

Portfolio:	Education	Ref. No.	TOR-2007
Department:	SIMG Assessment		
Title:	Specialist International Medical Graduate Committee		

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for the Specialist International Medical Graduate Committee (SIMGC). The SIMGC is a subcommittee of the Board of Surgical Education and Training (BSET).

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:
- The Chair, elected by Council.
 - A (1) Councillor, nominated by the Chair and approved by BSET.
 - Members, representing each of the Specialty Training 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.
 - Two (2) Fellows who have been through the SIMG specialist assessment pathway (if such experience is not represented by members in the other categories).
 - The Aotearoa New Zealand Censor.
 - A community representative.
- 3.1.2. The President, the Chair, BSET and the Censor in Chief are ex-officio members of the SIMGC.
- 3.1.3. The SIMGC shall elect annually a Deputy Chair from the membership.
- 3.1.4. The SIMGC will be supported by the following members of staff:
- Clinical Director, SIMG Assessment & Support
 - Manager, SIMG Department
 - SIMG Department as required
- 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. The maximum consecutive period of service for any member of the SIMGC is nine years.
- 3.2.2. A member will be appointed for a three year term with the option for an additional two terms.
- 3.2.3. A member may be required to justify their continued membership if they fail to attend, in full, three consecutive meetings at the discretion of the SIMGC.

3.3. Duties

- 3.3.1. The SIMGC has the following duties:

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- a. Recommendations to BSET for changes to SIMG assessment processes and support mechanisms.
- b. Approval of SIMG assessment regulations and policies.
- c. Development and review of SIMG assessment tools.
- d. Oversight of the SIMG assessment process to ensure consistency.
- e. Other duties as delegated by BSET.
- f. The SIMGC will not make decisions regarding individual SIMGs and their pathway to Fellowship of RACS.

3.4. Conduct of Meetings

- 3.4.1. All meetings of the SIMGC must have a formal agenda and must be minuted.
- 3.4.2. Decisions of the SIMGC shall be made by a majority of the membership. In the event of a tied vote, the Chair shall have a casting vote.
- 3.4.3. Others may attend the meeting with the approval of the Chair.
- 3.4.4. A quorum of the SIMGC is 50% of the membership.

3.5. Reporting

- 3.5.1. The SIMGC shall provide reports to BSET.
- 3.5.2. Members as specified in 3.1.1.c individually report to and liaise with the relevant Specialty Training Board (or equivalent).

4. ASSOCIATED DOCUMENTS

There are no associated documents with this policy.

5. COMMUNICATION

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

Approver Education Board
Authoriser Council