



TRAINEE SELECTION POLICY

Purpose

To define the requirements, criteria, and operational process for selection into the New Zealand College of Sexual and Reproductive Health (NZCSRH) Fellowship Training Programme, ensuring a fair, transparent, and consistent approach to recruitment.

Scope

This policy applies to all applicants to the Fellowship Training Programme, the Educational Advisory Committee (EAC), NZCSRH administrative staff and interview panel members.

Definitions

Application: A submission including all required documentation confirming eligibility for training.

Details

Principles

NZCSRH is committed to ensuring that the trainee selection process is competitive and merit-based, equitable, transparent, consistent, and maintains confidentiality.

Eligibility Criteria

Applicants must meet all of the following before being considered:

- Hold current registration with the Medical Council of New Zealand
- Have a minimum of two years postgraduate clinical experience
- Have successfully completed one of the following postgraduate qualifications prior to commencing training (Diploma of Obstetrics and Medical Gynaecology (PGDipOMG) or RANZCOG Associate Training Programme (Procedural) or equivalent programme approved by EAC)
- Hold current CPR certification (within the last two years)
- Hold professional indemnity insurance
- Have New Zealand citizenship or permanent residency

Documentary evidence of all requirements must be provided no later than the closing date for applications. If such evidence is requested and not able to be provided by this deadline, the application will be withdrawn from consideration.

Applicants must submit:

- A completed application form



- Certified copies of all relevant qualifications and other documents as required (e.g. evidence of permanent residency and citizenship)
- Current Annual Practising Certificate (APC)
- A minimum of two referee details
- Any required declarations

Incomplete or inaccurate applications may be declined.

Applicants are limited to a maximum of three (3) applications. An application is counted once eligibility is confirmed. Applications withdrawn within 10 days of closing do not count. A fourth attempt may be permitted at the discretion of the EAC.

Application Submission Process

1. Submission

The applicant must submit a completed training application form and supporting documents to administration@NZCSRH.nz by the submission deadline recorded on the NZCSRH website.

2. Administrative Check

NZCSRH administration will review completeness of the application within 5 working days of the submission deadline and confirm receipt. They may request any missing information if required. Applications submitted after the specified deadline on the NZCSRH website will be rejected.

3. Review by EAC

Complete applications processed by NZCSRH administration will be considered at the next EAC meeting after the submission deadline, and a decision regarding the application will be recorded in the meeting minutes. Eligible applications will proceed to the selection process.

4. Notification

After this, the applicant will receive either a written confirmation of acceptance or rejection of application, or a request for further information if relevant.

Selection Process

Selection into the NZCSRH Fellowship Training Programme is based on the applicant's clinical knowledge and experience, commitment to sexual and reproductive health, professional attributes, referee assessments and interview performance.

Referees will be contacted for a reference upon submission. A minimum of one reminder will be issued. A replacement referee may be requested if they do not respond to the request in a timely manner.

Interviews are required for all shortlisted applicants. They may be conducted via video conference or in person as needed. Invitations to interview will be sent by email. Applicants must respond to the email request within 48 hours; failure to respond within the given time frame will be regarded as a decline. Standardised questions are used to ensure equity between candidates. The interview panel will consist of a minimum of three (3) and a maximum of five (5) members. The panel will consist of EAC Member(s),



Fellow(s) of NZCSRH including a training supervisor and a Consumer Representative from the NZSRHECT Board (where practical).

Standardised questions will be asked, and panel members will score responses independently.

Final decisions are made by the EAC. Applicants are ranked based on total score, and offers are made in order of ranking. The number of positions offered depends on training capacity for any given year.

Successful applicants will be notified in writing. Unsuccessful applicants will be notified in writing and will be offered feedback, with the aim to support future applications.

Successful applicants may apply to defer training in exceptional circumstances. Requests to defer must be submitted in writing and are subject to approval by the EAC in line with the Special Circumstances Policy.

Applicants must maintain strict confidentiality of the process. They may not record or reproduce interview material or disclose any assessment content. Breaches may result in immediate disqualification and/or exclusion from future applications.

Disputes

Any dispute in this regard will be referred to the NZSRHECT Board according to the appropriate Appeals or Complaints Policy, depending on the nature of the dispute.

Policy Owner	Educational Advisory Committee
Date	June 2026
Review Date	June 2029

