

Authorising Committee:	Board
Responsible Committee:	Committee of Specialist International Medical Graduates (CSIMGE)
Document Code:	REG EDT SCARP

BACKGROUND

Substantial Comparability Placement may be available to Specialist International Medical Graduates (IMGs) holding relevant qualifications deemed Substantially Comparable and employed in a position as a specialist psychiatrist.

The CSIMGE State Assessment Panels review individual applications and determine if applicants have the qualifications, training and experience that are:

- Substantially Comparable
- Partially Comparable
- Not Comparable

to that of an RANZCP trained psychiatrist.

If a candidate is confirmed as Substantially Comparable he/she will be eligible for Substantial Comparability Placement (SCP).

The SCP is a supervised work placement for a period of at least 12 months (full time equivalent). The supervised work placement comprises maintenance of professional standards, and completion of regular workplace based assessments, including Supervisor and Employer reports, Case Based Discussions and Multisource (360°) feedback. Satisfactory completion is required before candidates are eligible to apply for Fellowship.

At the satisfactory completion of the Substantial Comparability Placement and having met all other requirements for Fellowship, the CSIMGE will confirm a candidate's Substantial Comparability status and present the candidate's progress to the Education Committee (EC) for ratification of the decision. Approval for Fellowship will proceed as per Admission to Fellowship Process Regulation.

1. SCARP ROLE

Responsible directly to the CSIMGE, the main role of the SCARP is to review within a framework of appropriate clinical and professional standards, all assessments of candidates undertaking Substantial Comparability Placement. Based on this review, the Panel makes a recommendation to CSIMGE to confirm/not confirm the candidate's Substantial Comparability status which leads to eligibility for Fellowship.

CSIMGE has overall responsibility for policy management, process and procedure of the Substantial Comparability Placement and its associated assessments. CSIMGE delegates the oversight of individual candidate progress in work-place assessments to SCARP. CSIMGE may also seek and /or accept advice from SCARP about SCP policy management, process and procedure.

3. SCARP RESPONSIBILITIES

The Substantial Comparability Assessment Review Panel will:

- Oversee the progress of each candidate in a Substantial Comparability Placement by means of review of Supervisor and Employer reports, Case Based Discussion reports and Multisource (360°) feedback reports.
- Appropriately manage any candidate's unsatisfactory progress in a Substantial Comparability Placement.

- Determine an outcome to either confirm or not confirm a candidate's Substantial Comparability status, document the outcome and provide a recommendation to the CSIMGE.
- Recruit and provide training and accreditation of assessors and supervisors.
- Monitor the performance of assessors and supervisors.
- Undertake quality assurance of assessor training by calibration activities, and of assessor function by audit, including direct observation
- Undertake quality assurance of SCP assessments by providing CSIMGE with recommendations in relation to policy management, process

4. SCARP REPORTING RELATIONSHIPS

The SCARP is responsible directly to the Committee for Specialist International Medical Graduate Education (CSIMGE).

5. SCARP COMPOSITION / MEMBERSHIP

Membership of the Panel will comprise 8 members, including the Chair:

- Chair (Appointed by CSIMGE) who is a Fellow of the RANZCP of at least three (3) years standing
- Deputy Chair, nominated from amongst the eligible Panel members, who is a Fellow of the RANZCP of at least three (3) years standing
- Six (6) members
 - 4 members elected from the RANZCP Fellowship, who are Fellows of at least three (3) years standing
 - 1 member with a background in Academic Psychiatry, who is a Fellow of the RANZCP of at least three (3) years standing
 - A consumer representative
- A maximum of three SCARP members (including the Chair) may be current members of the CSIMGE.

6. ELECTIONS AND APPOINTMENTS

- All four (4) members elected to the Panel from the RANZCP Fellowship shall be appointed / elected by CSIMGE, approved by the Education Committee, and ratified by the Board.
- The Consumer Representative Member shall be appointed to the Panel in consultation with the Community Collaboration Committee (CCC). The member shall be appointed / elected by CSIMGE, approved by the Education Committee, and ratified by the Board.
- The member representative with a background in Academic Psychiatry shall be recommended from one of RANZCP's formal education providers or a relevant educational institution where partnerships are established with the RANZCP. This representative shall be nominated for the position by 2 Fellows of the RANZCP. The member shall be appointed / elected by CSIMGE, approved by the Education Committee, and ratified by the Board.
- The Chair shall be appointed by the Committee for Specialist International Medical Graduate Education (CSIMGE), approved by the Education Committee, and ratified by the Board.
- 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 for a consecutive term being a maximum of 6 years.

6.1 Co-opted Members

- The Panel may co-opt additional members with particular specified knowledge and/or expertise from time to time.
- The requirement to have RANZCP Fellowship for at least three (3) years does not apply to co-opted members.
- The number of co-opted members shall be a maximum of two at any one time. The need for co-opted members shall usually be reviewed by the Panel each three years at the time of elections to the panel, but may be reviewed more frequently as considered necessary.
- Co-opted members of the Panel shall not have voting rights.

6.2 Observers

- a) The SCARP may invite persons from time to time to attend some or parts of a 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 Panel.
- d) Observers shall not have voting rights.
- e) The need for observers shall be reviewed by the SCARP each year.

6.3 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. Nominations for the interim Chair will be considered by the CSIMGE with the preferred candidate approved by the Education Committee (EC) and noted by the Board.
- 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, the CSIMGE shall appoint an interim Deputy Chair from amongst the membership of the Panel. The appointment shall be noted by the Education Committee.
- d) In the event of the resignation of a member, whose term is not due to finish for 12 months or more, a call for nominations from the College membership shall take place. Nominations will be considered by the CSIMGE with the preferred candidate approved by the Education Committee (EC) and ratified by the Board.
- e) In the event of the resignation of a member of the Panel whose term is due to finish within 12 months, the CSIMGE shall appoint a casual vacancy to be ratified by the Board.
- f) In the event that the resignation is a representative position the appointment will be made in consultation with the representative body and ratified by the Board.
- g) Any casual vacancy appointment shall be for the remainder of the term and shall be noted by the Education Committee
- h) 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.

7. POWERS AND DELEGATION

- a) The Panel shall observe any regulations or directions that may from time to time be imposed upon it by the Board.
- b) The Panel shall provide advice and recommendations to the CSIMGE and act within the Subcommittee's schedule of delegations.
- c) Pursuant to Article 9.2 of the Constitution –
- d) "The Board may delegate any of its powers (other than that of delegation) to any person or Committee".
- e) "The Board may revoke any delegation of its powers by ordinary resolution".
- f) "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".

8. 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".

9. RANZCP STAFF SUPPORT

- a) The Panel shall be supported by relevant staff of the College. In particular, the members of the Specialist International Medical Graduate Education team shall be available to attend meetings of the Panel.

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

11. OPERATION OF THE PANEL

11.1 Meetings

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

11.2 Notice of Meetings

- a) At least 24 hours' notice of a meeting of the Panel must be given to each Panel 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.

11.3 Chair

- a) The Chair shall preside at all meetings of the Panel.
- b) If the Chair is not present at any meeting of the Panel, within fifteen minutes after the time appointed for holding the meeting the Deputy Chair will be Chair of the meeting.

11.4 Quorum

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

11.5 Proxies

- a) Panel members are unable to appoint a proxy to attend a meeting on their behalf, unless the position held by the member on the Panel is a representative position e.g. representing the TRC or OTP panel. The appointed proxy must be member of the Panel they are representing.
- b) The onus is on the panel 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.

11.6 Voting

- a) All panel 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 Panel 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 Panel.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

11.7 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 Panel duly convened and held.

11.8 Minutes of Meetings

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

11.9 Defects in Appointment or Qualification of a Committee Member

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

11.10 Conflict of Interest and Confidentiality

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

11.11 Other Committees of the Substantial Comparability Assessment Review Panel

The Panel may not establish Subcommittees or Working Groups without the prior approval of the Committee of Specialist International Medical Graduate Education and the Board.

11.12 Financial Responsibility

- a) The Panel must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The Panel 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 by the Executive Officers of the College or the Board, as appropriate.

11.13 Risk Management

The Panel is responsible for identifying and managing risks associated with its operations and for reporting risks to the CSIMGE.

12. MEDIA AND 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.
- 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 Board/Faculty/Section/Branch/Committee Chairs to comment on certain issues.

13. INTERPRETATION

The Regulation shall be known as the “Substantial Comparability Assessment Review Panel 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.
- “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” means a carer or consumer. A community member does not have voting rights.
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists (October 2007).
- “Election Year” means the year the College Constitution came into effect and every second year thereafter
- “Ex-officio” means a member of a body (Board, 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.
- “Panel” means the Substantial Comparability Assessment Review Panel
- “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.

ASSOCIATED DOCUMENTS

- Education Committee and Committee for Specialist International Medical Graduates Regulations
- RANZCP Constitution
- RANZCP Media Policy
- RANZCP Code of Conduct
- RANZCP Code of Ethics
- RANZCP Website
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest

APPROVAL/REVISION RECORD

Contact:	Manager Governance and the Office of the President and CEO		
Date	Version	Approver	Description
19 July 2011	1.0	General Council	New document.
October 2015	2.1	The Board	Revised document. Updated to reflect the changes in terminology and Governance template and clarified responsibilities
05/2020	Next review		