1. PURPOSE

The purpose of the committee is to oversee policy and procedures 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.

2. ROLE

Responsible to the Board of Education via the Fellowship Attainment Committee.

3. RESPONSIBILITIES

- Develop and recommend policy for the Board in relation to all aspects of education activities and functions associated with specialist international medical graduates
- Develop and recommend policy and implement action in relation to the assessment and evaluation of specialist international medical graduate qualification equivalencies generally, the suitability of specialist international medical graduates for area of need positions and determining the requirements for further training for specialist international medical graduates entering Australia wishing to practice psychiatry
- Assess and evaluate the equivalency of specialist international medicate graduates on behalf of medical authorities in Australia and New Zealand in relation to qualifications, training and experience to determine their suitability to practice as specialists in either country.
- Determine the criteria and standards of performance to satisfy the rules and processes of the College from time to time and in particular the RANZCP Training and Assessment Regulations and associated links as may be amended.
- Establish procedures and standards for use by the Committee in assessing any applications for exemptions which may apply to specialist international medical graduates
- Determine applications for continuance of appointments of specialist international medical graduates in areas of need
- Define parameters for creating an environment of excellence in training for specialist international medical graduates
- Foster and monitor the participation of specialist international medical graduates in continuing education
- Establish and manage subcommittees for specific purposes determined by the Committee
- Recommend any additional committees or working parties which would benefit by the appointment of a member to serve on that committee
- Undertake 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 Fellowship Attainment Committee, Board and the General Council may approve.
4. REPORTING RELATIONSHIPS

The Committee shall report on its activities to each meeting of the Board of Education and General Council. The Committee will also provide its most recent minutes to each meeting of the Fellowship Attainment Committee.

5. COMPOSITION / MEMBERSHIP

The Committee shall comprise a minimum of eleven (11) Fellows, but may be increased by decision of General Council, and includes:

- Chair, Committee for Specialist International Medical Graduate Education
- A Deputy Chair of the Board of Education pursuant to the Board Regulations
- A minimum of 1 Representative, Committee for Training, being either past or presently serving members
- A minimum of 1 Representative, Committee for Examinations or Accredited Clinical Examiner Panel Member, being either past or presently serving members
- 1 Representative from the Overseas Trained Psychiatrist (OTP) Representative Committee who shall have full voting rights.
- 6 Members, who shall be elected or otherwise appointed by the Board, via the Fellowships Attainment Committee and ratified by General Council, two of whom are Fellows who have, within the last 5 years:
  - Gained approval to work in an AON position in Australia by the CSIMGE prior to obtaining Fellowship, or
  - Underwent specialist assessment by the CSIMGE and duly granted exemption status prior to obtaining Fellowship
- The Director of Education (non-voting).

The Committee shall include at least one member from Australia and New Zealand.

6. QUORUM

- The quorum for the committee is 50% of the committee membership.
- If at anytime the number of members is less than a quorum, the Committee may meet only for discussion purposes.
- The Committee may act notwithstanding any vacancy on the Committee.

7. ELECTIONS AND APPOINTMENTS

- Upon the formation of the committee, the Chair shall be elected, on merit, by the members of the Board of Education.
- The Deputy Chair shall be appointed by the Fellowship Attainment Committee from the committee members
- The term of office for all members 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.
- Members will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms i.e. 6 years
- When electing members due recognition may be given to gender balance, cultural and geographical representation
- To be eligible for membership of the Committee, nominees must have been fellows of the RANZCP for a minimum of two (2) years (with the exception of the OTP representative)
Co-opted Members

- The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time.
- The number of co-opted members shall be a maximum of two. The need for co-opted members shall usually be reviewed by the Committee each two years at the time of elections to the committee, but may be reviewed more frequently as considered necessary.
- Co-opted members of the Committee shall not have voting rights.

Casual Vacancies

- In the event of the resignation of any member of the Committee, the Board of Education shall appoint a casual vacancy to fill the vacancy for the remainder of the term.
- 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.

8. POWERS

The Committee shall observe any regulations or directions that may from time to time be imposed upon it by General Council.

Pursuant to Article 9.2 of the Constitution –

- “The General Council may delegate (other than that of delegation) to Boards or Committees comprising persons appointed by General Council.”
- “General Council may revoke any delegation of its powers by ordinary resolution”.

9. LIMITATION ON POWERS

Pursuant to Article 16.3 of the Constitution -

- “The General Council shall determine the powers and duties of each Committee (its “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations and its Terms of Reference”.
- “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 General Council on any area falling within its Terms of Reference to assist the General Council or the Executive of General Council”.
- “Each Committee shall make such reports and recommendations to the General Council as the General Council reasonably requires”.

10. SECRETARIAT SUPPORT

- The Committee shall be supported by the staff of the College. In particular, the SIMGE team shall be available to attend meetings of the committee.
11. REVIEW

- Pursuant to Article 16.8 of the Constitution, “General Council shall review the need for each Committee and the members thereof at least every two years”.
- These Regulations shall be reviewed two (2) years from commencement.

12. OPERATION OF THE COMMITTEE

Meetings

- The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Committee shall only meet face-to-face twice a year.
- The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

Notice of Meetings

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

Chair

- The Chair shall preside at all meetings of the Committee.
- If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting the members present shall elect a Committee member present to be Chair of the meeting.

Proxies

- Committee members are unable to appoint a proxy to attend a meeting on their behalf, unless the position held by the member on the Committee is a representative position e.g. representing the RRC or OTP Committee. The appointed proxy must be a member of the Committee they are representing.
- The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy’s details.
- A proxy has full voting rights.

Voting

- All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.
- The Chair has the power to exclude members of the committee due to potential conflict of interest or issues of confidentiality
Written Resolution

- A written resolution signed or approved by electronic mail by 75% 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 Committee duly convened and held.

Minutes of Meetings

- A written record of all proceedings of Committee meetings shall be kept by the College.
- Draft minutes of all meetings should be promptly circulated to all Committee members.

Defects in Appointment or Qualification of a Member

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee 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.

Conflict of Interest and Confidentiality

- All people attending a meeting of the Committee 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.
- Each member of the Committee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking Relating to Confidentiality and Conflict of Interest.
- The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- All signed Deeds must be forwarded to the College’s Corporate Governance Officer.

Other Committees of the Specialist International Medical Graduate Education Committee

The Committee may not establish Subcommittees or ad hoc committees (working parties) without the prior approval of the Fellowships Attainment committee, the Resource Management Committee (budget purposes) and General Council.

Financial Responsibility

- The Committee must develop an annual budget based on the budget process developed by the College and in conjunction with the College’s Finance Department.
- The Committee is required to operate within the budgetary constraints as determined by General Council. Any spending above and beyond the allocated budget requires explicit authorisation by the Executive Officers of the College or General Council, as appropriate.

13. INTERPRETATION

- The Regulation shall be known as the “Committee for Specialist International Medical Graduate Education”.
- “Appointment” means a formal election process does not need to be undertaken. The appointment is made by General Council.
- “Article(s)” means an article or clause of the Constitution.
- “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 chosen 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.

- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- “Committee” means the Committee for Specialist International Medical Graduate Education.
- “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 non voting member.
- “Election Year” means the year the Constitution came into effect and every second year thereafter.
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- “General Council” means the General Council of the College elected under the Constitution, each member of which shall be a Director of the Company.
- “General Councillor” means a member of General Council, excepting Observers.
- Member refers to a Fellow who has been elected to a position, or fills a casual vacancy on the Committee for Specialist International Medical Graduate Education++