

Policy on Progression requirements for specialist international medical graduate (SIMG) candidates

Substantial Comparability requirements for RANZCP Fellowship



Authorising Committee/ Department	RANZCP Board
Responsible Committee/ Department	Education Committee
Document Code	

1. Policy on progression requirements for SIMG candidates on the Specialist Pathway

This document sets out the requirements for progressing on the Specialist Pathway for SIMG candidates assessed as **substantially comparable** by the Committee for Specialist International Medical Graduate Education (CSIMGE). These candidates are required to satisfactorily complete a series of RANZCP assessment requirements on the Substantial Comparability program of the Specialist Pathway in order to demonstrate their competence and comparability to an Australian/New Zealand trained and qualified psychiatrist.

2. Purpose

This document sets out the necessary progression requirements of SIMG candidates on the substantial comparability program of the Specialist Pathway, in order to satisfactorily complete the program as determined by the Substantial Comparability Assessment Review Panel (SCARP).

The procedural details of these requirements can be found in the Substantial Comparability Placement, Handbook for Workplace Based Assessments which can be found on the [Substantial Comparability](#) web page.

This policy should be read in conjunction with the Substantial Comparability Placement Handbook for Workplace Based Assessments.

It is the responsibility of the SIMG candidate to ensure that they are familiar with the Substantial Comparability Placement, Handbook for Workplace Based Assessments and the Maintenance of Comparability Status on the Specialist Pathway policy.

3. Time requirements for the Substantial Comparability placement

There will generally be two cohorts of candidates on the Substantial Comparability placement program per year, commencing in February and in September. All SIMG candidates assessed as substantially comparable will be offered the next available place in a Substantial Comparability placement cohort.

3.1 Time allowance to start the Specialist Pathway

All SIMG candidates are required to have commenced undertaking the requirements of the Specialist Pathway Substantial Comparability placement by 12 (twelve) months from the date of their final outcome letter for specialist assessment.

That is, before comparability status lapses, candidates have 12 (twelve) months from the date of their final outcome letter for specialist assessment, to obtain medical registration in either Australia or New

Zealand **and** to start their job (if they are not at application date already registered and suitably employed in either Australia or New Zealand).

Candidates must make a written application in a timely fashion to the CSIMGE for any extension to their start date, should they, during the 12 (twelve) month period, experience unforeseen issues which might cause delay in starting their placement requirements.

Please refer to section 4 of the policy on Maintenance of Comparability Status on the Specialist Pathway, for further information about delays to commencing the program.

3.2 Orientation period

All substantially comparable candidates who are newly arrived to Australia or New Zealand need to complete a three-month orientation period in the same clinical role that will support their Substantial Comparability placement, **prior to** commencing their 12-month placement. That is, in order for a candidate to start their placement requirements within an assigned cohort, they must have started their approved consultant psychiatrist position, at least three (3) months (full time equivalent - FTE) before the cohort start date. The purpose of orientation time is to ensure that candidates has had opportunity to acquire familiarity with the practice of psychiatry in Australia/New Zealand, the Mental Health Act and other relevant legislation, and with their health service. This orientation time will also help them to establish workplace and professional relationships, and to build a sufficient case load to support placement assessments. This orientation time is exclusive of the twelve (12) month placement period. Candidates may have started their job earlier than three (3) months before the cohort start date, but the date of their final outcome letter for specialist assessment cannot be more than twelve (12) months before the cohort start date.

3.3 Time requirements for completion of the Substantial Comparability placement

All SIMG candidates assessed as substantially comparable are required to successfully complete the placement in a minimum of 12 (twelve) (full time equivalent – FTE) months on the Specialist Pathway whilst maintaining full-time equivalent (FTE) employment, and satisfactorily complete all requirements, as specified in section 5.

A SIMG candidate's full-time equivalent (FTE) status is determined by their employment contract and is calculated as a full-time week including the on-call/after-hours/weekend roster.

In principle, the candidate and the supervisor are expected to be committed to full availability over the 12 (twelve) months Substantial Comparability placement, as well as the 12 (twelve) week orientation time.

In order to satisfactorily complete the placement, a candidate must have no less than forty seven (47) weeks supervised practice during the Substantial Comparability placement of twelve (12) months (FTE).

The candidate is expected to arrange annual and other planned leaves so as to ensure that they are available at the scheduled assessment times and in the immediate lead up to these assessment times to allow for preparation of cases.

The candidate is expected to inform the SCARP if their supervisor is absent and of alternate arrangements in place for supervision by an accredited SC supervisor.

Any applications to SCARP for additional leave and /or time extension beyond 12 (twelve) months FTE placement will be decided on a case-by-case basis, as specified in the Policy on *Maintenance of Comparability Status on Specialist Pathway*.

Please refer to the section on 'Leave entitlements' in the [Substantial Comparability Placement Handbook](#).

4. Registration requirements of Substantial Comparability placement candidates

At the commencement and throughout Substantial Comparability placement time, the candidate is responsible for:

- maintaining current medical registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the Medical Council of New Zealand
- maintaining comparability status on the Specialist Pathway in accordance with the Policy on *Maintenance of Comparability Status on the Specialist Pathway*.
- maintaining a consultant psychiatrist position which is at least 0.6 FTE with clinical consulting time of at least 0.3 FTE
- completing at least three months orientation in their position prior to starting the placement
- enrolling in supervision with a RANZCP accredited Substantial Comparability supervisor
- maintaining Area of Need currency (if applicable).

Candidates must be employed as consultant psychiatrist throughout their time on the Specialist Pathway.

5. Program requirements of the Substantial Comparability placement

In addition to assessment of clinical competence, the Substantial Comparability placement program assesses the candidate in a range of other typical functions of a consultant psychiatrist, including but not limited to:

- professionalism
- governance
- leadership and management
- Multi-disciplinary team work
- teaching and the range of teaching conducted
- supervisory functions
- continuing professional development participation
- interface with psychiatrists, other specialists and general practitioners
- breadth of range of patient type and conditions
- breadth of range of consulting settings
- risk management
- service development.

The scope of competencies assessed can be gauged from the items on assessment forms of the supervisor reports, multisource feedback, and case based discussions.

6. Employment requirements of the Substantial Comparability placement

Given the extent and breadth of the competencies which are required to be demonstrated, it is possible that some employment, in for example a subspecialty unit, will not meet the requirements given in Section 5 above. It is also likely that part-time employment or sessional employment will not meet these requirements.

Employers, candidates and supervisors are required to ensure that the particulars of the job support demonstration of the breadth and depth of competencies, as set out at Section 5. Particular scrutiny is advised in subspecialty, administration and academic appointments, and part-time positions.

6.1 Part-time or sessional employment and extended placement time

The CSIMGE encourages SIMG candidates to complete the Substantial Comparability placement requirements of the Specialist Pathway full time so as to ensure that all time and registration requirements are duly satisfied.

Applications for placement in part-time employment at less than 0.6 FTE will not be considered. In fulltime positions a minimum of 0.3 FTE clinical load is required for the entirety of the Specialist Pathway. The clinical load and professional role needs to be sufficient to allow the candidate to satisfactorily complete the requirements of the program, as set out in Section 5.

Part-time employment is measured in direct comparison to its equivalence with full-time employment. Full-time is equal to 1.0 FTE unit; therefore, for example, employment at half time would be equal to 0.5 FTE.

Applications for a part-time placement (part-time employment, or sessional employment, or sessional on a FTE basis) need to demonstrate to CSIMGE by documentation from the applicant, the supervisor and their employer that the particular position allows for adequate experience and demonstration in supervision and case based discussion, of a broad range of consultant psychiatrist functions.

SIMG candidates who seek to complete the Substantial Comparability placement requirements on a part-time or sessional basis must apply to the CSIMGE for approval of:

- extension of time of placement, in order to complete the same number and type of assessment items over a proportionately reduced frequency;
- suitability of their specific role and position descriptors
- feasibility, including consideration of registration time.

SIMG candidates who complete the Substantial Comparability placement requirements on a part-time basis must satisfactorily complete the same requirements as those undertaking the full-time program.

The candidate, if the application is approved, will be issued with a re-calculated assessment schedule for the part-time placement which will be proportionately extended.

SIMG candidates who are considering a part-time placement option must carefully consider the implications of approaching the maximum limit on comparability status time in relation to any medical registration conditions placed by Australian Health Practitioner Regulation Agency (AHPRA). These include potential delays in progress due to illness, problems in the placement, or the need for a period of remediation.

6.2 Applicants in private practice setting

An applicant seeking to undertake his/her Substantial Comparability placement in a private practice or public/private setting needs to ensure that their application addresses the program criteria (see Section 5), especially with respect to feasibility, governance factors, and supervision options.

If requirements cannot all be met to the satisfaction of CSIMGE/SCARP in the private practice setting, and it is the opinion of SCARP that assessing the equivalence of the applicant in this setting to an Australian or New Zealand Psychiatrist is not feasible, it will not be possible to proceed.

6.3 Change of position during the placement

It is expected that the candidate will remain in the same job at the same FTE component for the duration of the 12 (twelve) month placement. The CSIMGE will only consider changes of positions or FTE in special circumstances, which will be decided on a case by case basis.

7. Fellowship requirements for substantially comparable SIMG candidates

SIMG candidates assessed as substantially comparable are required to complete a series of workplace-based assessments (WBAs) as summarised below, before they become eligible to apply for RANZCP Fellowship.

Workplace-based assessments (WBAs) on the program are both formative and summative. The candidate completes the placement requirements under the supervision of a RANZCP accredited Substantial Comparability supervisor.

Summative case-based discussion assessments are conducted by an external RANZCP accredited Substantial Comparability assessor.

7.1 Mandatory assessments to be completed

- Three (3) supervisor reports
- One (1) formative case-based discussion assessment
- Three (3) summative case-based discussion assessments
- One (1) 360 degree feedback survey

7.2 Indigenous Experience

The College recognises the particular mental health issues facing the indigenous people of Australia and New Zealand and unless exempted, all substantially comparable candidates are required to complete the Indigenous Experience requirement. This can be completed:

- at any stage during the 12 month Substantial Comparability placement
- prior to starting the placement during the orientation period.

Candidates may be exempted from this experience if for example they have completed this requirement during a Partial Comparability placement, or have a recognised relevant prior experience/training in the area. This exemption will be noted in the specialist assessment outcome letter.

7.3 Additional training requirements

If the mandatory rotations or experiences of a SIMG are found to be not equivalent to RANZCP training, then some aspects of the RANZCP training program may need to be completed. These additional requirements usually referred to as 'gaps in training' will be determined by the CSIMGE during the specialist assessment process and candidates will be notified of this in the specialist assessment outcome letter.

For a candidate assessed as eligible for the Substantial Comparability placement, it is expected that any gaps would be minor, for example, ECT training and certification, or are feasibly able to be undertaken concurrently with the program.

SIMG candidates who are deemed to require additional training are expected to perform at the Stage 2 (proficient) standard of the 2012 Fellowship trainee program and the relevant Trainee Regulations Policy and Procedures will apply. The forms for these training requirements will need to be

appropriately completed and signed by the supervisor and DoT, if applicable, and submitted to the College. The forms will need to be assessed and approved by the SCARP as part of the Substantial Comparability requirements of the candidate.

In the case of candidates who have been reassessed from partially comparable to substantially comparable, any identified training gaps should have been completed prior to commencing their Substantial Comparability placement.

8. Supervision

Candidates assessed as substantially comparable are required to undertake a workplace based assessment program supervised by a psychiatrist of appropriate seniority who has currency as an accredited Substantial Comparability Program supervisor.

- All substantially comparable SIMG candidates require a designated supervisor who is a College-accredited Substantial Comparability supervisor.
- **It is the responsibility of the SIMG candidate and their employer to identify and enlist an accredited Substantial Comparability supervisor prior to starting the placement.**
- The Substantial Comparability supervisor, will by virtue of the selection criteria:
 - be a RANZCP accredited supervisor as conducted by the Branch Training Committees
 - have currency as a RANZCP Supervisor,
 - have undergone SCARP delivered Substantial Comparability supervisor training, and
 - have currency as a Substantial Comparability supervisor.
- The supervisor must be of suitable seniority, not be less senior than the candidate, and should be employed at a more senior level.
- The supervisor should be a Fellow of RANZCP for a minimum of three years. In some circumstances, the three year Fellowship requirement may be waived by CSIMGE, for instance if the Fellow has prior substantive experience in training, education, supervision, and assessment as a member of an overseas College. The workplace situation and the level of seniority of the supervisee will also be taken into consideration which may allow a recently admitted Fellow to be approved as a co-supervisor.
- In general, it is expected that the level of supervision should be no greater than that expected for a junior consultant psychiatrist.
- The frequency of the supervision should be agreed between the candidate and the supervisor at the outset of the twelve months month placement. It may be weekly to monthly and the intervals may be varied – for example more frequent at the beginning.
- Direct face-to-face supervision should be no less than once per month and can interspersed with teleconference/videoconference/email sessions as appropriate.
- The number of Substantial Comparability candidates per supervisor should not exceed two.
- Group supervision interspersed with individual sessions is acceptable, if it meets the candidate's needs, and if the supervisor takes the lead role and if appropriate for some of the sessions.
- A record of the supervision content and action plans should be documented by the supervisor and the candidate for personal use.

- Employers are required to ensure that candidates have adequate time, support and facilities for supervision, that supervisors have sufficient time and resources to conduct supervision sessions and to complete the required supervisors reports and formative case-based discussion assessment, and to assist the candidate with a remediation plan if required.

As such, employers are required to provide a signed 'Employer Support Declaration' form at the time of application by SIMG candidates to the Specialist Pathway.

In order to satisfactorily complete the placement, a candidate must have no less than forty seven (47) weeks supervised practice during the Substantial Comparability placement of twelve (12) months (FTE).

Please refer to the [Supervisor Guide](#) for advice regarding standards and conditions of supervision.

9. Schedule of assessment requirements

The following are the assessment requirements to progress to Fellowship and their scheduled timing during the 12-month Substantial Comparability placement period.

Stage	Assessment	Comment
0 months	3 month job orientation	To be completed by candidates prior to starting the placement who are new to Australia or NZ. Does not apply to existing candidates in an existing job.
0-12 months	Indigenous Experiences	Can be completed at any time during the placement OR prior to the placement during the Orientation / Partial Comparability placement time.
2 months	Formative Case based Discussion	To be conducted by the Supervisor of the Candidate.
	Supervisor's Report 1 (formative)	A Not Satisfactory rating for any component of Supervisor Report will require a remediation plan.
3 months	Summative Case based Discussion 1	Ratings: Achieves/Does not achieve the standard Candidates must pass 3 CbDs out of a maximum of 4 attempts within twelve (12) month placement.
6 months	Summative Case based Discussion 2	As above
	360° Feedback	Colleague, patient and candidate feedback is obtained.
	Supervisor's Report 2 (formative)	A Not Satisfactory rating for any component will require a remediation plan. Previous Not Satisfactory ratings must be resolved by the time of this report according to the implemented action plan.
9 months	Summative Case based Discussion 3	As above
10 months	Supervisor's Report 3 (summative)	A Satisfactory rating in all of the domains is required. A Not Satisfactory rating in any domain will result in an overall Not Satisfactory rating. See sections 10 and 12.5
12 months	Supervisor and Employer Declaration Form	Supervisor and Employer sign off the end of placement declaration form advising they are satisfied all requirements of the placement have been satisfactorily completed

It is expected that candidates will be available to undertake assessments at the scheduled times. Failure to meet the Substantial Comparability schedule of assessments sent to candidates with their outcome letter can result in SCARP requiring the candidate to show cause as to why they should be allowed to continue on the Substantial Comparability placement.

It is the responsibility of SIMG candidates to make themselves available for the scheduled assessments as specified by the College. In general, leave requests during assessment schedule will not be granted by SCARP.

10. Monitoring of progression of SIMG candidates

The CSIMGE through its Substantial Comparability Assessment Review Panel (SCARP) will monitor the progress of SIMG candidates assessed as substantially comparable on the Specialist Pathway.

The monitoring process will manage the identification, support and, potentially, the exit of underperforming and/or non-progressing SIMG candidates from the Specialist Pathway.

11. Forms

It is the responsibility of the candidate to ensure that the College SIMGE team receives all forms such as the orientation form, supervisor reports, formative CbD report and CbD case summaries on the due date.

Candidates who have to complete any gaps in training should also submit all relevant forms as evidence of having completed the required training.

The summative CbD assessment report is the responsibility of the appointed College assessor to submit on the day of the assessment or shortly thereafter. A copy of the CbD assessment will be provided to the candidate on the day of assessment or shortly thereafter.

Documentation relevant to the completion of the placement and applying for RANZCP Fellowship is the responsibility of the candidate.

Please refer to the [Forms and documents – overseas specialists](#) web page on the College website to access the relevant forms.

12. Unsatisfactory progress

The standard demonstrated by the candidate at assessments during the supervised work placement is required to be at least at the level of a junior consultant psychiatrist within an Australian and New Zealand setting.

12.1 Supervisor reports

Supervisor reports 1 and 2 completed at the two (2) and six (6) month stage of the placement are formative but may highlight unsatisfactory progress in any domain which will need resolving by the time the next report is due.

A 'Not Satisfactory' rating for any component of Supervisor Report will require a remediation plan.

For Supervisor Report 2, any previous 'Not Satisfactory' ratings must be resolved by the time of this report according to the implemented action plan.

Supervisor Report 3 at the 10 month stage is a summative report. Candidates must obtain a 'Satisfactory' result in all domains to satisfactorily complete their placement. A Not Satisfactory rating in any domain will result in an overall Not Satisfactory rating. See section 10 and 12.5

12.2 Formative Case-based discussion

A formative case-based discussion needs to be conducted by the candidate's supervisor at 2 months of the placement time. The main aim of the CbD assessment at this stage is to familiarise candidates with the assessment process and provide feedback on their performance that will assist them in focusing on areas requiring improvement in order for them to meet the standard for the successful completion of summative CbDs.

This assessment is primarily between the supervisor and the candidate. It should however follow the same process as other CbDs. A summary of the process and outcome is required to be submitted to SCARP on the appropriate form.

The same case and case summaries should not be used for submission of summative CbD cases.

12.3 Summative case-based discussions

Summative case-based discussions are held at the end of three (3) month, six (6) month and nine (9) month of the placement duration. The first summative CbD cannot proceed until the formative CbD has been conducted.

In order to meet the standard and successfully complete a CbD, candidates must achieve an overall rating of 'Achieves the Standard' in the CbD.

The following scores will result in non-achievement of the standard:

- One or more 'Does not achieve the standard' ratings for any domain (s); or
- Two or more 'Just below the standard' ratings for any domains
- One 'Just below the standard' in the same domain in any two CbDs on the Specialist Pathway

The SCARP will review all assessments prior to finalisation of the outcome.

Candidates must achieve the standard in three (3) out of a maximum of four (4) attempts at CbDs within the given placement time (usually twelve months). One supplementary CbD assessment is allowed. This enables a candidate who has not achieved the standard on a single CbD to attain (three) 3 satisfactory assessments.

12.4 The 360° Feedback assessment

The 360° Feedback assessment result of unsatisfactory average ratings (1 to 3) will result in a SCARP review of candidate progress.

12.5 Review of unsatisfactory results

If unsatisfactory results in any assessment are not satisfactorily resolved by the next and/or final report or assessment, the SCARP will review the candidates' progress and make a recommendation to the CSIMGE to:

- revise the requirements of the candidate to progress on the Substantial Comparability placement
- extend the Substantial Comparability placement time by up to 6 months

- rescind the Substantial Comparability standing of the candidate.

A candidate who fails the Substantial Comparability placement or fails to progress on the placement for any reason may apply to SCARP for consideration for a Partial Comparability placement. The SCARP will provide its recommendation to CSIMGE. The CSIMGE will review the candidate's progress at all assessment points toward Fellowship. The candidate, if accepted for a Partial Comparability placement may be required by the CSIMGE to complete additional requirements whilst on the Partial Comparability placement.

12.6 Remediation

Remediation during the Substantial Comparability placement is the process by which Specialist International Medical Graduates (SIMGs), who are making unsatisfactory progress, are assisted, counseled, supported and monitored to assist in improving performance. The unsatisfactory progress may be signaled by Supervisor assessment/Report, and/or by CBD Assessor reports; or by 360° Feedback reports or from other Workplace based Assessment feedback.

An unsatisfactory supervisor report in any domain will require a remediation or action plan to be formulated between the candidate and the supervisor with the intention to resolve any identified problem by the next supervisor report.

An unsatisfactory final supervisor report done at the ten (10) month stage of the placement will require a decision by SCARP. The SCARP will review the result and make recommendations to CSIMGE in accordance with section 10 and 12.5 above.

In the case of a 'does not achieve' result for any case-based discussion (CbD), the candidate will be initially advised of this result and the reasons by the CbD assessor at the time of the assessment, and the main areas of difficulty will be described on the CbD assessment form. The candidate should discuss the result with their supervisor, and the supervisor may, if they require clarification, seek telephone feedback from the assessor, through SCARP.

The candidate with a 'not achieved' CbD result is required to formulate a remediation plan in consultation with their supervisor, taking into account all areas of difficulty identified, and submit this plan to SCARP for approval.

A candidate who does not successfully achieve the standard in two CBDs will be deemed to be not substantially comparable and withdrawn from the Substantial Comparability Specialist Pathway.

Candidates will also have to submit a remediation plan in the case where they have achieved a 'just below' rating in the same domain any two CbDs.

Candidates who receive a recurrent (consecutive or otherwise) result of 'just below' in any assessment domain will be scored as 'not achieved' by SCARP at the time it reviews the results.

In the case of an unsatisfactory 360° Feedback assessment, the candidate may be advised by SCARP to complete a remediation plan with their supervisor and may be advised to extend the placement.

The SCARP may request additional supervisor reports to be submitted during the placement as part of the remediation plan.

Please refer to the details of the [remediation plan](#) on the College website.

13. Extension of placement

In the case where a candidate fails to achieve the standard for any case-based discussion (CbD), the SCARP can advise the candidate to extend the placement for three (3) months to a maximum of six (6) to complete a remediation plan, after which a supplementary CbD will be scheduled. We more often invite the candidate to apply for an extension of the placement to complete their remediation plan.

If the candidate does not take the advice of SCARP to extend the placement, a supplementary CbD will be scheduled prior to the next standard CbD, or two (2) months before the end of placement if it is the final CBD that does not achieve the standard.

An unsatisfactory 360° Feedback assessment may also result in the candidate being advised by SCARP to extend the placement in order to complete remediation and/or another 360° Feedback assessment.

The SCARP may request additional supervisor reports during the extension of placement period.

Candidates will incur an additional fee for any extension of the Substantial Comparability placement time. **Please refer to the [fee schedule](#) available on the College website.**

14. End of placement

At twelve (12) months or at the end of the placement, in the case of placements longer than twelve (12) months, the supervisor will be required to confirm/declare that the candidate has successfully completed the placement, and that there are no unresolved elements in any domain.

At twelve (12) months or at the end of the placement the employer will be required to confirm/declare that the candidate has successfully completed the placement and that the work performance was satisfactory.

15. Break in comparability status

A SIMG candidate, who due to exceptional circumstances intends to interrupt their progression to Fellowship at any stage, must make a formal application to do so. Exceptional circumstances include, for example, a serious medical condition; need to care for a family member or pregnancy/parental leave.

It is the SIMG candidate's responsibility to apply for a break in comparability status from the CSIMGE by completing and submitting the [Break in comparability status notification form](#).

Please refer to the [Maintenance of Comparability Status policy on the Specialist Pathway](#) for details.

16. Ethical and professional conduct

- SIMG candidates are expected to abide by the policies of the RANZCP, in particular the RANZCP Code of Ethics and Code of Conduct.
- SIMG candidates are expected to be respectful and courteous at all times to their colleagues, College members (including supervisors and CbD assessors) and staff of the College.
- CSIMGE will also monitor evidence from Workplace based assessments (such as EPA and ITA forms), referee reports, reports from external bodies (including employers) and Regulatory bodies.

- It is the responsibility of the SIMG candidate to notify the RANZCP within 14 days, if their medical registration is withdrawn or suspended, or conditions placed on their medical registration, or if they receive notice of any complaint to any medical registration authority.
- It is the responsibility of the SIMG candidates to notify the RANZCP within 14 days if their employment is terminated or they move to a new employment.

The monitoring of candidates will involve regular assessment of candidates' professional and ethical conduct throughout their time on the Specialist Pathway, including their interactions with the College and workplace. Any concerns identified by CSIMGE in relation to the above matters will be fully reviewed by the Committee, and where appropriate may result in SIMG candidate's withdrawal of comparability status (see the policy on *Maintenance of Comparability Status on the Specialist Pathway*).

Please note in accordance with Australian Medical Council's '*Standards for Assessment Of Specialist medical Graduate Programs and Professional Development Programs*' the College is required to inform employers, and where appropriate the regulators, where patient safety concerns arise in assessment.

17. Personal declaration

- It is the SIMG candidates' responsibility, as per the declaration signed in the Specialist Pathway assessment application form signed by SIMG candidates to abide with the terms agreed in the application form. They should be fully informed and aware of all requirements of the RANZCP, particularly rules, guidelines, time limits and policies in relation to the Specialist Pathway Substantial Comparability placement program, including information available on the RANZCP website.

If any aspect of the personal declaration is later found to be misleading or incorrect, this will constitute a breach of the RANZCP Code of Conduct and Code of Ethics and will lead to automatic withdrawal from the Specialist Pathway.

- It is important for SIMG candidates to be aware of the maximum comparability status time they have available to complete the requirements of the Specialist Pathway outlined in this policy, and are aware that no further comparability status time can be granted beyond the maximum comparability status time available for SIMG candidates to complete the prescribed assessments/additional training to Fellowship of the College.

18. Review of decisions

Any request by a SIMG candidate for review of a decision in relation to an unsuccessful assessment or other element of the assessment process should follow the College education review process.

19. Successful completion of all requirements

SIMG candidates who have passed all assessments and successfully completed all training requirements, as outlined in their Substantial Comparability final outcome letter, will be eligible to apply for admission to Fellowship with the College.

20. Monitoring, evaluation and review

The Education Committee shall implement, monitor and review this policy and report on anomalies and issues as these arise. This policy will be reviewed biennially and updated as required.

21. Definitions and abbreviations – to include the term and its meaning

EC	Education Committee
CSIMGE	Committee for Specialist International Medical Graduate Education
RANZCP or College	The Royal Australian and New Zealand College of Psychiatrists
Candidate	Specialist International Medical Graduate (SIMG) candidate enrolled on the Specialist Pathway of the College (Substantial Comparability placement)
College-accredited	RANZCP accredited as part of the responsibility delegated to the Branch Training Committees (BTCs) and undertaken in accordance with the Accreditation of Training Programs: Standards for Accreditation.
SCARP	Substantial Comparability Assessment Review Panel
FTE	Full-time equivalent: the proportion of time compared to full time, where full time is 1.0. A trainee's FTE status is determined by his/her employment contract.
SCP	Substantial Comparability placement – generally is of 12-month (FTE) duration

22. Associated documents

1. **Policy:** Maintenance of comparability status policy on the Specialist Pathway
Reviews and appeals education training policy
RANZCP Privacy Policy
RANZCP Code of Ethics
 2. **Procedure:** Substantial Comparability Placement, Handbook for Workplace based Assessments.
Reviews and appeals education training procedure.
 3. **Forms:** Declaration – Fulfilling the conditions for commencing the Substantial Comparability Placement
3 month orientation form
Supervisor report form
Case-based discussion rating form
Patient consent obtained form
Patient information and consent form
Case-based discussion incident report form
Supervisor employer declaration form
Break in comparability status notification form
Remediation Guide
- Other:** Supervisor Guide

DOCUMENT CONTROL

Responsible department: Education	Responsible position: Team Leader, SIMGE	Version: 1.0
Responsible committee: Committee for Specialist International Medical Graduate Education	Date approved by RANZCP Board: May 2016	

REVISION RECORD

Date	Version	Revision description	Approval process
June 2017	V2.1	The policy updated and clarified especially in relation to employer support, notification of change in employment while on specialist pathway, professionalism and ethical and professional conduct.	Approved by CSIMGE (24 February 2017); EC (31 March 2017); CGRC (11 May 2017); Board (3 June 2017)
	V2.0	Clarified the requirement for successfully completing the pathway requirements and aligning the section on 'Ethical and profession conduct' and 'Personal Declaration' with the maintenance policy	
	V1.0	First version based on Substantial Comparability Handbook	Approved CSIMGE – 4 April 2016; Approved EC – 11 April 2016