

Portfolio:	Pathways to Fellowship	Ref. No.	TOR-2007
Department:	SIMG Assessments		
Title:	Specialist International Medical Graduate Committee		

1. PURPOSE AND SCOPE

To define the Terms of Reference for the Specialist International Medical Graduate Committee (SIMGC). The SIMGC is a subcommittee of the Education Committee.

2. KEYWORDS

SIMG, Member, Membership, Duties, Quorum

3. BODY OF POLICY

3.1. Membership

- 3.1.1. The SIMGC shall consist of the following members with voting rights:
- a. The Chair, elected by Council.
 - b. A Deputy Chair as elected by the committee - in the role of a senior advisor to the Chair with direct experience of RACS based assessment and interviewing. Voting members should give consideration to binational representation. This position will be held with a maximum tenure of 2 terms of 3 years.
 - c. A specialty representative elected from each of the Specialty Training Committees/Boards with responsibility for the Surgical Education and Training (SET) program in Australia and Aotearoa New Zealand, and the Federal Training Committee of the Australian Orthopaedic Association responsible for the AOA 21 training program and approved by EC.
 - d. Two (2) Fellows who have been through the SIMG specialist assessment pathway nominated by the SIMG committee and approved by EC (if such experience is not represented by members in the other categories).
 - e. A community representative, approved in accordance with the RACS regulation: Engagement of Community Members and Expert Advisors on RACS Committees and Boards.
- 3.1.2. The President, the Chair EC (the Censor in Chief), the Chair of CSET, and the Aotearoa New Zealand Censor (or deputy) are ex-officio members of the SIMGC.
- 3.1.3. An additional AoNZ representative with relevant qualifications will be recruited if the AoNZ representative numbers are fewer than 3 committee members.
- 3.1.4. The staff of the RACS associated with the administration and management of SIMGs may attend any meeting as approved by the chair.
- 3.1.5. Each member of the SIMGC is equally accountable and responsible for acting according to RACS regulation and RACS policy.

3.2. Terms of Appointment

- 3.2.1. Members will be appointed for a three year term and will be eligible for re-election, subject to a maximum tenure of nine years.
- 3.2.2. Members who hold ex-officio positions do so for the term of office of that position.

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- 3.2.3. If a member fails to attend three SIMGC meetings either consecutively, or in a single calendar year, their term on the SIMGC will automatically cease unless an exception has been granted by the chair. A member attendance report will be provided on the agenda.

3.3. Duties

- 3.3.1. The SIMGC has the following duties:
- a. Recommendations to EC for changes to SIMG assessment processes and support mechanisms.
 - b. Endorsement and development of SIMG assessment regulations and policies, aligned to the relevant regulatory standards in Australia and Aotearoa New Zealand.
 - c. Development and annual review of SIMG assessment tools.
 - d. Oversight of Assessor and Interviewer workforce to ensure ability to meet AHPRA and MCNZ benchmarks
 - e. Monitoring and support of Assessors and Interviewer against RACS Regulations.
 - f. Oversight of the SIMG assessment process to ensure consistency.
 - g. Other duties as delegated by EC.
 - h. The SIMGC will not make decisions regarding individual SIMGs and their pathway to Fellowship of RACS as this is the responsibility of a separate panel.

3.4. Conduct of Meetings

- 3.4.1. All meetings of the SIMGC must have a formal agenda and must be minuted with an action plan recorded.
- 3.4.2. Decisions of the SIMGC shall be made by a majority of the membership present at a meeting. In the event of a tied vote, the Chair shall have a casting vote. All Councillors are welcome to attend meetings; however, they are non-voting members.
- 3.4.3. Others with relevant skills may attend the meeting with the approval of the Chair
- 3.4.4. A quorum of the SIMGC is 50% of the membership as listed in 3.1. the Chair has deciding vote.
- 3.4.1. Meetings will be held quarterly to ensure monitoring of SIMG timelines and workflow.
- 3.4.2. Additional meetings will be held in response to stakeholder requirements or at the discretion of the Chair.

3.5. Reporting

- 3.5.1. The SIMGC shall provide minutes and reports to EC or EC Executive after each committee meeting.
- 3.5.2. Members as specified in 3.1.1.c have responsibility to report to the SIMGC any relevant information from their STB/C or jurisdiction and report to their relevant Specialty Training Committee/Board any developments noted at the SIMG Committee meeting or any action plans requiring notification of the STC/B.

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TERMS OF REFERENCE

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

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4. ASSOCIATED DOCUMENTS

RACS Code of Conduct.

5. COMMUNICATION

The most recent version of the policy will be available on the RACS website.

Approver Education Committee
Authoriser Council