



Position Title	Specialist International Medical Graduate (SIMG) Officer
Department	Education and Training
Date Reviewed	January 2025

Incumbent Name		
Signature		Date

## College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

## Department Overview

The Education Department has several strands of activity arranged into Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

### Education Strategy & Development

- Responsible for the development and implementation of strategic education initiatives underpinned by sound evaluation and design principles, including educational standards and content, and facilitated by strong collaborative partnerships with stakeholders.

### Examination, Assessment Systems & Standards

- Responsible for the ongoing development and administration of standards underpinning the ACEM Examinations and the digital systems required to support them.

## Examination Operations

- Responsible for the ongoing development, administration and logistical delivery of the ACEM Examinations.

## Specialist International Medical Graduate Assessment

- Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand, and the provision of support to those on the pathway to Fellowship of ACEM.

## Continuing Professional Development

- Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.

## Position Purpose

The SIMG Officer provides administrative support for the Specialist International Medical Graduate (SIMG) and Short-term Training (STT) pathways, ensuring compliance with standards and requirements as stipulated by relevant governing bodies, including the Medical Board of Australia and Medical Council of New Zealand.

## Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Provide administrative support for College processes relating to SIMG pathways in Australia and New Zealand, including:
  - Addressing internal and external queries.
  - Processing STT and SIMG applications.
  - Coordinating SIMG assessment interviews.
  - Preparing SIMG interview outcome advice.
  - Monitoring SIMG pathway progress.
  - Facilitating SIMG position approvals.
  - Maintaining STT and SIMG databases.
  - Processing SIMG applications for election to Fellowship.
- Collaborate with members of the SIMG Unit to achieve shared goals.
- Liaise with ACEM employees regarding SIMG program requirements, including the SIMG database, communications and website pages.
- Liaise with the SIMG Assessment Committee and Assessor Panel to provide high-level administrative support.
- Support the SIMG team in effectively managing the SIMG committee.
- Provide administrative assistance and input as requested by the Manager, Education Compliance and the Executive Director, Education.
- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.

- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

## Key Skills, Qualifications and Attributes

### Essential

- Tertiary qualification or equivalent relevant work experience.
- Exceptional written and oral communication skills.
- Strong planning, time management and problem-solving skills.
- Proven administration experience with a focus on continuous improvement.
- Familiarity with processes associated with government regulatory bodies.
- Effective stakeholder management skills to effectively interact with international applicants, senior clinical staff, regulatory bodies and colleagues.
- Proficiency in managing data across in-house software programs.
- High level of accuracy, attention to detail and ability to learn new IT skills.
- Demonstrated experience in handling sensitive and confidential information with discretion.
- Commitment to equal opportunity, workplace diversity and industrial democracy principles.
- Ability to work unsupervised and take individual responsibility for tasks in accordance with team objectives, timelines and priorities.
- Flexible approach and adaptability to deal effectively with change.

### Desirable

- Previous experience in a membership organisation or an academic institution.
- Background in working with physicians and/or other health care clinicians.
- Experience supporting education programs, preferably in the vocational sector.

## Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Organisational Relationships

Reports to	Coordinator, Specialist International Medical Graduate (SIMG) Assessment and Projects
Supervision of	Nil
Internal Liaison	All ACEM Employees Members, SIMGs and trainees of the College
Committee Liaison	SIMG Assessment Committee
External Liaison	SIMG Panel of Assessors Regulatory bodies, recruitment agencies and other external stakeholders Other colleges and training organisations

	Fellows, SIMGs and Members of the College Hospital and other employees
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**Additional Information**

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.