



# Selection of Registrars

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## NZCPHM Policy and Procedure

### Purpose

The purpose of this policy and procedure is to define the criteria and process for selection to the NZCPHM Training Programme.

### Eligibility Criteria

To be eligible for the NZCPHM Training Programme, the applicant must:

- be a medical practitioner holding general registration (or vocational registration in a scope other than public health medicine) with Te Kaunihera Rata o Aotearoa | the Medical Council of New Zealand (MCNZ); and
- be in good standing with MCNZ; and
- have New Zealand permanent residency or citizenship; and
- have a minimum of two years' post-graduate experience; and
- be eligible to hold an annual practising certificate at the time the programme commences.

### Selection Criteria

Applicants are evaluated against the following selection criteria:

Must have:

- a commitment to a career in public health medicine
- an understanding of public health medicine and its practice in New Zealand
- a commitment to promoting health equity
- an understanding of, and a commitment to improving, Māori health
- excellent verbal and written communication skills, including the ability to listen
- insight, self-awareness and ability to be self-reflective
- professional integrity including the capacity and motivation to take responsibility for own actions and demonstrate respect for all.

Already has, or has the potential to develop:

- cultural safety competencies and the ability to effectively work with, and for, Māori and Pacific communities
- the ability to be flexible, adapt to different work settings, and cope with uncertainty
- teamwork skills including the ability to work in multidisciplinary teams in a collaborative manner
- leadership skills
- a broad, strategic outlook
- the capacity for critical and analytical thinking
- organisation and planning ability.

An offer of a position on the Training Programme is only made to applicants who are likely to succeed in the NZCPHM Training Programme and have the potential to develop the skills and competencies required for NZCPHM Fellowship and public health practice in Aotearoa New Zealand.

## Procedure

### Applications

The Training Programme is advertised each year in March through to May with applications closing mid-June.

Applications must include all of the following:

- Application Form
- Short written reflective piece on why public health medicine is the applicant's chosen career (applicants may wish to include information about their lived experiences within a community / communities in their reflection)
- Curriculum Vitae
- Certified Certificates and Transcripts
- Identification documentation
- Career Plan
- Referee reports. Two written references are requested by the applicant and must be received for each applicant prior to the closing date of the application process. These references are confidential to the Selection Panel, but the applicant can request to see them.

### Selection Panel

A selection panel of four members is convened by the Training Programme Director.

The panel includes the following members:

- Training Programme Director (Chair)
- Māori Fellow
- Pacific Fellow
- NZCPHM Training Programme Supervisor.

Where possible, the panel will include some panel members who have served on the panel in previous years.

### Selection for Interview

All written applications are considered by the Selection Panel, for shortlisting for the interview process.

Māori or Pacific applicants are prioritised for interview if they: 1) meet the selection criteria for the NZCPHM training programme and 2) demonstrate leadership and commitment to improving Māori health or Pacific health.<sup>1</sup>

Applicants who are not selected for interview are informed by email and are welcome to apply again.

### Interview Process

Applicants are invited to attend an interview in person that lasts 30 – 40 minutes. If there is a valid reason for not attending in person, a virtual interview may be arranged.

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<sup>1</sup> The rationale for this is to redress the current imbalance in Māori and Pacific peoples in the public health medicine workforce, and to contribute to Māori and Pacific peoples' advancement, in line with s73(1) of the Human Rights Act 1993.

The intention of the interview is to assess the applicant against the selection criteria.

The panel will ask a set of standard questions for each candidate, but may also ask questions specific to each candidate, as appropriate. Candidate-specific questions seek to elucidate the extent to which the candidate meets the standardised selection criteria.

At the end of each interview, applicants have an opportunity to ask questions, are advised of aspects of the NZCPHM training programme, and are informed of the time period within which they will be contacted in writing regarding the outcome of the selection process.

### **Post-interview offer process**

Each panel member individually scores the applicant according to the selection criteria, and the scores of each applicant are then ranked.

Taking into account the scores, application documents, referee reports, whether the selection criteria are met and vacancies on the training programme, a provisional list of preferred applicants for entry to the training programme is identified. Māori and Pacific applicants are prioritised.

Members of the panel contact the referees to discuss the submitted referee reports for these preferred applicants. Where concerns are raised about an applicant through this process the panel will decide, either by email or videoconference, if a training position will continue to be offered to the applicant.

Positions on the Training Programme are offered depending on places available and the quality of the applicants. The Training Programme will not necessarily fill all vacancies if there are an insufficient number of applicants who clearly meet all the selection criteria.

The Senior Education Officer (Education) of the College drafts letters of outcome to each applicant based on the panel's decisions. Those who are not offered a place are informed of the opportunity to apply again. Those offered a place on the Training Programme also receive information outlining their various individual requirements taking into consideration the College's Recognition of Prior Learning Policy and Procedure. The letters are signed by the Training Programme Director.

Applicants who are offered a place on the Training Programme are given time to accept or decline this offer, with a response required in writing.

### **Post selection**

At the conclusion of the selection process the Training Programme Director reports to the Chair of the Education and Training Committee on all decisions taken.

Scores and pertinent information are collated and transferred to a spreadsheet and saved securely on the College's electronic filing system. All paper score sheets, and interview notes are securely destroyed. An applicant may request feedback on their performance at interview from the Training Programme Director once the letter of outcome has been received. If an unsuccessful applicant feels they have been unfairly treated they may make a complaint to the College under the NZCPHM Constitution, Part 7, rule 59.

The Training Programme Director prepares a report on the selection process for the Education and Training Committee and suggests recommendations for changes and improvements.

**Associated Policies and Procedures:**

- Recognition of Prior Learning, NZCPHM Policy and Procedure
- NZCPHM Constitution, Part7, rule 59

**Adopted by Council:** 02 August 2013  
15 November 2017

**Last reviewed and amended:** July 2021 minor amendments made  
November 2022

**Due for Review:** 2027