



SPECIALIST INTERNATIONAL MEDICAL GRADUATE (SIMG) ASSESSMENT COMMITTEE

Council of Education

1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Committee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the SIMG Assessment Committee (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the committee.

2. MEMBERSHIP

The SIMG Assessment Committee consists of the following members:

- (a) Ex-officio members
 - Censor-in-Chief
 - Deputy Censor-in-Chief
- (b) Up to 12 'ordinary' FACEM members [inclusive of two Deputy Chairs (one from Australia and one from New Zealand), but exclusive of the Chair] comprising:
 - a minimum of two (2) FACEMs resident in New Zealand
 - a minimum of two (2) FACEMs from Australian Remoteness Areas (RA)2 to RA5
- (c) Of the 12 members appointed pursuant to (b) above, at least two (2) shall have come through the SIMG assessment pathway, whether in Australia or New Zealand.
- (d) One (1) external community member appointed for this purpose by COE.
- (e) One (1) health jurisdiction representative nominated by the Health Workforce Principal Committee and/or the New Zealand Ministry of Health.

In attendance (non-voting):

- Chief Executive Officer
- Executive Director of Education and Training or staff delegate
- General Manager of Education

- Relevant Unit Manager

ACEM staff members in attendance do not have voting rights.

Requirements of Membership

Members of the committee are expected to commit to participating in a minimum of one (1) SIMG structured interview date on an annual basis. Members are also expected to keep abreast of changes to and the requirements of the ACEM Specialist Training Program, as well as requirements in relation to SIMG assessment set by the relevant regulatory bodies in Australia and New Zealand.

3. SELECTION CRITERIA

Essential

- a thorough understanding of the requirements of the relevant regulatory bodies in Australia and New Zealand in relation to the assessment of SIMGs and the College's role in the associated processes

Desirable

- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisational skills
- previous experience as a member of an SIMG Interview Panel
- experience in employment interviewing and selection

4. RESPONSIBILITIES AND AUTHORITY

The primary role of the committee is to oversee and administer the Specialist Assessment and Area of Need (AoN) processes of the College in accordance with approved College regulations, policies and guidelines, and the requirements of relevant regulatory bodies in Australia and New Zealand. The role of the committee is both operational and strategic. Strategic matters do, however, require the consideration and approval of COE.

4.1 Responsibilities

Note: Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

The role of the committee is to work with ACEM staff:

(a) Specialist Assessment

- To oversee the College's processes for the assessment of SIMG applicants in Australia and New Zealand for the purposes of eligibility for registration as a recognised specialist in the relevant jurisdiction and in accordance with the requirements of the relevant regulatory bodies.
- To make decisions based on the advice of SIMG Interview Panels following assessment by structured interview, regarding the assessment of SIMG applicants in Australia and New Zealand.
- To review the completed assessments of SIMG applicants working towards Fellowship of the Australasian College for Emergency Medicine.
- To consider and make recommendations on election to Fellowship of SIMG applicants.
- To report appropriately to the Medical Board of Australia (MBA) on applicants' comparability to an Australian-trained specialist in emergency medicine.

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- To make recommendations to the Medical Council of New Zealand (MCNZ) on applicants' eligibility for vocational registration.
- (b) Area of Need
- To oversee the College's processes for the assessment of SIMG applicants' suitability for the AoN position for which they are being considered.
 - To report appropriately to the relevant authorities on applicants' suitability for the AoN position for which they have applied.
 - To review and make recommendations in relation to requests by hospitals for College support of particular positions being declared an AoN on a case-by-case basis and as required.
 - To review reports from hospitals and otherwise monitor those appointed to AoN positions to ensure that they remain suitable for the position they occupy.
- (c) Other
- To develop and revise the College's policies and guidelines relating to SIMG and AoN assessment.
 - To appoint FACEM members to the SIMG Panel of Assessors.

4.2 Extent of authority

The committee has authority to make decisions in respect of the following:

- (a) Specialist Assessment
- Whether to approve or amend the recommendation(s) of SIMG Interview Teams on applicant assessment and the requirements of their pathway to election to Fellowship.
 - To approve completed assessments (if satisfactory) or determine the appropriate assessment criteria for individual applicants deemed to require further assessment.
- (b) Area of Need
- Whether to approve or amend the recommendation(s) on candidate suitability for the AoN position for which they are being considered.
- (c) Other
- To appoint FACEM members to the SIMG Assessment Panel.

The committee must not, however, exercise its decision-making authority in the following circumstances:

- if there is insufficient relevant information to enable it to make an informed decision
- if the committee members are unable to reach a decision on a specific matter
- if the proposed decision would not conform with College regulations, policies or guidelines
- if the matter has any bearing on governance or strategic issues
- if the matter involves a significant risk to the College.

In all such cases, the matter should be referred to COE.

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole committee as required. Matters dealt with by the Chair will be tabled at the next meeting of the committee.

4.3 Line of Reporting

The entities below report to the committee:

SIMG Interview Teams



SIMG Assessment Committee



The committee reports to the following:

Council of Education

5. MEETING REQUIREMENTS

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. Any such allowed variations are specified below. See clause 8 of the policy for full details of meeting requirements.

(a) Voting Rights

These requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

6. DOCUMENT REVIEW

Timeframe for review: Every two (2) years, or earlier if required

6.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director of Education and Training / relevant Unit Manager
 Document maintenance: Manager, Standards

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2015	Approved by COE.
v2	Nov-2015	Established as a committee of COE rather than a subcommittee of TAC; terminology of Overseas Trained Specialist replaced by Specialist International Medical Graduate; membership amended to reflect nature of committee's work and the inclusion of a community representative; role and responsibilities revised in line with the expectations of regulatory bodies in Australia and New Zealand.
v3	Dec-2015	Revisions following review of COE entities by COE.
v4	Aug-2016	Revisions to authority for decisions and matters to be recommended to COE
v5	Feb-2017	Revision to out of session authority of chair.
v6	Apr-2017	Revisions to membership