

Portfolio:	Education	Ref. No.	ETA-IMG-030
Department:	IMG Assessment		
Title:	International Medical Graduate Committee Terms of Reference		

1. PURPOSE AND SCOPE

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

2. KEYWORDS

IMG, Responsibilities, Composition, Powers, Quorum, Governance

3. BODY OF POLICY

3.1. International Medical Graduate Committee (IMGC) Membership

- 3.1.1. The IMGC shall consist of the following members with voting rights:
- a. The Chair, elected by Council
 - b. A Councillor, nominated by the Chair and approved by BSET.
 - c. Members, representing each of the specialty training boards with responsibility for the SET program in Australia and New Zealand, and the Federal Training Committee of the Australian Orthopaedic Association.
 - d. Two (2) Fellows who have been through the IMG pathway (if such experience is not represented by members in the other categories).
 - e. A community representative
- 3.1.2. The Chair BSET and the Censor in Chief are ex-officio members of the IMGC.
- 3.1.3. The IMGC shall elect annually a Deputy Chair from the membership.
- 3.1.4. The IMGC will be supported by the following members of staff:
- a. Clinical Director, IMG Assessment and Support
 - b. Manager, IMG Assessment
 - c. Business Support Officer
- 3.1.5. Each member of the Board is equally accountable and responsible for acting according to RACS Policy.

3.2. Duties of the International Medical Graduate Committee

- 3.2.1. The IMGC has the following duties:
- a. Recommendations to the Board of Surgical Education and Training (BSET) for changes to the IMG Assessment process.
 - b. Confirmation of assessment panel recommendations for tabling at BSET.
 - c. Approval of IMG Assessment Regulations that comply with RACS policies.
 - d. Development and review of IMG assessment tools.
 - e. Other duties as delegated by BSET.
 - f. Oversight of the assessment process to ensure consistency.

Document Authoriser:	Executive General Manager, Education	Original Issue:	October 2016
Document Owner:	Team Leader, IMG Assessment and Support	Version:	3
		Approval Date:	July 2019
		Review Date:	July 2022

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3.3. Conduct of Board Meetings

- 3.3.1. All meetings of the IMGC must have a formal agenda and must be minuted.
- 3.3.2. Decisions of the IMGC shall be made by a majority of the membership. In the event of a tied vote, the Chair shall have a casting vote.
- 3.3.3. An IMGC recommendation must be formally stated and carried.
- 3.3.4. Others may attend the meeting with the approval of the Chair.
- 3.3.5. A quorum of the Board is 50% of the membership.

3.4. Reporting

- 3.4.1. The Chair of the committee is the Deputy Chair of BSET, whose appointment is made by Council.
- 3.4.2. The committee shall provide reports to BSET.
- 3.4.3. Members as specified in 3.1.1.c individually report to and liaise with the relevant specialty training board.

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 College website.

Approver Education Board
Authoriser Council