

Anaesthesia Senior House Officer (SHO) Selection Process

Introduction

The Department of Anaesthesia, Te Whatu Ora Waitaha Canterbury, is a large quaternary teaching department covering all major subspecialties including trauma, cardiac, obstetric and paediatrics. The Department is an accredited site of specialty training for the Australia New Zealand College of Anaesthetists (ANZCA) South Island Training Scheme.

The Anaesthesia Senior House Officers (SHO) role provides successfully appointed resident medical officers (RMOs) with highly desirable skills and knowledge in anaesthesia and management of critically ill patients. Experience may lead to opportunities in anaesthesia, or contribute to emergency and critical care specialty training. Currently, six SHOs are employed every six months (12 total); eight SHOs are appointed through the Annual Recruitment Process positions and four roles are reserved for Emergency Medicine and Intensive Care trainees (which are external to the selection process) per annum. The role is currently highly competitive.

Applicability

- Department of Anaesthesia – SMOs, SOTs, Leadership
- Resident Medical Officer (RMO) applicants
- Waitaha Canterbury Resident Doctors Support Team (RDST) and Education Supervisors
- Waitaha Canterbury CMO office

Objectives

This selection process will ensure that suitable RMOs are identified and employed to the SHO position through a transparent, fair and equitable process. This will apply to applicants for the 2024 hospital year onwards.

The Department of Anaesthesia is committed to ensuring equity and diversity of SHO appointments as experience obtained can potentially lead to ANZCA training and a career in anaesthesia.

In particular, as agents of Te Whatu Ora and the Crown, we recognise that we have obligations to fulfil under Te Tiriti o Waitangi. Māori are currently underrepresented in anaesthesia and we will prioritise efforts to achieve a workforce that proportionally represents our Māori population as per Te Tumu Whakarae Position Statement (2019) in order to contribute to [New Zealand's Māori Health Strategy](#), [He Korowai Oranga](#). Pasifika will be considered similarly due to their health inequities.

Selection Process

In collaboration with the RDST, the following process will be applied for selection;

Period	Process	Details
Applications open	Advertisement	RDST Unit will advertise as for SHO positions as per organisational process
Prior to SHO applications closing	Clarification of process and role	Applicants are permitted to approach the SHO supervisors (10-15 minutes phone or in-person) to provide advice for their application anytime during the year. Intentions and circumstances identified. Applicants are dissuaded from spending prolonged time in theatre with SMOs to reduce risk of biases. SHO supervisors to meet together to regularly to discuss interactions.
Applications close	Short-listing Aim for 15 candidates to be interviewed	Applicant details provided by the RDST including cover letter, curriculum vitae. Shortlisting process steps: 1. Minimum eligibility <ul style="list-style-type: none"> Post Graduate year (PGY) ≥ 3 at time of appointment Eligible undergraduate degree (as per MCNZ) Minimum of 2 references considered Curriculum vitae and cover letter <ul style="list-style-type: none"> Scored against a matrix and ranked Eligible score > 6/10 2. Top 10 candidates will be offered an interview 3. Te Tumu Whakarae Māori Workforce Target <ul style="list-style-type: none"> All Māori and Pasikifa applicants who meet above minimum eligibility criteria will be shortlisted for interview 4. Remaining interviews will be offered to the next highest ranked candidates
Interviews	15-20 minute Interviews	<ul style="list-style-type: none"> Facilitated by RDST with SHO supervisors and diverse panel Face-to-face or video conferencing is permissible Standardised questions based on ANZCA Roles in Practice (See ANZCA Trainee Handbook) and job requirements Knowledge and commitment of Te Tiriti o Waitangi and how the principles can be applied to health questions Scores for interviews will be tallied and ranked
Offers	Notification of outcome	Appointments offered to the highest ranked suitable applicants following interviews.

Short listing – Curriculum Vitae scoring criteria

CV Element	Details/examples
Evidence of critical care interest	Examples include (but not limited to); attendance at critical care course, acquisition of critical care skills
Previous acute care experience	Experience at SHO/Registrar level; eg. Emergency Medicine, ICU, Acute Medicine Registrar, Acute Surgery Registrar.
Academic achievements	Recognition given for tertiary level achievements, presentations
Teaching experience	Experience teaching small or large groups
Quality assurance or improvement experience	Audits, research and quality improvement contributions to any department or institution
Non-academic achievements	Interests outside of medicine
Reference checks	Two references

Selection Panel

The selection of SHO's is an internal appointment by the Department of Anaesthesia.

- Shortlisting will be conducted by the SHO supervisors as per criteria above.
- Interview panel will include the SHO supervisors and 1-2 other diverse and representative members of the department.

All members of the shortlisting and interview panel are required to have completed the organisation's healthLearn [online hiring manager training](#). The selection committee must identify and declare any conflicts of interest, demonstrate impartiality, and make decisions without prejudice and bias. All processes and deliberations should be formally documented.

Notifying applicants of the outcome

Applicants who are unsuccessful at short-listing or unsuccessful from the interview will be notified as per the national annual recruitment timeline.

Unsuccessful applicants have a right to access feedback from the SHO supervisors and to an appeals process (as per RDST). At the request of an unsuccessful applicant, feedback of their status can be provided to inform the candidate that they are;

- Suitable for appointment but no post available in current round.
- Not suitable now, but is likely to fulfil selection criteria in the future
- Not suitable for appointment and unlikely to fulfil selection criteria in the future.

Supporting material

Local

- Te Whatu Ora Waitaha Recruitment and Selection Policy Ref: 2408060
- Te Whatu Ora Waitaha Diversity and Inclusion Policy Ref: 2406605
- healthLearn How we hire around here [online hiring manager training](#).

External

- Te Tumu Whakarae. Māori Workforce Position Statement. Available from <https://tas.health.nz/employment-and-capability-building/workforce-information-and-projects/te-tumu-whakarae>
- Manatū Hauora: Ministry of Health. He Korowai Oranga. New Zealand's Māori Health Strategy. Available from <https://www.health.govt.nz/our-work/populations/maori-health/he-korowai-oranga>
- ANZCA Handbook for Training. February 2023 v2.7. Available from <https://www.anzca.edu.au/resources/all-handbooks-and-curriculums/anzca-training-handbook>