

Portfolio:	Pathways to Fellowship	Ref. No.	TOR-2045
Team:	SIMG Assessments		
Title:	Specialist International Medical Graduate Assessment Interview Panels		

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for Specialist International Medical Graduate (SIMG) Assessment Interview Panels and Vocationally Registered Doctors applying for Fellowship interview Panels.

2. KEYWORDS

Specialist International Medical Graduate, SIMG, assessment, interview panel

3. BODY OF POLICY

3.1. Responsibilities of Assessment Interview Panels

The SIMG Assessment Interview Panel is responsible for the assessment of the surgical qualifications and clinical experience in accordance with REG-2038 Assessing a Specialist International Medical Graduate's Comparability to an Australian and Aotearoa New Zealand Trained Surgical Specialist.

3.1.1. All members of the SIMG Assessment Interview Panel must;

- a. Prepare for the assessment interview by reviewing all relevant documentation prior to the interview.
- b. Complete the SIMG Interviewer Training eLearning resource prior to the interview.
- c. Participate in pre-interviewer briefings as required.
- d. Conduct a fair and unbiased assessment of each applicant in a manner that is compliant with the relevant laws, and the principles of natural justice and procedural fairness.
- e. Conduct the assessment of each applicant using RACS regulations and processes including the semi-structured interview format.
- f. Maintain professional behaviour throughout the assessment and interview process.
- g. Declare any existing or potential conflict of interest and when appropriate remove themselves from the proceedings.

3.2. Composition

3.2.1. Each SIMG Assessment Interview Panel must consist of one member from each of the following categories;

- a. Nominee of the Committee of Surgical Education and Training. This nominee will usually not be a Fellow from the same specialty as the SIMG being assessed.
- b. At least one and a maximum of two representatives of the Specialty Training Committee/Board of the Specialty in which the SIMG is being assessed.
 - The Chair of the Assessment Interview Panel is a representative of the relevant specialty.

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- Where a SIMG is identified for consideration of limited scope, the Interview Panel must include at least one Fellow who is practicing within the limited scope

c. The panel may include:

- A Community or External Representative

3.2.2. RACS may appoint an observer if required.

3.3. Mechanisms of Decision

3.3.1. The opinions of each Assessment Interview Panel member must be considered in formulating the final assessment recommendation.

3.3.2. The Assessment Interview Panel recommendation may be a consensus or majority decision.

3.3.3. In the event that an Assessment Interview Panel has an even number of members, the Chair of the Panel has a casting vote.

3.4. Governance and Reporting

3.4.1. The interim recommendation by the Assessment Interview Panel will be forwarded to an Education Committee (EC) Executive panel for approval.

- a. The panel will be made up of three members selected from the Chair of EC, Chair of CSET, SIMG Committee Chair, Chair PSEC, Chair Court of Examiners and Co-opted Members.

3.4.2. Notification of the interim recommendation will be uploaded to the Australian Medical Council website on the MBA Report and shared to the Specialty Board Chair and the SIMG.

4. ASSOCIATE DOCUMENTS

Assessing a Specialist International Medical Graduate's Comparability to an Australian and Aotearoa New Zealand Trained Surgical Specialist
 Aotearoa New Zealand Vocationally Registered Doctors Applying for Fellowship
 Specialist International Medical Graduates Assessed with a Limited Scope of Practice

Approver: **Education Committee**

Authoriser: **Council**