



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) for the purposes of attaining specialist registration in the field of emergency medicine with the MCNZ as either:

- 'Equivalent to' a specialist in Emergency Medicine vocationally trained in New Zealand and who are required to undertake a period of specialist practice under peer review ('oversight') in order to be eligible to apply for election to Fellowship of the College via the Assessment Pathway for vocational scope of practice; or
- 'as satisfactory as' 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 via the Assessment Pathway for vocational scope of practice.

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 SPECIALIST PRACTICE UNDER PEER REVIEW

SIMGs assessed by the College as **Substantially Comparable** (Equivalent to) to an Australasian-trained specialist in emergency medicine may be required, pursuant to Regulation C1.5.1.1, to undertake a period of **up to 12 FTE** months of specialist practice under peer review in the field of emergency medicine. The duration of the required period of specialist practice under peer review is determined by the SIMG Assessment Committee following assessment at interview, and communicated to the applicant at the time of notification of the assessment decision.

Whether the period of specialist practice under peer review/oversight 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 'oversight' required is determined by the SIMG Assessment Committee following assessment at interview.

2.1 SIMG Performance Assessment Reports

Where specialist practice under peer review in the field of emergency medicine is required in order for the SIMG to become eligible for election to Fellowship, and thus to attain specialist registration with the MCNZ, the SIMG must complete three-monthly SIMG Performance Assessment Reports throughout that period.

Any period of supervised practice undertaken by an SIMG assessed as Substantially Comparable to (Equivalent to) an Australasian-trained specialist in emergency medicine for the purposes of becoming eligible to apply for

election to Fellowship, must be prospectively approved (Regulation C1.5.4.3). One aspect of that approval is agreement by an ACEM Fellow to supervise the SIMG in question, with consideration also given to whether the position in which the SIMG intends to undertake a period of specialist practice under peer review for the purposes of meeting the College's requirements is suitable for this purpose and for the needs of the individual SIMG.

The ACEM Fellow approved by the College in the SIMG's application for prospective approval of a period of specialist practice under peer review should ensure they comply with the responsibilities of a 'principal supervisor'.

Satisfactory SIMG Performance Assessment Reports are reviewed by the Chair of the SIMG Assessment Committee. SIMG Performance Assessment Reports that are other than satisfactory are reviewed by the SIMG Assessment Committee having regard to the individual SIMG's performance to-date and the comments provided by the supervisor on the SIMG Performance Assessment Report. Pursuant to Regulation C1.5.4.7, the SIMG Assessment Committee will determine:

- whether the SIMG Performance Assessment Report is assessed as 'satisfactory' or 'not satisfactory'
- if the SIMG Performance Assessment Report is assessed as 'satisfactory', whether there are any areas of concern in relation to performance to be communicated to the SIMG
- if the SIMG Performance Assessment Report is assessed as 'not satisfactory', whether an additional period of three (3) FTE months of specialist practice under peer review in the field of emergency medicine is required
- if the SIMG Performance Assessment Report is assessed as 'not satisfactory', whether the SIMG is to be advised that if any future SIMG Performance Assessment Report submitted for the purposes of becoming eligible for election to Fellowship is assessed as 'not satisfactory' they will be considered for removal from their pathway to Fellowship

Except in circumstances where an SIMG assessed as Substantially Comparable to an Australasian-trained specialist in emergency medicine is reclassified and in the absence of circumstances that the SIMG Assessment Committee accepts as exceptional, the SIMG shall be considered for removal from their pathway to Fellowship if two (2) Work Performance Reports are assessed as 'not satisfactory'.

2.2 Structured References

A set of structured references is required for SIMGs assessed by the College as Substantially Comparable (Equivalent to) to an Australasian-trained specialist in emergency medicine and required to undertake a period of **up to** 12 FTE months of specialist practice under peer review in the field of emergency medicine in order to be eligible for election to Fellowship and attain specialist registration with the MBA. The structured references are provided by three (3) Fellows (FACEM) in the department in which the specialist practice under peer review was undertaken. Referees must be at least three (3) years post award of FACEM and each referee must have directly supervised the SIMG that is the subject of the reference 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 (Regulation C1.5.5.2).

Where the SIMG Assessment Committee determines that a set of structured references is not satisfactory, the Committee may determine that the deficiencies identified in the set of structured references is such that the SIMG will need to undertake a further additional period of specialist practice under peer review in the field of emergency medicine.

2.3 Multi-Source Feedback (MSF) Report

Assessment in the form of a Multi-Source Feedback (MSF) is required for SIMGs assessed by the College as Substantially Comparable to (Equivalent to) an Australasian-trained specialist in emergency medicine and required to be undertaken prior to the SIMG's final assessment from a larger number and wider range of

personnel. Respondents will include DEMENT, DEM, FACEMs (non-supervising), non-FACEM consultants, trainees, senior nursing staff, clinical and non-clinical staff. All proposed respondents will be nominated by the SIMG and provided to the supervising FACEMs for additions and removals. Collated responses will be reviewed by the SIMG Assessment Committee, which will determine whether the SIMG is eligible for election to Fellowship with the College.

Where the SIMG Assessment Committee determines that a set of MSF responses is not satisfactory, the Committee may determine that the deficiencies identified in the set of MSF responses is such that the SIMG will need to undertake a further additional period of specialist practice under peer review in the field of emergency medicine.

3. SIMGS UNDERTAKING 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; during which time the applicant must continue to submit SIMG Trainee In-Training Assessments every three (3) calendar months and EM-WBAs at the rate and complexity specified in the Regulations (Regulation C2.2.2.3).

Any period of supervised practice undertaken by an SIMG assessed as Partially Comparable to (as satisfactory as) an Australasian-trained specialist in emergency medicine for the purposes of becoming eligible to apply for election to Fellowship, must be prospectively approved (Regulation C1.5.4.3). One aspect of that approval is agreement by an ACEM Fellow to supervise the SIMG in question, with consideration also given to whether the position in which the SIMG intends to undertake a period of supervised clinical training for the purposes of meeting the College's requirements is suitable for this purpose and for the needs of the individual SIMG.

3.1 SIMG Trainee In-Training Assessments

An SIMG undertaking ACEM assessments for the purposes of eligibility for election to Fellowship must complete formal three-monthly SIMG Trainee In-Training Assessments until such time as those assessments are successfully completed.

Satisfactory SIMG Trainee In-Training Assessments are reviewed by the Chair of the SIMG Assessment Committee. SIMG Trainee In-Training Assessments where the overall performance is assessed as 'unsatisfactory' are reviewed by the SIMG Assessment Committee having regard to the performance of the applicant to-date, the comments provided by the supervisor in the SIMG Trainee In-Training Assessment and the SIMG Trainee's progress in meeting the requirements they need to complete in order for them to become eligible for FACEM.

Pursuant to Regulation C1.6.5.8, the SIMG Assessment Committee will determine:

- whether the SIMG Trainee In-Training Assessment Report is assessed as 'satisfactory' or 'not satisfactory'
- if the SIMG Trainee In-Training Assessment Report is assessed as 'satisfactory', whether there are any areas of concern in relation to performance to be communicated to the SIMG trainee
- if the SIMG Trainee In-Training Assessment Report is assessed 'not satisfactory', whether the SIMG is to be advised that if any future SIMG In-Training Assessment Report submitted for the purposes of becoming eligible for election to Fellowship is assessed as 'not satisfactory' they will be considered for removal from their pathway to Fellowship

Except in circumstances where the SIMG trainee is reclassified and in the absence of circumstances that the SIMG Assessment Committee accepts as exceptional, an SIMG trainee who has two (2) SIMG Trainee In-Training Assessment Reports assessed as 'not satisfactory' shall be considered for removal from their pathway to Fellowship.

the SIMG Assessment Committee will determine the area(s) of concern in relation to performance to be communicated to the applicant. At that time, the applicant will also be advised that if any future SIMG Trainee In-Training Assessment is assessed as 'unsatisfactory' they will be considered for removal from their pathway to Fellowship pursuant to the applicable College regulations.

3.2 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.

3.3 Multi-Source Feedback (MSF) Report

Assessment in the form of a Multi-Source Feedback (MSF) is required for SIMGs assessed by the College as Partially Comparable to (as satisfactory as) an Australasian-trained specialist in emergency medicine and required to be undertaken prior to the SIMG's final assessment from a larger number and wider range of personnel. Respondents will include DEMENT, DEM, FACEMs (non-supervising), non-FACEM consultants, trainees, senior nursing staff, clinical and non-clinical staff. All proposed respondents will be nominated by the SIMG and provided to the supervising FACEMs for additions and removals. Collated responses will be reviewed by the SIMG Assessment Committee, which will determine whether the SIMG is eligible for election to Fellowship with the College.

Where the SIMG Assessment Committee determines that a set of MSF responses is not satisfactory, the Committee may determine that the deficiencies identified in the set of MSF responses is such that the SIMG will need to undertake a further additional period of supervised clinical training in the field of emergency medicine.

4. 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.

4.1 Work Performance Reports

The SIMG Performance Assessment Report (for substantially comparable) and the SIMG Trainee In-Training Assessment Report (for partially comparable) include space for recording any identified areas in which improvement in performance are required or expected, as well as specific actions and tasks that are proposed to address those issues identified and the date on which these are to be reviewed. As such, the applicable work performance report can be used outside those occasions on which it is formally required by the College to document discussions of performance and plans for improvement. While not mandatory, submission of work performance reports completed in such circumstances (i.e. additional to those required) to the College is encouraged.

4.2 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).

5. 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 the Pathway to Fellowship Review Committee (PFRC):

- 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.

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
 Document maintenance: Manager, Standards

6.2 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
v3	Sept-2018	Revisions resulting from implementation of MSF; clarification of work performance reports; substantially comparable outcome
