

Regulations

Committee for Specialist International Medical Graduate Education



Background

The original Exemptions Committee was established in 1993. The Committee for Specialist International Medical Graduate Education (**CSIMGE**) was established in 2008. In September 2013, the Board approved a new education governance model to take effect from May 2014 and the Regulations were updated accordingly.

1. ROLE

The CSIMGE (**Committee**) will oversee policy and procedure associated with specialist international medical graduates seeking permanent registration as a psychiatrist in Australia or New Zealand and/or seeking to be employed in an Area of Need position. The Committee is responsible directly to the Education Committee (**EC**).

2. RESPONSIBILITIES

The Committee shall be responsible for:

- a) Developing and recommending policy for the Board in relation to all aspects of education activities and functions associated with specialist international medical graduates.
- b) Developing and recommending policy and implement action in relation to the assessment evaluation of specialist international medical graduate qualification equivalencies generally, the suitability of specialist international medical graduates for Area of Need positions in Australia, and determining the requirements for further training for specialist international medical graduates who wish to proceed to Fellowship.
- c) Assessing and evaluating the equivalency of specialist international medical graduates on behalf of medical authorities in Australia in relation to qualifications, training and experience to determine their suitability to practice as specialists in Australia.
- d) Assessing and evaluating, the equivalency of specialist international medical graduates in New Zealand who wish to obtain Fellowship of the RANZCP.
- e) Determining the criteria and standards of performance to satisfy the rules and processes of the RANZCP from time-to-time and, in particular, the RANZCP Training and Assessment Regulations and associated links as may be amended.
- f) Establishing procedures and standards for use by the Committee in relation to the assessment of any applications for exemptions which may apply to specialist international medical graduates.
- g) Determining applications for continuance of appointments of specialist international medical graduates in areas of need.
- h) Defining parameters for creating an environment of excellence in training for specialist international medical graduates.
- i) Fostering and monitoring the participation of specialist international medical graduates in continuing education.
- j) Establishing and managing subcommittees for specific purposes as determined by the Committee.
- k) Recommending any additional committees or working parties which would benefit by the appointment of a member to serve on that committee.

- l) Undertaking all other things necessary or convenient for its purposes in oversight of the physical, financial and human resources required to support and develop the educational requirements of specialist international medical graduates as the Education Committee and the Board may approve.
- m) Developing and implementing an annual work plan.
- n) Identifying and managing risks associated with the Committee and its subcommittees, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the EC, and the Corporate Governance and Risk Committee (**CGRC**) and/or Board.

3. REPORTING RELATIONSHIPS

- a) The Committee shall report on its activities to each meeting of the EC. The Committee shall provide its most recent minutes to each meeting of the EC.
- b) The Committee will work closely with the RANZCP Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) The Committee shall be represented on the EC by the Chair of the Committee who will be an ex-officio member of the EC.
- d) Committee members representing another RANZCP committee shall represent the views of and report back to their respective committee.

4. COMMITTEE FOR SPECIALIST INTERNATIONAL MEDICAL GRADUATE EDUCATION

4.1. Composition/Membership

Membership of the Committee should comprise of a maximum of eleven (11) members (including the Chair but excluding the Deputy Chair), including:

- Chair (Fellow)
- 6 Fellows, two of whom have within the last five (5) years:
 - Gained approval to work in an Area of Need position in Australia by the Committee prior to obtaining Fellowship or,
 - Underwent specialist assessment by the Committee and duly granted exemption status prior to obtaining Fellowship.
- A Fellow Representative from New Zealand
- A Fellow Representative from the Committee for Training (**CFT**)
- A Fellow Representative from the Committee for Examinations (**CFE**)
- A Representative from the Overseas Trained Psychiatrists' Representative Committee (**OTPRC**).
- A community member to attend face to face meetings only (due to the operational nature and frequency of teleconference meetings, attendance is only required at face-to-face meetings where wider policy issues are discussed).

The Committee must comprise at least one RANZCP Fellow from Australia and one RANZCP Fellow from New Zealand. Where possible, the appointment process shall give due recognition to ensuring the adequacy of gender balance.

4.2. Elections, Appointments and Casual Vacancies

4.2.1. Chair

- a) Nominations will be called for from among the Fellows of the RANZCP. The Chair shall be recommended by the EC and appointed by the Board.
- b) The term of office for the Chair position shall be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they were appointed, or such later date, until the AGM when the position term is due to fall vacant.
- c) They will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) The Chair will be a member of the EC (ex-officio).
- e) In the event of the resignation of the Chair a casual vacancy will arise:
 - i. should their term not be due to finish for 12 months or more clause 4.2.1. a) and b) of these Regulations will be undertaken.
 - ii. should their term be due to finish within 12 months, the Deputy Chair of the Committee will fill the Chair position or alternatively the process for appointing a casual vacancy will be developed in consultation with the RANZCP Governance Unit.

4.2.2. Deputy Chair

- a) Upon the formation of the committee, a Deputy Chair shall be appointed by the Education Committee. The appointment will be based on merit and recommended by the Committee for Specialist International Medical Education. The appointment shall be noted by the Board.
- b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate appointed by the Board.
- e) In the event of the resignation of the Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the members (Fellows) of the Committee for Specialist International Medical Graduate Education. The appointment will be noted by the Board.

4.2.3. Fellows x 6

- a) Nominations will be called for from amongst the Fellows of the RANZCP. They will be appointed by the Education Committee upon recommendation from the Committee for Specialist International Medical Graduate Education. The appointments shall be noted by the Board.
- b) Their term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.

- c) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

4.2.4. New Zealand Representative

- a) The representative from New Zealand must be appointed to the Committee for Specialist International Medical Graduate Education in consultation with the New Zealand National Committee.
- b) Their term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the NZ representative, the appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment processes.

4.2.5. CFT and CFE Representatives

- a) The CFT and CFE Representatives shall be recommended by the respective committee and appointed by the CSIMGE.
- b) The term of office shall coincide with their term on the committee they are representing.
- c) In the event of a resignation of the CFE or CFT Representative from the Committee, or they cease to be a member of the committee they are representing a casual vacancy will arise. They will be replaced on the Committee by a current member of the respective committee in accordance with clause 4.2.5. a) and b) of these Regulations.

4.2.6. OTPRC Representative

- a) The OTPRC Representative shall be recommended by the OTPRC and appointed by the CSIMGE.
- b) The term of office shall coincide with their term on the OTPRC.
- c) In the event of a resignation of the OTPRC Representative from the Committee, or they cease to be a member of the committee they are representing, a casual vacancy will arise. They will be replaced on the Committee by a current member of the OTPRC in accordance with clause 4.2.6. a) and b) of these regulations.

4.2.7. Community Member Representative

- a) The Community member representative will be appointed in accordance with the Procedure for Appointment of Community members to College Committees.
- b) Community members have voting rights.
- c) The term of office of the community member shall coincide with their term on the Community Collaboration Committee (CCC).
- d) In the event of the resignation of the Community member representative, the appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment processes.

4.2.8. Casual Vacancies

- a) Refer to clauses 4.2.1. e), 4.2.2. d), 4.2.2. e), 4.2.4. d), 4.2.5. c), 4.2.6. c), and 4.2.7 d) of these Regulations.
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

4.2.9. Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

4.2.10. Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

5. OPERATION OF THE COMMITTEE

5.1. Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Confidentiality
- Conflict of Interest
- Consent
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

5.2 Additional Specific Operational Information

5.2.1 Other Committees of the CSIMGE

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may establish subcommittees. This must occur in consultation with the RANZCP Executive Manager. Approval to establish a subcommittee must be sought from the CGRC and the Board.

Revision Record

Contact:	Executive Manager, Education and Training		
Authorising Body:	Board		
Responsible Committee:	Education Committee		
Document Code:	REG EDT Committee for Specialist International Medical Graduate Education		
Date	Version	Approver	Description
15 October 2021	1.5	Executive General Manager, Education and Operations	Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018) and to reformat the Regulations to the updated Regulations template.
November 2016	1.4	Manager, OPCEO Governance	Updated with details relating to meeting attendance by the Chair and additional associated documents.
9 July 2016	1.3	B2016/5 R31	Updated Section 10.1 to include the establishment of a CSIMGE Ops group to deal with day-to-day business and included previous Board decisions in relation to meeting attendance, quorum and COI.
3 September 2014	1.2	General Manager, Training and Education	Updated Community Members only required to attend "face to face meetings. Section 3 Composition updated to give clarification why attendance at face-to-face meetings is only required. Document updated in line with RANZCP style guide. Quorum and written resolution updated to 50% as agreed at CGRC meeting held on 27 June 2014.
23 January 2014	1.1	CGRC	Updated to include an alteration to Section 4 regarding Australian and NZ committee representation.
30 November 2013	1.0	B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
NEXT REVIEW: 2023			