

Regulations

Partial Comparability Assessment Review Panel (PCARP)

Authorising Committee / Department:	Board
Responsible Committee / Department:	Committee of Specialist International Medical Graduates (CSIMGE) and Education and Training
Document Code:	REG EDT PCARP

BACKGROUND

Specialist International Medical Graduates (SIMGs) who apply for Specialist Assessment and are determined to be Partially Comparable to an Australian trained psychiatrist may be enrolled in the 2012 Fellowship Program Specialist Pathway (Partial Comparability).

Candidates assessed as partially comparable on the Specialist Pathway undertake a supervised work placement for a period of 24 months (full time equivalent). Candidates complete the following requirements during their placement:

Workplace based assessments

- Four (4) formative Observed Clinical Activities (OCAs) – a minimum of 1 OCA per six-month FTE period
- Eight (8) Entrustable Professional Activities (EPAs) from Stage 3, three of which must be from a prescribed list – a minimum of 2 EPAs per six-month FTE period
- Four (4) end-of-six-month period In Training Assessment reports (ITAs) – 1 ITA per six month FTE period

Summative assessments

- Objective Structured Clinical Examination (OSCE)
- Essay-style written examination

Other training requirements

- Indigenous experience
- Stage 3 Psychotherapy requirement – three patients for at least six sessions each
- Stage 3 Leadership and Management training

Additional training and requirements

As determined by the State Assessment Panel at the time of Specialist Assessment. At the satisfactory completion of the Partial Comparability placement, and having met all other requirements for Fellowship, the Committee for Specialist International Medical Graduate Education (CSIMGE) will confirm a candidate's Partial Comparability status and present the candidate's progression to the Education Committee (EC) for ratification of the decision.

Approval for Fellowship will proceed as per Admission to Fellowship Process Regulation.

1. ROLE

Responsible directly to the CSIMGE, the main role of the Partial Comparability Assessment Review Panel (PCARP) is to review, within a framework of appropriate clinical and professional standards, all assessments of Partially Comparable candidates on the Specialist Pathway. Based on this review, the Panel makes a recommendation to CSIMGE to confirm/not confirm the candidate's Partial Comparability status having satisfactorily met all requirements of the 2012 Fellowship Program Specialist Pathway (Partial Comparability), which leads to eligibility for Fellowship.

CSIMGE has overall responsibility for policy management, process and procedure of the 2012 Fellowship Program Specialist Pathway (Partial Comparability) and its associated assessments. CSIMGE delegates the oversight of individual candidate progress in work-place assessments to PCARP. CSIMGE may also seek and /or accept advice from PCARP about Partial Comparability policy management, process and procedure.

2. RESPONSIBILITIES

The Panel shall be responsible for:

- a) Overseeing the progress of each candidate on the 2012 Fellowship Program Specialist Pathway (Partial Comparability) by means of review of all workplace based assessments and other training requirements, and ensuring that summative assessments have been completed successfully in the specified time period.
- b) Appropriately managing any candidate's unsatisfactory progress on the 2012 Fellowship Program Specialist Pathway (Partial Comparability).
- c) Determining an outcome to either confirm or not confirm a candidate's Partial Comparability status, documenting the outcome and providing a recommendation to the CSIMGE.
- d) Undertaking quality assurance of 2012 Fellowship Program Specialist Pathway (Partial Comparability) requirements by providing CSIMGE with recommendations in relation to policy management and process.
- e) Identifying and managing risks associated with the Panel, in accordance with the College Risk Management Policy, and for reporting high level risks to the CSIMGE, the Education Committee and Corporate Governance and Risk Committee (CGRC).

3. REPORTING RELATIONSHIPS

- a) The Panel shall report on its activities to each meeting of the CSIMGE. The Panel shall provide its most recent minutes to each meeting of the CSIMGE.
- b) Committee members representing another College committee shall represent the views of that committee and report back to the committee.

4. COMPOSITION / MEMBERSHIP

Membership of the Panel may comprise a maximum of 7 members:

- a) Chair (Fellow of at least three (3) years standing)
- b) One (1) Representative of CSIMGE

- c) Five (5) Fellows of at least three (3) years standing, with a working knowledge of the RANZCP 2012 Fellowship Program and / or current or past experience in Specialist IMG Education.

The Manager, Assessments and SIMGE, will be in attendance at the meetings.

The Panel shall endeavour to include at least one member from Australia and one member from New Zealand, and to achieve an appropriate gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1. Chair

- a) The Chair shall be appointed by the Education Committee from amongst the Fellows of the College on the recommendation of the CSIMGE. The appointment shall be noted by the Board via the Education Committee report.
- b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- c) The Chair will be eligible for re-appointment to the position to serve a maximum of two consecutive terms, i.e. six years.

5.2. Deputy Chair

- a) Upon formation of the Panel, a Deputy Chair shall be appointed by the CSIMGE from amongst the members of the Panel. The appointment will be based on merit and recommended by the Panel. The appointment shall be noted by the Education Committee.
- 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 they were 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 consecutive terms, i.e. six years.

5.3. Representative of CSIMGE

- a) The Representative of CSIMGE shall be appointed to the Panel by the CSIMGE in consultation with the Panel. The appointment shall be noted by the Education Committee.

5.4. Fellows x 5

- a) Nominations will be called for from amongst the Fellows of the College.
- b) Appointments will be made by the CSIMGE upon recommendation from the Panel. The appointments shall be noted by the Education Committee.
- c) Their term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is appointed.
- d) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.

5.5. Co-opted Members

- d) The Panel may co-opt additional members with particular specified knowledge and/or expertise from time to time.
- e) The requirement to have RANZCP Fellowship for at least three (3) years does not apply to co-opted members.
- f) The number of co-opted members shall be a maximum of two at any one time. The need for co-opted members shall usually be reviewed by the Panel each three years at the time of elections to the panel, but may be reviewed more frequently as considered necessary.
- g) Co-opted members of the Panel shall not have voting rights.

5.6. Observers

- b) The Panel may invite persons from time to time to attend some or parts of a meeting as an Observer.
- c) Observers would be expected to maintain confidentiality of the meeting's proceedings.
- d) The number of observers will be at the discretion of the Panel.
- e) Observers shall not have voting rights.
- f) The need for observers shall be reviewed by the Panel each year.

5.7. Casual Vacancies

- a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Education Committee on recommendation of the CSIMGE. The appointment shall be noted by the Board via the Education Committee report.
- b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.
- c) In the event of the resignation of the Deputy Chair, the CSIMGE shall appoint an interim Deputy Chair from amongst the membership of the Panel. The appointment shall be noted by the Education Committee.
- d) In the event of the resignation of a member of the Panel whose term is due to finish within 12 months, the Panel shall appoint a casual vacancy for the remainder of the term, in consultation with the CSIMGE.
- e) In the event of the resignation of a member, whose term is not due to finish for 12 months or more, a call for nominations from the College membership shall take place. Nominations will be considered by the Panel with the preferred candidate approved by the CSIMGE.
- f) Any casual vacancy appointment shall be for the remainder of the term.
- g) 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.

6. POWERS AND DELEGATION

- a) The Panel shall observe any regulations or directions that may from time to time be imposed upon it by the Board.
- b) The Panel shall provide advice and recommendations to the CSIMGE and act within the Panel's schedule of delegations.
- c) Pursuant to Article 8.2 of the Constitution –
 - a) "The Board may delegate any of its powers (other than that of delegation) to any person or Committee".
 - b) "The Board may revoke any delegation of its powers by ordinary resolution".
 - c) "Any Committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board".

7. LIMITATION ON POWERS

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 of the Constitution –

- a) The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations.
- b) "The Board shall determine the powers and duties of each Committee (its Regulations or Terms of Reference) and each Committee shall in the exercise of its powers comply with the Regulations or its Terms of Reference".
- c) "Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board".
- d) "Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires".

8. PANEL SUPPORT

The Panel shall be supported by relevant staff of the College. In particular, the members of the Specialist International Medical Graduate Education team shall be available to attend meetings of the Panel.

9. REVIEW

- a) Pursuant to Article 14.8 of the Constitution, "The Board shall review the need for each Committee and the members thereof at least every two years".
- b) These Regulations shall be reviewed two (2) years from commencement.

10. OPERATION OF THE PANEL

10.1. Meetings

- a) The Panel may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Panel shall only meet face-to-face up to two (2) times a year and within budget requirements.
- b) Meetings of the Panel may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Chair may convene a meeting of the Panel by written notice to members of the Panel. An agenda shall be circulated in advance of the meeting.

10.2. Meeting Attendance

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the CSIMGE and/or the Education Committee Chair.
- b) It is expected that a Committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a Committee member is unable to attend a meeting, the Chair and/or relevant staff member should be advised as soon as possible after the meeting is called (for quorum purposes).
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise.

10.3. Notice of Meetings

- a) At least 24 hours' notice of a meeting of the Panel must be given to each Panel member specifying the place, time and date of the meeting.
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

10.4. Chair

- a) The Chair shall preside at all meetings of the Panel.
- b) If the Chair is not present at any meeting of the Panel, within fifteen minutes after the time appointed for holding the meeting the Deputy Chair will be Chair of the meeting.

10.5. Quorum

- a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation

with the General/Senior Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.

- c) The Committee may act notwithstanding any vacancy on the Committee.

10.6. Proxies

- a) Panel members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member on the Panel is a representative position. The appointed proxy must be a member of the Committee they are representing.
- b) The onus is on the panel member to advise the Chair, in advance of the meeting, of their proxy's details.
- c) A proxy has the same voting rights as the person they are replacing.
- d) A proxy may only receive the meeting papers for the meeting they are attending.

10.7. Voting

- a) All panel members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Panel shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Panel.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8. Written Resolution

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Panel duly convened and held.

10.9. Minutes of Meetings

- a) A written record of all proceedings of Panel meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Panel members.
- c) The minutes of the Panel's meeting will be submitted to the CSIMGE meeting held immediately following the Panel's meeting.

10.10. Defects in Appointment or Qualification of a Panel Member

All acts done in good faith by a meeting of the Panel or by any person acting as a panel member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11. Conflict of Interest and Confidentiality

- a) All people attending a meeting of the Panel must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from the discussion and/or voting at the discretion of the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) The Committee must maintain a Conflict of Interest Register.
- c) Each member of the Panel including co-opted and observer members, must sign a Deed of Undertaking Relating to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Panel and after they have finished on the Panel, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Corporate Governance Officer.

10.12. Other Committees of the Partial Comparability Assessment Review Panel

The Panel may establish Subcommittees or Working Groups. This must occur in consultation with the General or Senior Department Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13. Financial Responsibility

- a) The Panel must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The Panel is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

11. MEDIA AND AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College's Media Policy (available on the RANZCP website) should be consulted and adhered to.
- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution, "the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College".
- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee / Branch / Faculty or Section Chairs to comment on certain issues.

12. INTERPRETATION

- The Regulation shall be known as the "Partial Comparability Assessment Review Panel Regulations".

- “Article(s)” means an article or clause of the Constitution.
- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution.
- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution.
- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- “Casual Vacancy” means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights.
- “Co-opted” means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member.
- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists
- “Election Year” means the year the College Constitution came into effect and every second year thereafter
- “Ex-officio” means a member of a body (Board, Committee, Section etc.) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members.
- “Elected” means the formal election process undertaken to elect a member. Call for nominations must be undertaken and conducted in accordance with this Regulation. If a ballot is required, process will be conducted in accordance with the Ballot Procedure.
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- “Financial year” shall be defined in the same manner as for the activities of the Board of the College.
- “General Meeting” means a general meeting of the College.
- “Member” means any person for the time being admitted to Membership of the College pursuant to the Constitution.
- “Member” means a person who is a member of the Panel.
- “Panel” means the Partial Comparability Assessment Review Panel
- “Proxy” means a person appointed to represent a committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the committee member is a representative position. The appointed proxy must be a member of the committee they are representing.

13. ASSOCIATED DOCUMENTS

- Board Regulations and Position Descriptions
- Board constituent Committee Regulations

- Position Descriptions for this Committee – Chair, Deputy Chair and member
- Education Committee and Committee for Specialist International Medical Graduate Education Regulations
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics, Conflict of Interest (COI) Guideline and COI Register, Risk Management Policy and Risk Register, Document Approval Pathway Procedure
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- RANZCP Website

APPROVAL/REVISION RECORD

Contact: Executive Manager, Education and Training

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13 August 2017	1.0	B2017/5R26	New document

March 2020	Next review
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