

6 June 2006

Dear «TITLE» «SURNAME»

THANK YOU FOR AGREEING TO BE A CV ASSESSOR

This pack contains the following:

- Instructions to CV assessors
- CV assessment instrument
- CV scoring worksheet
- CD, which includes:
 - Read me - instructions as to what's on the CD
 - Individual CVs
 - Conflict of interest form
 - Instructions to CV assessors
 - CV assessment instrument

IMPORTANT

- **YOUR CV SCORING WORKSHEET MUST BE RETURNED TO COLLEGE BY 30 JUNE 2006.**
- **PLEASE NOTIFY COLLEGE *IMMEDIATELY* IF YOU CANNOT COMPLETE YOUR CV ASSESSMENTS BY THE 30 JUNE 2006 DUE DATE. IN THIS INSTANCE COMPLETE PACKS MUST BE RETURNED TO COLLEGE.**

INSTRUCTIONS TO CV ASSESSORS

The CV assessment instrument included with this pack is to be used to formalise CV ratings for all applicants to ACD training positions. Every CV assessor in every Faculty admitting trainees will use the same instrument.

You will be provided a worksheet to fill out. This will list in alphabetical order all the applicants for training positions in your state. The CV assessment instrument is also included. You may find it easier to print this off for ready reference while scoring the CVs.

The total score for some categories is less than the maximum that can be achieved by adding all the factors together. Please enter on the CV scoring sheet the factor scores you feel most appropriately reflect the qualities of the applicant. The data entry process will correct where the maximum category score is exceeded by the sum of its constituent factors – ***you should not attempt or make this correction yourself by adjusting the factor scores or the candidate may be underscored.***

When assigning scores you should consider facets in each CV that distinguish it from others. You should try to utilise a wide range of scores. This may be achieved by visualising the score range for each factor as an analog scale ranging from best to worst and assigning a score that best fits for each CV under consideration using a global approach, rather than by counting off points.

The principles of CV assessment using this instrument are:

1. The primary focus of the assessment of each factor in the instrument is quality:
 - This should not just be an exercise of “time served”; *there is no queue for training positions.*
2. Clinical experience is rated strongly in this system. CVs should be rated according to the quality and scope of experience:
 - In forming your assessment you should consider that dermatology registrars should be competent to participate in the management of patients with complex multi-system disease.
 - The assessment of medical and surgical experience should involve your understanding of the scope of experience; and the levels of knowledge and skill necessary for the positions listed.
 - The global assessment is intended to include consideration of your understanding of the quality of experience including levels of supervision, responsibility; and the experiential and training value of the positions listed.
3. Academic presentations and publications must be assessed from the point of view of quality:
 - Relevance to dermatology is not necessary.
 - Scoring for this category should be based on your assessment of academic rigor and quality.
 - Quantity should not be a major consideration.
 - Original research should be rewarded appropriately for quality.
 - Other articles may be assessed from the point of view of authorship role; first authors should be rewarded ahead of others except where it is clear that the applicant has contributed a pivotal input to the article.
4. Interests and achievements are to be assessed from the point of view of excellence and breadth:
 - This category is designed to identify candidates of excellence who demonstrate in their CVs evidence of discipline, drive and leadership in a broad range of interests and achievements.
 - Academic achievements are included for consideration in this category but medical undergraduate achievements are specifically ***excluded***. The wide variety of course structures and assessment systems used in the university medical schools around

Australia means that there is no way of fairly comparing degrees and awards from different institutions.

- You may choose to consider other undergraduate and postgraduate achievements if you consider them to be evidence of excellence.

5. Conflict of interest must be declared:

- You should indicate in the worksheet column against the candidate's name where a conflict of interest applies.
- You should still assess that CV but include a signed Conflict of Interest Declaration with the CV Worksheet detailing the nature of that conflict. The Training Committee will assess the nature of the conflict and decide whether your score for that candidate should be excluded from consideration.

CV ASSESSMENT INSTRUMENT 2006

CATEGORY	FACTOR	MAX FACTOR SCORE	MAX CATEGORY SCORE
CLINICAL EXPERIENCE	Medical clinical experience	10	30
	Surgical clinical experience	10	
	Global assessment of scope and quality of clinical experience	10	
	The assessment score is to reflect the scope and quality of clinical experience including an assessment of the level of responsibility. It is not a measure of time served. There is to be no bias with regard to hospital or other practice.		
ACADEMIC PRESENTATIONS AND PUBLICATIONS	Assess the scope and quality of presentations. Assess the scope and quality of publications especially for those where the applicant is first author. This assessment is not a measure of quantity but instead quality of contribution. The assessment score is global.		10
INTERESTS & ACHIEVEMENTS: <ul style="list-style-type: none"> • Educational • Medical • Non-Medical • Community 	Community groups, sporting organisations, musical groups / organisations, etc	10	20
	Certificates of excellence, merit awards, community awards / commendations, championships	20	
	This category reflects the general initiative, motivation and social conscience / contribution of each applicant. Assessments should reflect a global recognition of excellence and the capacity to make a valuable contribution to the profession, speciality and community if selected onto the training scheme. It may include any facet of the applicant's CV, including academic achievements.		
FELLOWSHIPS AND POST-GRADUATE QUALIFICATIONS	Clinical College Fellowship	4	6
	Non-Clinical College Fellowship, medical and non-medical postgraduate degrees	2	

READ ME

This CD contains:

1. All the CVs for applicants to your state faculty.
2. CV assessment instrument
3. Instructions to CV assessors
4. Conflict of interest declaration

Your completed hard copy CV scoring worksheet must be returned by mail or fax to the College by close of business on **30 June 2006**. This year the College will be using a paper trail – next year the process may be online. You should keep a copy of the completed sheet in case the original goes missing.

You should retain the CVs for the interview round, but then return the CD to the College once the positions for 2007 have been allocated.

If you have any difficulty opening the files on the CD, please contact College immediately.

CONFLICT OF INTEREST

Conflicts of interest may exist where you have a close personal relationship to the applicant or where there is a pecuniary relationship. There is no conflict of interest where the applicant has been associated with you in the workplace so long as there is an arms length financial relationship and you cannot derive vicarious personal gain for the association.

If you feel that a conflict of interest may exist where you are asked to assess certain applicants' CVs you should:

1. Continue to assess the CVs in question and submit your assessments;
2. Mark the box on the CV assessment form to indicate that a conflict may exist; and
3. Complete the conflict of interest declaration naming the relevant applicant(s) and detailing the nature of that conflict.

CV ASSESSOR CONFLICT OF INTEREST DECLARATION

I, _____ declare that I may be subject to a conflict of interest when asked to assess the curriculum vitae submitted by _____ (name of applicant).

The nature of this conflict of interest is: _____

Signed _____
Print Name _____
Date _____