working days of receipt of an email unless a response can be provided within a shorter timeframe.

It is expected that all correspondence adheres to the principles outlined in the BreastSurgANZ Code of Conduct policy. Behaviour which contravenes this policy, will not be tolerated.

## 19. GENERAL ENQUIRIES

All other general enquiries pertaining to the program should be directed to [training@breastsurganz.org](mailto:training@breastsurganz.org)

## 20. AMENDMENTS TO THE PFT PROGRAM SELECTION AND APPLICATION OVERVIEW GUIDELINES

BreastSurgANZ, in their full discretion, may amend or change these guidelines as/when required.