


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	Terms of Reference for ANZCA	Version No: 2
	Specialist International Medical Graduate	
	Workplace Based Assessment /	Date of issue: 14 Sep 2018
	Area of Need Assessors	

PURPOSE

Specialist international medical graduate (SIMG) Workplace Based Assessment (WBA) / Area of Need (AoN) Assessors report to the SIMG Committee on their WBA / AoN assessment of an SIMG.

The SIMG WBA assessors are required to assess the comparability of an applicant against the standards expected of an Australian / New Zealand-trained specialist anaesthetist / pain medicine physician, and report to the SIMG Committee, director of professional affairs (DPA) SIMG or FPM Assessor or their nominees.

The AoN assessor, only applicable in Australia, is required to assess the suitability of an applicant for fulfilling a particular position as an anaesthetist / pain medicine physician, and report to the SIMG Committee, DPA SIMG or FPM Assessor or their nominees.

TERMS OF REFERENCE

The SIMG WBA / AoN Assessor's roles are:

1. To take part in the WBA or AoN assessment of SIMGs to assess their comparability with the Australian and New Zealand College of Anaesthetists (ANZCA) / Faculty of Pain Medicine (FPM) trained Fellows in accordance with Regulation 23 and all other documentation relating to the SIMG WBA / AoN process.
2. To work collegially with the other SIMG WBA / AoN Assessors.
3. To attend workshops for SIMG WBA / AoN Assessors.

The roles of the SIMG WBA / AoN Assessors do NOT include:

1. Making any changes, at SIMG WBA or AoN assessments of SIMGs, to Regulation 23 or other agreed processes relating to assessment of SIMGs.
2. Making any changes, at SIMG WBA or AoN assessments, to report 1 outcomes or offering advice on the likely outcome of the SIMG assessment.

CO-ORDINATION / COMMUNICATION

The important groups / roles for co-ordination / communication for the SIMG WBA / AoN assessors are:

1. Chair of the SIMG Committee or their nominee (concerns about the processes being followed, concerns about individual SIMG applicants or any other concerns).
2. ANZCA DPA SIMG or FPM Assessor or their nominee and ANZCA / FPM SIMG staff (concerns about the processes being followed, concerns about individual SIMG applicants or any other concerns).
3. Chair of the SIMG Committee, DPA SIMG or FPM Assessor or their nominees (severe concerns about an SIMG posing a threat to patient safety and the need to advise regulatory authorities).

The SIMG WBA / AoN assessor undertakes their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the

College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

APPOINTMENT

The appointment of each SIMG WBA / AoN assessor is by the SIMG Committee on recommendation from the chair of the SIMG Committee or the ANZCA DPA SIMG or FPM Assessor. Appointment of SIMG WBA / AoN assessor will take into account the following factors:

1. Must hold fellowship of the Australian and New Zealand College of Anaesthetists or Fellowship of the Faculty of Pain Medicine.
2. Must be at least three years post-fellowship of ANZCA or FPM.
3. Must be familiar with the clinical anaesthesia / pain medicine practice environment in Australia and / or New Zealand and have practised in this environment.
4. Must be meeting the requirements of the ANZCA Continuing Professional Development Standard / Program.
5. Must have contemporary knowledge of the ANZCA and / or FPM training program, qualifications and CPD requirements.
6. Must have an understanding of the principles of natural justice as applied to SIMG WBA / AoN assessments.
7. Must have knowledge of and experience in workplace-based assessment.
8. Must supply a brief CV outlining relevant experience, skills, attributes and the names of two referees:
 - a. preferably one of whom is a present or past SIMG WBA / AoN assessor or an SOT; and
 - b. at least one of whom can comment on your clinical practice.

(Other written references may be sought by the Chair of the SIMG Committee or their nominee from Fellows who have knowledge of the applicant.)

TRAINING

Once the application is approved by the SIMG Committee the applicant will need to undergo training as outlined below:

- 1 SIMG WBA (Local) assessor** applicant
 - a. has observed one SIMG WBA and then participated in one SIMG WBA as the local assessor. Following each of these SIMG WBAs the central assessor will submit a report, to be approved by the SIMG Committee Chair / DPA (SIMG) / FPM Assessor or their nominee.
 - b. has recency of clinical practice as documented in PS 50.
- 2 AoN assessor** applicant
 - a. has observed one AoN or SIMG WBA assessment. Following this SIMG WBA / AoN assessment the WBA Central / AoN assessor will submit a report to be approved by the SIMG Committee Chair / DPA (SIMG) / FPM Assessor or their nominee.
 - b. has recency of clinical practice as documented in PS 50.
- 3 SIMG WBA (Central) assessor** applicant
 - a. has performed at least 5 local SIMG WBA assessments.
 - b. participated in one SIMG WBA as the central assessor while being observed by an existing central assessor who will submit a report to be approved by the SIMG Chair / DPA (SIMG) / FPM Assessor or their nominee.
 - c. is within 5 years post-retirement from clinical practice.

TENURE

- 1** The SIMG WBA / AoN assessor will be appointed for two years and may serve a maximum period of 12 years, unless otherwise approved by SIMG Committee.
- 2** If an SIMG WBA / AoN assessor has not participated in any SIMG WBA / AoN assessments within the last 2 years their appointment will lapse. Should they wish to be reinstated they must submit a new application. This will be reviewed by the DPA (SIMG) / FPM Assessor or their nominee.
- 3** In exceptional circumstances the DPA (SIMG) / Chair of the SIMG Committee / FPM Assessor or their nominee can support the temporary appointment of a Fellow to the Interview Assessor role to avoid the short notice cancellation of an SIMG WBA / AoN assessment.

REPORTING

The SIMG WBA / AoN assessor receives from the Chair SIMG Committee or their nominee, regular reports of activities relevant to SIMG process and assessment.

ADMINISTRATIVE RELATIONSHIPS

Administrative support for the SIMG WBA / AoN assessment will be from the Education Unit.

Fellows, SIMGs and trainees often work closely with College / Faculty staff. Each College / Faculty staff member has a job description, which includes details about how they will support the activities of Fellows, SIMGs and trainees. Each staff member has a manager who is responsible for the staff member's day to day performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the chief executive officer (CEO). The CEO reports through to the ANZCA Council and Faculty Board, the governance body of the College / Faculty.

It is expected that communication by Fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a Fellow or trainee is concerned about the performance of a staff member, this is best raised with the staff member's manager, CEO or a councilor (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. The manager can be identified by referring to the organisational chart on the ANZCA / FPM website under "About ANZCA / Structure and governance". Fellows and trainees in key roles, particularly committee chairs, may be invited by the manager to participate in formal staff performance review.

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Wilson	Willis, Roles TOR WG Leslie, Roessler	Council – Aug 2012	Creation
1 (amended)	Roberts	Executive	Council – Feb 2014	Amendment to standard wording for ANZCA policies
1 (amended)	R McNamara	ETAEC	Council – Nov 2017	Education governance review – Administrative support provided by Education Unit Name change from IMGS to SIMG
2	M Steyn	SIMG Committee	Council – Sept 2018	Updated to include Anaesthesia and Pain Medicine And other amendments to enhance clarity

Date of next review	2020
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