



Selection of Registrars

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. It is important that only those applicants who have a reasonable likelihood of successfully completing the Training Programme are selected.

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 the Medical Council of New Zealand; and
- be in good standing with the Medical Council of New Zealand; 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, present, facilitate and influence effectively
- insight, self-awareness and ability to be reflective
- professional integrity including the capacity and motivation to take responsibility for own actions and demonstrate respect for all
- a desire to move away from clinical medicine and to undertake academic study and non-clinical work

Already has, or has the potential to develop:

- cultural competency skills to safely and 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 able to demonstrate clearly that they have the potential to become public health medicine specialists.

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 (Form TP-AF)
- Short written reflective piece on why public health medicine is your chosen career
- Curriculum Vitae
- Certified Certificates and Transcripts
- Identification
- Career Plan

Selection for Interview

All applications are considered by the Selection Panel, and shortlisted.

Applicants who have indigenous New Zealand Māori or Pacific whakapapa / ancestry who, 1) meet the selection criteria for the public health medicine training programme AND 2) demonstrate leadership and commitment to improving Māori health or Pacific health, are prioritised for interview.

Applicants who are not selected for interview are either invited to apply again or declined.

Reference Checks

Two written references must be received for each applicant. These references are confidential to the selection panel but the applicant can request to see them.

Interview Panel

An interview panel of three to four members is selected and convened by the Training Programme Director.

The panel will be selected from the following and will include at least one academic fellow, one non-academic fellow and a Māori Fellow:

- Training Programme Director (Chair)
- General Manager
- Fellow
- Māori Fellow

It is optimal to have some panel members who have served on the panel in the previous years.

Interview Process

Applicants are invited to attend an interview in person. If there is a valid reason for not attending in person, alternative forms of communication may be arranged e.g. skype.

The timetable for the day should allow one hour per applicant, a maximum of six interviews per day and a reasonable break for lunch. Each interview lasts up to 45 minutes.

The intention of the interview is to assess the applicant against the selection criteria. Therefore, the panel will consider how the applicant answers the questions as well as what they say, noting aspects such as whether the candidate has personal insight/ self-awareness and how they might deal with uncertainty.

The panel will have available a set of standard questions that can be used, but will also ask questions specific to each candidate, as appropriate. Candidate-specific questions seek to elucidate the extent to which the candidate meets the selection criteria; although the questions may be individual to the candidate, the selection criteria they are being assessed against are standardised.

Applicants are advised that they will be contacted in writing regarding the outcome of the interview.

Post-interview

Each panel member individually scores the applicant using the criteria and the panel scores are averaged by the number of panel members. The scores of each applicant are then ranked.

Taking into account the scores, whether the selection criteria are met, application documents, and the referee reports, a provisional list of applicants who have a high likelihood of successfully completing the training programme is identified. From this provisional list priority for entry to the training programme will be given to applicants with indigenous New Zealand Māori whakapapa or Pacific ancestry. *[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.]*

Members of the panel undertake to contact the referees to discuss the submitted referee reports for these applicants. Where concerns are raised about an applicant through this process the panel will decide, either by email or teleconference, if the 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 Executive Officer (Education) notifies the Chair of the Education and Training Committee of the decisions of the panel.

The SEO drafts letters to each applicant based on the panel's decisions, outlining the various requirements of each individual registrar and taking into consideration the College's Recognition of Prior Learning Policy and Procedure. The letters are signed by the General Manager.

Scores and pertinent information are collated and transferred to a spreadsheet and saved on the 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 General Manager, 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 Complaints and Grievances Policy.

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

Associated Policies and Procedures:

- Recognition of Prior Learning, NZCPHM Policy and Procedure
- Management of Complaints and Grievances NZCPHM Policy and Procedure

Adopted by Council: 02 August 2013

Last reviewed and amended: 15 November 2017

Due for Review: 2022