

SIMG Checklist – Adding an Additional Training Site

Important update: Due to recent changes to the application process, SIMGs are **no longer able to submit requests to add an additional training site through the online system**. All requests to add an additional site must now be **submitted via email** to the RACS SIMG Team, together with the required supporting documentation.

Use this **short checklist** to request approval to add an additional hospital/training site to your **approved Short-Term Training** position.

Before You Apply

- Your current Short-Term Training position is **already approved**
 - The new site is within the **same scope of practice**
 - Your employer and supervisor **support the request**
 - You understand you **must not start** at the new site until RACS approval is issued
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Documents to Submit (All Required)

- ☐ [Certified copy](#) of **current passport**
 - ☐ **One referee report** (signed within last 12 months)
 - ☐ **AAMC-30 Form** (signed by SIMG and supervisor/employer)
 - ☐ [Statement of Intent to Return to Country of Training](#) (signed)
 - ☐ **Previously approved position description**
 - ☐ **Updated training plan** listing **all sites**, duties, and supervision
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How to Apply

Email all documents to SIMG.Enquiries@surgeons.org

Suggested subject line: **“Request to Add Additional Site – Short-Term Training – [Your Name]”**

Fees and Processing

- **AUD \$495**
 - Please allow up to **2 weeks** for processing, once all documents and payment is received.
 - Applications **cannot be expedited**
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After Approval

- You will receive a **formal RACS approval letter**
- Approval will be uploaded to your **AMC portfolio** and shared with **AHPRA**

 **Do not commence work at the additional site until written approval is issued.**