



WBA timetable information for SIMG

1. This sample timetable is a guide only. It is the responsibility of the SIMG to schedule all times including breaks for the assessors.

2. It is preferable that the meeting with the Director of Anaesthesia be the first interview of the day. This meeting should be scheduled for 30 minutes. All other interviewees may be scheduled at any time throughout the day with a duration of 20 minutes each.

3. You will need to schedule between 12 and 15 colleagues and staff, with whom you have worked, for interviews with the assessors. You should give careful consideration to selecting a range of people who are able to provide information about your attributes/qualities as a specialist. The assessors recognise that the timetable may change slightly on the day. The following is a list of people who must be included for interview:

- Director of Anaesthesia or Head of Department
- Supervisor (if they are not the Director of the Department)
- Director of Medical Services (or nominee)
- Surgeon
- Procedural physician (if applicable)
- Senior Anaesthesia Nurse/ Technician
- PACU nurse
- Obstetrician (if applicable)

The remaining 4 to 7 interviewees may be selected from the following, as applicable to your institution, and may include more than one person in any category:

- Anaesthetist
- Anaesthesia trainee
- Director of nursing or nominee
- Pain clinic nominee and/or acute pain service nurse
- Pre-anaesthesia clinic manager
- Midwifery manager
- Theatre manager
- Procedural imaging specialist
- ICU nominee
- Theatre nurse

4. In exceptional circumstances a phone interview may be arranged if interviewees are not available for a face-to-face interview on the day of your WBA. If you wish to arrange a phone interview you must seek approval for this by contacting the SIMG team at ANZCA.

5. Time at the end of the day needs to be scheduled for the assessors to meet with each other. This is followed by a meeting with the SIMG to discuss scenarios and raise any issues for consideration.
6. Please ensure that there are no gaps during the interview other than the times allocated for morning tea and lunch.
7. If you have any questions relating to this timetable please contact SIMG team at ANZCA on simg@anzca.edu.au or 03 9510 6299.

Sample timetable

Name of SIMG _____

Date of SIMG WBA _____

Room/location for interview _____

Assessor's names _____

Start time	End time	Name & title of interviewee	Telephone number
		Assessor to meet with SIMG to explain the process, review the timetable for the day, answer any queries, obtain 20 anaesthesia records illustrating a range of procedures including surgical, obstetric and minimally invasive procedures. They will also confirm consent by all relevant parties for their presence	
