Background

The original Exemptions Committee was established in 1993. The Committee for Specialist International Medical Graduate Education (CSIMGE) was established in 2008. In September 2013, the Board approved a new education governance model to take effect from May 2014 and the Regulations were updated accordingly.

1. ROLE

Responsible directly to the Education Committee, the Committee for Specialist International Medical Graduate Education oversees policy and procedure 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. RESPONSIBILITIES

The Committee for Specialist International Medical Graduate Education shall be responsible for:

a) Developing and recommending policy for the Board in relation to all aspects of education activities and functions associated with specialist international medical graduates.

b) Developing and recommending 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 in Australia and determining the requirements for further training for specialist international medical graduates who wish to proceed to Fellowship.

c) Assessing and evaluating the equivalency of specialist international medical graduates on behalf of medical authorities in Australia in relation to qualifications, training and experience to determine their suitability to practice as specialists in Australia.

d) Assessing and evaluating, the equivalency of specialist international medical graduates in New Zealand who wish to obtain Fellowship of the RANZCP.

e) Determining 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.

f) Establishing procedures and standards for use by the Committee in relation to the assessment of any applications for exemptions which may apply to specialist international medical graduates.

g) Determining applications for continuance of appointments of specialist international medical graduates in areas of need.

h) Defining parameters for creating an environment of excellence in training for specialist international medical graduates.

i) Fostering and monitoring the participation of specialist international medical graduates in continuing education.
j) Establishing and managing subcommittees for specific purposes as determined by the Committee.

k) Recommending any additional committees or working parties which would benefit by the appointment of a member to serve on that committee.

l) Undertaking 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 Education Committee and the Board may approve.

m) Development and implementation of an annual work plan.

n) Identifying and managing risks associated with the Committee and its subcommittees, in accordance with the College’s Risk Management Policy, and for reporting high level risks to the Education Committee and the Corporate Governance and Risk Committee (CGRC).

3. REPORTING RELATIONSHIPS

a) The Committee for Specialist International Medical Graduate Education shall report on its activities to each meeting of the Education Committee. The Committee shall provide its most recent minutes to each meeting of the Education Committee.

b) The Committee shall be represented on the Education Committee by the Chair of the Committee for Specialist International Medical Graduate Education who will be an ex-officio member of the Education Committee.

c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION / MEMBERSHIP

Membership of the Committee will comprise a maximum of eleven (11) members:

- Chair (Fellow)
- 6 Fellows, two of whom have within the last five (5) years:
  - Gained approval to work in an Area of Need position in Australia by the Committee prior to obtaining Fellowship, or
  - Underwent specialist assessment by the Committee and duly granted exemption status prior to obtaining Fellowship.
- A member representing New Zealand (Fellow)
- Representative of the Committee for Training (CFT)
- Representative of the Committee for Examinations (CFE)
- A member representing the Overseas Trained Psychiatrists’ Representative Committee (OTPC)
- A community member to attend face to face meetings only (due to the operational nature and frequency of teleconference meetings, attendance is only required at face to face meetings where wider policy issues are discussed).

The General Manager responsible for the Education portfolio (or nominee) will be in attendance at the meetings.

The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The Committee shall endeavour to achieve appropriate gender balance.
5. ELECTIONS AND APPOINTMENTS

Chair
a) The Chair shall be elected by the Board from amongst the Fellows of the College. The Chair shall be elected by the Board on the recommendation of the Education Committee.
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 he/she was elected or such later date, when a successor is elected.
c) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
d) The Chair will be a member of the Education Committee (ex-officio).

Deputy Chair
a) Upon the formation of the committee, a Deputy Chair shall be appointed by the Education Committee. The appointment will be based on merit and recommended by the Committee for Specialist International Medical Education. The appointment shall be noted by the Board.
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 he/she was 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 (2) consecutive terms, i.e. 6 years.

Fellows x 6
a) Nominations will be called for from amongst the Fellows of the College. They will be appointed by the Education Committee upon recommendation from the Committee for Specialist International Medical Graduate Education. The appointments shall be noted by the Board.
b) Their term of office 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.
c) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

CFT and CFE Representatives
a) The CFT and CFE representatives will be appointed to the Committee for Specialist International Medical Graduate Education, upon recommendation from the respective committee.
b) The term of office of each representative shall coincide with their term on their respective committee.

New Zealand Representative
a) The representative from New Zealand must be appointed to the Committee for Specialist International Medical Graduate Education in consultation with the New Zealand National Committee.
b) Their term of office 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.
c) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

OTPC Representative
a) The representative from the OTPC must be appointed to the Committee for Specialist International Medical Graduate Education in consultation with the Overseas Trained Psychiatrists’ Representative Committee (OTPC) and in accordance with OTPC appointment processes.
b) The OTPC representative shall have voting rights.
c) The term of office of the OTPC representative shall coincide with their term on the OTPC.

**Community Member Representative**

a) The Community member representative will be appointed in accordance with the Procedure for Appointment of Community members to College Committees.

b) Community members have voting rights.

c) The term of office of the community member shall coincide with their term on the Community Collaboration Committee (CCC).

**Co-opted Members**

a) The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time.

b) The number of co-opted members shall be a maximum of two (2). The need for co-opted members shall usually be reviewed by the Committee each two (2) years at the time of elections to the Committee, but may be reviewed more frequently as considered necessary.

c) Co-opted members of the Committee shall not have voting rights.

**Observers**

a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an Observer.

b) Observers would be expected to maintain confidentiality of the meeting’s proceedings.

c) The number of observers will be at the discretion of the Committee.

d) Observers shall not have voting rights.

d) The need for observers shall be reviewed by the Committee each year.

**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 Board on the recommendation of the Education Committee.

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, whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate appointed by the Board.

d) In the event of the resignation of the Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the members (Fellows) of the Committee for Specialist International Medical Graduate Education. The appointment will be noted by the Board.

e) In the event of the resignation of the CFE, CFT, NZ, OTPC or Community member representative, the appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment processes.

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 & DELEGATION

a) The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board

b) The Committee shall provide advice and recommendations to the Education Committee and act within the Committee’s schedule of delegations

c) Pursuant to Article 9.2 of the Constitution:

   a) “The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board”

   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 15.1, 15.3, 15.4 and 15.5 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 “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations and 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. COMMITTEE SUPPORT

The Committee for Specialist International Medical Graduate Education shall be supported by the staff of the College. The General Manager responsible for the Education portfolio (or nominee) and Manager responsible for the CSIMGE will be in attendance at the meetings. Other staff members may be requested to attend on an as-required basis.

9. REVIEW

a) Pursuant to Article 15.8 of the Constitution, “the Board shall review the need for each Committee and the members thereof at least every two (2) years”.

b) These Regulations shall be reviewed two (2) years from commencement.

10. OPERATION OF THE COMMITTEE FOR SPECIALIST INTERNATIONAL MEDICAL GRADUATE EDUCATION

10.1. Meetings

a) 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 up to two times a year

b) Meetings of the Committee 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 Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.
d) Supervision of the day to day business of the Committee shall be the responsibility of an operational
group comprising the Chair, Deputy Chair, and one (1) member of CSIMGE for carrying into effect the
resolutions and directions of the Committee and to act on its own behalf between face to face
meetings.

10.2. Notice of Meeting
a) 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
b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate
means.

10.3. Meeting Attendance
a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with
the Chair of the relevant parent committee and/or the appropriate Board constituent Committee Chair.
b) It is expected that a committee member will attend all meetings of the Committee. However, it is
acknowledged by the College than 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,
where possible, be advised two weeks in advance of the meeting (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.

10.4. Chair
a) The Chair shall preside at all meetings of the Committee
b) 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.

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 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) Committee members are only able to appoint a proxy to attend a meeting on their behalf if the
position held by the member on the Committee is a representative position. The appointed proxy
must be a member of the Committee they are representing
b) The onus is on the Committee 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.

10.7. Voting
a) All Committee 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 Committee 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 Committee

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 Committee duly convened and held.

10.9. Minutes of Meetings

a) A written record of all proceedings of Committee meetings shall be kept by the College

b) Draft minutes of all meetings should be promptly circulated to all Committee members

c) The minutes of the Committee’s meeting will be submitted to the Education Committee meeting held immediately following the Committee’s meeting.

10.10. 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.

10.11. Conflict of Interest and Confidentiality

a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Conflicts of interest will be managed and declared in accordance with the College’s Conflict of Interest Guideline.

b) Each member of the Committee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest.

c) 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.

d) All signed Deeds must be forwarded to the College’s Governance Officer.

10.12. Other Committees of the Committee for Specialist International Medical Graduate Education

a) The Committee for Specialist International Medical Graduate Education operates one (1) subcommittee:

i. Substantial Comparability Assessment Review Panel

b) The CSIMGE may establish Subcommittees or Working Groups. This must occur in consultation with the relevant 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 Committee for Specialist International Medical Graduate Education must develop an annual budget based on the budget process developed by the College in conjunction with the College’s Finance Department

b) The Committee for Specialist International Medical Graduate Education 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 & 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 9.4.1 and 9.4.2 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/ Section/ or Special Interest Group Chairs to comment on certain issues.

12. INTERPRETATION

- The Regulation shall be known as the “Committee for Specialist International Medical Graduate Education 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.

- “Carer” means a family member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

- “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.

- “Community Member” encompasses Carers, Consumers and Community Organisation Representatives as defined here.

- “Community Organisation Representative” means a representative (s) of non-government, community based or mental health-based organisations or volunteer organisations.

- “Consumer” means an individual who has, or has had experience of mental illness.

- “Committee” means the Committee for Specialist International Medical Graduate Education.


- “Election Year” means the year the College Constitution came into effect and every second year thereafter.

- “Ex-officio” means a member of a body, (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 (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”.

• “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.

• “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.

• “Terms of Reference” are the powers and duties of each Committee and are determined by the Board.

13. ASSOCIATED DOCUMENTS

• Board and relevant Board constituent committee Regulations
• Education Committee Regulations (or the parent committee’s Regulations, i.e. the committee that they report to)
• Education Committee Position Descriptions
• RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics, 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
• Procedure for the appointment of Community Members to College Committees (Only for committees who have a community member.)

APPROVAL / REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Approver</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/11/2013</td>
<td>1.0</td>
<td>Board – B2013/7 R18</td>
<td>New document. Updated to reflect the changes approved by the Board under the new education governance model.</td>
</tr>
<tr>
<td>23/1/2014</td>
<td>1.1</td>
<td>CGRC</td>
<td>Updated to include an alteration to Section 4 regarding Australian and NZ committee representation.</td>
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<tr>
<td>3/9/2014</td>
<td>1.2</td>
<td>General Manager, Training and Education</td>
<td>Updated Community Members only required to attend “face to face meetings. Section 3 Composition updated to give clarification why attendance at face to face meetings is only required. Document updated in line with RANZCP style guide. Quorum and written resolution updated to 50% as agreed at CGRC meeting held on 27 June 2014.</td>
</tr>
<tr>
<td>9/7/2016</td>
<td>1.3</td>
<td>B2016/5 R31</td>
<td>Updated Section 10.1 to include the establishment of a CSIMGE Ops group to deal with day to day business and included previous Board decisions in relation to meeting attendance, quorum and COI.</td>
</tr>
<tr>
<td>November 2016</td>
<td>1.4</td>
<td>Manager, OPCEO-Governance</td>
<td>Updated with details relating to meeting attendance by the Chair and additional associated documents.</td>
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01/2018 Next review