



Performance assessment process information

The SIMG performance assessment (PA) is a component of the individual program.

The PA assesses the professional performance of the SIMG against a standard that would be reasonably expected of a specialist anaesthetist/pain medicine physician who has been trained in Australia or New Zealand.

The SIMG PA usually occurs in the final three calendar months of the CPA period. The SIMG PA is a one-day assessment conducted by two fellows and at times an observer in the SIMG's actual working environment.

In Australia, the successful completion of the PA, CPA, the ANZCA interview outcome report and any other requirements detailed in the AHPRA Report 1 will result in the SIMG Committee supporting your application for specialist registration with AHPRA and for eligibility to apply for fellowship of ANZCA.

In New Zealand, the successful completion of the PA, CPA, and any other requirements detailed in the ANZCA report sent after interview will lead to eligibility to apply for fellowship of ANZCA.

The following is intended to assist you in preparing for your assessment.

Before the performance assessment

Arrangements for your assessment won't start until payment has been received. Once this is done, we'll liaise with your supervisor to obtain information on your hospital and determine whether any dates are unsuitable for the assessment. Once a date has been confirmed, we'll write to your head of department and request relevant documentation so we can finalise your PA. The assessment is normally scheduled to occur in your final three months of CPA and dates are confirmed at least 10 weeks in advance.

Documents required

A timetable

We'll forward information regarding completion of the timetable to you once your assessment date has been confirmed.

20 anaesthesia records

- Where possible, these records should be de-identified.
- Preferably, you'll provide the entire patient file including all anaesthesia records.
 - As a minimum the file should include the anaesthesia record including pre-anaesthesia assessment, the post-anaesthesia care unit record, drug charts, fluid balance charts and advanced analgesia forms.
- At least half of the records should be from cases in the past three months.
- Records should include cases that were challenging and/or had complications.
- Cases should be from a variety of surgical/medical procedures.

Other documents

You should ensure that you have the following available for review by the assessors:

- Current certificate of registration.
- Continuing professional development (CPD) evidence.
- Details of any secondments undertaken (if applicable).
- Any other documents that you consider applicable.

We'll provide the assessors with the following documentation before your assessment:

- Completed assessment timetable.
- AHPRA report 1/ANZCA outcome report.
- Signed acknowledgement and release from the hospital.
- Signed acknowledgement and release from you.
- Information on the hospital (if the anaesthesia department is accredited by ANZCA).
- Current CV.
- Position description.
- CPA reports.
- Area of need on-site assessment report (if applicable).
- Hospital information sheet.
- Effective management of anaesthetic crises (EMAC) certificate (if required).
- Any other documents that are considered relevant.

Organising the assessment

When scheduling interviewees, you should provide them with a copy of the document "Performance assessment information for interviewees" which we'll provide in due course.

You should arrange a private room with a table and chairs where the assessors can meet, the interviews can take place and the case records can be reviewed. Easy access to a telephone is essential. You should also provide some water and writing materials.

You should have another anaesthetist available to relieve you for breaks throughout the day and later in the day for your final interview. It's in your best interest to present a varied and interesting surgical list. However, if this isn't possible, you won't be penalised. Your list should be for a full day.

It's helpful to have a clerical staff member available who can facilitate the flow of interviewees.

On the day of the assessment

Both assessors will meet with you early in the morning to discuss the day's program and timetable, answer any queries and obtain the 20 anaesthesia records. They'll confirm consent by all relevant parties for their presence.

One assessor will observe your morning and afternoon lists and, when appropriate, may ask you questions during your procedures.

The other assessor will speak with the staff chosen by you for interview according to your prepared timetable.

There are often delays due to last-minute unavailability of selected staff. Re-arrangement of the interview program is not unusual and is unlikely to be a problem. The clerical officer can be very helpful in facilitating such changes.

Both assessors will meet with you mid-afternoon to discuss scenarios from your 20 anaesthesia cases, and other contemporary anaesthesia issues, raise any issues of concern and seek clarification where necessary. At this point you may ask the assessors any questions you may have.

You may be asked for feedback on the PA process from your perspective.

After the assessment

You won't receive the outcome of your assessment on the day. Following the assessment, both assessors will prepare a report and recommendations for consideration by the college.

Please note that while the outcome of the assessment will be sent to you, a copy of the report won't be provided.

Confidentiality, privacy and appeal

Assessors are bound by confidentiality and may not disclose confidential information except in the proper course of the assessor's role.

ANZCA is committed to ensuring the privacy of individuals. All information is collected in compliance with the Australian Privacy Principles – Privacy Act 1988 (Australia) and the Information Privacy Principles – Privacy Act 1993 (New Zealand) as outlined in the ANZCA Privacy Policy, available on [our website](#).

You are entitled to have any ANZCA decision reconsidered, reviewed or appealed. ANZCA Regulations 30 and 31, which outline these processes, are available on our website.