



AUSTRALASIAN COLLEGE
FOR EMERGENCY MEDICINE

GUIDELINES

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GUIDELINES FOR THE SUPERVISION AND MANAGEMENT OF SPECIALIST INTERNATIONAL MEDICAL GRADUATES IN NEW ZEALAND WORKING TOWARDS FELLOWSHIP OF ACEM

1. INTRODUCTION

These Guidelines apply to the supervision of Specialist International Medical Graduates (SIMGs) assessed by the Australasian College for Emergency Medicine (ACEM; the College) in its capacity as a Vocational Education Advisory Body (VEAB) for the Medical Council of New Zealand (MCNZ) as having qualifications 'as satisfactory as' those of a specialist in emergency medicine vocationally trained in New Zealand and who are required to undertake a period of supervised clinical training ('upskilling') in order to be eligible to apply for election to Fellowship of the College.

These Guidelines should be read in conjunction with the ACEM regulations; to the extent that there is any inconsistency, the regulations shall prevail. Reference should also be made to the MCNZ *Policy on registration within a vocational scope of practice – Doctors who do not hold the approved New Zealand or Australasian postgraduate qualification* and any associated requirements of the MCNZ.

2. SIMGS UNDERTAKING A PERIOD OF UPSKILLING

Whether the period of upskilling is required for the purposes of attaining vocational registration with the MCNZ or to become eligible to apply for election to Fellowship of the College or both, the nature and duration of the period of upskilling required is determined by the SIMG Assessment Committee following assessment at interview.

The applicant must occupy a position under supervision prospectively approved by the College until such time as all requirements specified are completed (Regulation C2.2.2.3).

2.1 Structured References

The structured references are provided by three (3) Fellows (FACEM). Referees must be at least three (3) years post award of FACEM and each referee must have directly supervised the SIMG trainee for a minimum of 50 hours in the three (3) FTE month period preceding the date on which the reference is completed.

The set of structured references will be reviewed by SIMG Assessment Committee, which will determine whether the requirement has been satisfactorily completed.

If the set of structured references is not satisfactory, the SIMG trainee will need to remain in a prospectively approved supervised clinical training position and a new set of structured references completed following another three (3) months of supervised training.

3. MANAGEMENT OF AN UNDERPERFORMING SIMG

SIMGs should ensure they are familiar with the circumstances and manner in which the MCNZ addresses unsatisfactory completion of the requirements set by the Council for the SIMG.

Structured References

In completing a structured reference, referees are asked to specify any areas in which they consider the SIMG that is the subject of the report requires further upskilling or assessment. Individual domain scores of one (1) ('poor') or two (2) ('below expected level') may be cause for concern despite the overall assessment. As such, domain scores of one (1) or two (2) will be carefully considered by the SIMG Assessment Committee as part of its review of a set of structured references. For this reason, it is important that referees provide comments as to why they have given such scores. Acknowledging that referees will draw upon different interactions and observations of the SIMG, the comments provided are also important in circumstances where the scores given by the referees differ for any individual domain(s).

4. REMOVAL FROM THE SIMG PATHWAY TO FELLOWSHIP

Separate to the processes of the MCNZ, there is a range of circumstances in which the SIMG Assessment Committee may recommend to the Council of Education (COE) that an SIMG is removed from their pathway to Fellowship. SIMGs trainees who commence the requirements specified by the College in order to become eligible for election to Fellowship will be considered for removal from their pathway to Fellowship in any of the following circumstances (Regulations C2.2.5.1 and C1.5.9):

- the requirements for eligibility for election to Fellowship are not completed within the specified timeframe;
- they engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College;

In such circumstances and pursuant to the applicable Regulations, the SIMG will be advised of the ground(s) on which they are to be considered for removal from their pathway to Fellowship and afforded the opportunity to provide a written submission for consideration by the Committee. The Committee will make one of the following recommendations to COE:

- That, on the basis of the materials presented to it, the SIMG be permitted to remain on their pathway to Fellowship and the revised timeframe in which they are required to complete the requirements of this pathway.
- That, on the basis of the materials presented to it, the SIMG be removed from their pathway to Fellowship.

Where the SIMG is removed from their pathway to Fellowship and this is required in order to attain vocational registration, the College will notify the MCNZ of its decision.

5. DOCUMENT REVIEW

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

5.1 Responsibilities

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

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2014	Approved by Council of Education
v2	Oct-2016	Revisions resulting from delegated authority for assessment decisions