

**Committee for Specialist International Medical Graduate Education  
(CSIMGE)**

**SUBSTANTIAL COMPARABILITY PLACEMENT  
Handbook for Workplace Based Assessments (WBAs)**

## Introduction

Specialist International Medical Graduates (SIMGs) who have been assessed as Substantially Comparable are required to undertake a supervised work placement for a period of at least twelve (12) months full time equivalent (FTE), and to satisfactorily complete regular workplace based assessments (WBAs), before being eligible to apply for Fellowship.

This document provides details of the assessments and administrative processes associated with the Substantial Comparability placement for SIMGs who have been assessed as being eligible for this specialist pathway.

Candidates are also advised to refer to these policy documents for all matters regarding placement conditions on this pathway.

- [Maintenance of Comparability Status on the Specialist Pathway](#)
- [Substantial Comparability requirements for RANZCP Fellowship](#)

The assessment program is spread over a standard twelve (12) month placement period. In the case of unsatisfactory progress as indicated by the assessments, the placement may be extended by up to six (6) months, in which case the program of assessments would continue as determined by the Committee for SIMG Education (CSIMGE). An additional fee will apply to an extension to placement time. See fee schedule.

The assessment is by means of:

1. Supervisor reports
2. Case based Discussions (CbDs)
3. 360° Feedback

The Candidate may also be required to complete the Indigenous experiences requirement for satisfactory completion of the Substantial Comparability placement. Further details can be found in Section 4.0.

It is the responsibility of the Substantial Comparability Assessment Review Panel (SCARP) which is directly responsible to CSIMGE to review within a framework of appropriate clinical and professional standards, all assessments of candidates undertaking the 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.

*The expected standard relies upon the competencies defined in the 2012 Fellowship Program. To view the Fellowship Competencies click on the link: <http://www.ranzcp.org/Pre-Fellowship/2012-Fellowship-Program/About-the-training-program/Fellowship-competencies.aspx>*

## Standard Required

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 Australasian setting.

Candidates accepted on the Substantial Comparability placement need to be working at least in a 0.6 FTE appointment to meet the workplace based assessment requirements of the Substantial Comparability placement.

They need to be working at least 0.3 FTE actively consulting patients as a Consultant Psychiatrist with direct contact with clinical cases.

### Applicants in a private practice setting

If a candidate wishes to undertake his/her Substantial Comparability placement in a private practice setting, the following points all need to be sufficiently met in the private practice role for the applicant to be able to meet the Substantial Comparability workplace based assessment requirements:

- governance;
- risk management;
- Multi-Disciplinary Team fractions;
- teaching and the range of teaching conducted;
- supervision;
- educational program;
- the range of patients the applicant is consulting;

- the range of settings the applicant is consulting in;
- exposure to different Psychiatrists; and
- methods of practice.

If the above requirements cannot all be met to the satisfaction of CSIMGE/SCARP in the private practice setting, it will not be possible to satisfactorily assess the equivalence of the applicant to an Australian or New Zealand Specialist Psychiatrist via the Substantial Comparability placement.

## Placement Requirements

During the full Substantial Comparability placement time, the candidates must

- maintain current medical registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the Medical Council of New Zealand
- maintain a consultant position which is at least 0.6 FTE, with clinical consulting time of at least 0.3 FTE
- complete three months orientation in their position prior to starting the placement (for candidates who are new to Australia and New Zealand)
- have a supervisor who has completed the Substantial Comparability supervisor training
- maintain Area of Need currency (if applicable) for the duration of the placement.

## Reporting of adverse events

It is the responsibility of the SIMG candidate to notify the SCARP within 14 days of any adverse event which has occurred during the placement and resulted in a workplace investigation or notification to a regulatory body.

## Leave Entitlements

In principle, the candidate, the supervisor and the workplace are expected to be committed to full availability for the twelve (12) month Substantial Comparability placement plus three (3) months orientation, including planning availability around assessment times.

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 plus no less than twelve (12) weeks supervised orientation for the placement.

Candidates will be signed off as having completed the placement and being eligible to apply for Fellowship only after they have completed their full twelve (12) months from the start date of the placement. This does not include the three months of orientation that some candidates are required to complete.

Leave means any absence from work and is inclusive of annual leave, conference leave, sick leave, workcover leave, carer leave, maternity leave and parental leave.

If an absence becomes or is going to become greater than five (5) weeks in total, the candidate must inform SCARP, apply for a break in the placement, and submit supporting documentation (e.g. medical reports). An extension or restart to the placement will be decided by SCARP on a case by case basis.

On the 'readiness to start' declaration form, the supervisor declares that the candidate has completed a minimum of twelve (12) weeks supervised preparation time. On the 'end of placement' form, the supervisor and candidate declare that the candidate has completed a minimum of forty seven (47) weeks of supervised practice.

Delayed start to either the preparation or placement phases will be considered on a case by case basis on application, up to a maximum of five (5) working days. In the case of a delayed start, this time will be subtracted from the absence allowance.

## **Early finish of the placement is not permitted.**

### *Candidate*

Whilst the normal leave entitlements provided by the candidate's employer remain in place, it is expected that the candidate shall be available for the scheduled workplace based assessments. A summary of the assessment schedule will be provided at the beginning of the placement, however the exact date of assessments such as the Case based Discussion (CbD) will be determined primarily by the availability of the assessor. Two to three weeks will be allowed to conduct CbDs for all the cohort candidates and the date for each candidate will be confirmed by College staff approximately one month prior to the assessment. If leave during this time is absolutely unavoidable then notice must be given as early as possible and requests will not be considered less than 6 weeks prior to the first day noted in the assessment schedule.

### *Supervisor*

**If the supervisor is on leave for more than 4 weeks at any one time or more than 2 months over the 12-month placement time then, the SCARP must be advised. For such extended leave periods to be covered, a co-supervisor should be available for supervision.**

## **Change of position during the placement**

It is expected that the candidate will remain in the same job at the same FTE for the duration of the 12 month placement. The committee will only consider changes of positions or FTE in special circumstances. If for some reason the position becomes redundant such as an Area of Need position and a new AON position is found then the candidate will need to be re-assessed by the College for this new position in order to give support for registration to AHPRA.

## **Maintaining Registration**

Candidates in Area of Need positions should ensure that the duration of the position covers the entirety of the Substantial Comparability placement. If registration or AON position expiry dates fall within the placement then applications for extension of AON and AHPRA registration must be applied for in time to maintain registration for the duration of the placement.

## The Assessment Plan for a 12 Month Substantial Comparability Placement

Candidates must make themselves available for all assessments as scheduled by the College. Failure to do so can risk withdrawal from the assessment and a Did Not Achieve result.

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	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	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	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.
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
<i>Substantial Comparability will be confirmed on satisfactory completion of the placement and all assessments.</i>		

- 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.

### Key Steps during the Substantial Comparability Placement

- All completed assessment forms will be forwarded to the College by the candidate, supervisor and assessors, collated by the Administration Officer, SIMG and forwarded to SCARP for review.
- The results of all assessments undertaken during the placement will be recorded by College staff and available for review by the SCARP and by the CSIMGE both during and at the completion of the placement.
- Upon the candidate's satisfactory completion of the placement and all required assessments, and having met all other requirements for Fellowship, the CSIMGE will confirm Substantial Comparability status, and the Education Committee and the Board will ratify the decision. The approvals for Fellowship will then proceed through the relevant committees.

# 1. Supervisor Reports

## 1.1 Achieving the Standard

A candidate on the Substantial Comparability Placement achieves the standard in the Supervisor Report component of the Workplace Based Assessment by:

- Obtaining an overall Satisfactory rating in the summative Supervisor Report at ten (10) months, or alternatively, two (2) months prior to the end of the placement for a placement longer than 12 months.
- Demonstrating resolution of any unsatisfactory aspects of previous (formative) Supervisor Reports by the time of the summative (final) report or having obtained Satisfactory reports at two (2), six (6) and ten (10) months.
- Submitting to RANZCP confirmation/declaration by the supervisor of satisfactory completion of the work placement at twelve (12) months or alternatively at the end of the placement.
- Submitting to RANZCP confirmation/declaration by the employer of satisfactory completion of the placement and of work performance over the previous twelve (12) months or alternatively at the end of the placement.

## 1.2 Instrument: Supervisor Report Forms

- Candidate performance is assessed using a CanMEDs Framework (2005) across seven domains, using a rating of Satisfactory/Not Satisfactory against given indicators.
- The Supervisor Reports during the time of the placement (2 and 6 months) are considered formative; they may be used by the supervisor and/or by SCARP in conjunction with other assessments, to raise and resolve practice issues with the candidate.
- The Supervisor Final Report (10 months) is summative; the candidate must achieve a Satisfactory rating in all domains to satisfactorily complete the placement.

## 1.3 Requirements

- The supervisor writing the report must be an accredited RANZCP supervisor in addition to having undertaken the required Substantial Comparability Supervisor training.
- The Supervisor Report forms (usually three (3)) must be completed and submitted to the College by the candidate's nominated supervisor at specified times, during the Substantial Comparability placement.
- In the usual twelve (12) month placement, the three (3) reports will normally be submitted at two (2), six (6), and ten (10) months.
- For the two (2) and six (6) month reports, in the spirit of formative assessment, a Not Satisfactory rating in any domain does not necessarily preclude continuation in the placement – see 1.2, 1.4 and 1.6.
- To achieve an overall Satisfactory rating at the ten (10) month (final) report, it is necessary for the candidate to achieve Satisfactory ratings in each aspect of the specific domains.

## 1.4 Organisation, Process and Format of Supervisor Assessment and Reporting

Whilst the report form is submitted at specific times in the placement, the assessment of individual domains and feedback may be spread over several supervision sessions in accordance with educational objectives. Assessment may include any information received from legitimate sources available to the supervisor, in accordance with the educational needs of the candidate.

It is expected that during the course of the supervision and especially in the early phase, the supervisor will directly observe the candidate in a range of clinical and professional functions. If the supervisor is off site, the supervisor should arrange to communicate with relevant workplace professionals to obtain relevant information, but may also need to directly observe.

In accordance with formative assessment principles, it is expected that the supervisor will fully discuss each assessment with the candidate, and that remedial action plans are developed and actioned in conjunction with the candidate.

The supervisor is expected to provide descriptive feedback as well as checkbox completion, so as to maintain a written record, the ability to review candidate progress, and validate the supervision process.

The box headed "Aspects for further improvement" should be used for this purpose. Areas being or having been achieved may be included as well. In particular, where a candidate has achieved a just below / does not achieve standard on a Case based Discussion (CbD), or received other comment from an assessor of other areas for attention, this should be tracked through subsequent supervisor reports. Supervisor reports where no or minimal commentary is provided may be returned for further information, and potentially may delay progress of the candidate.

Where the supervisor becomes aware of the candidate's involvement in any adverse event which has resulted in a workplace investigation or notification to a regulatory body, the supervisor is expected to address this in supervision and to notify SCARP.

## **1.5 Evaluation of Results**

The SCARP will evaluate and confirm all Supervisor Report results.

## **1.6 Procedures for Reporting, Review and Remediation of Unsatisfactory Results**

### **1.6.1 Reporting and Remediation**

Where a Not Satisfactory rating in any domain in the two (2) or six (6) month report is made:

- The supervisor must make a comment in the form, explaining the rating.
- The report must be accompanied by a remediation plan, negotiated between the supervisor and the candidate, which is to clearly and comprehensively address any unsatisfactory element.
- The remediation plan must be within the time frame to the subsequent report.
- The supervisor, at the time of the next report, must verify whether or not the candidate has demonstrated resolution of the previously unsatisfactory element(s).

### **1.6.2 Review**

- Not Satisfactory ratings will be reviewed by the SCARP and further information may be requested as needed.
- Where multiple Not Satisfactory ratings occur in any report, or where there are areas of particular concern, the report may be referred by the SCARP to the CSIMGE for review.

### **1.6.3 Non Resolution of Unsatisfactory Rating(s)**

- Not Satisfactory ratings that are unresolved in the subsequent report will be referred by the SCARP to the CSIMGE for review.
- The CSIMGE, on review of the Not Satisfactory ratings in the Supervisor reports referred by SCARP, may:
  - revise the Substantial Comparability standing of the candidate to progress on the Substantial Comparability Placement;
  - extend the WBA assessment period and Substantial Comparability placement for up to six (6) months; or
  - rescind the Substantial Comparability standing of the candidate.

## **1.7 Confirmation of Completion 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.

## **2. Case based Discussions (CbDs)**

### **2.1 Achieving the Standard**

A candidate on the Substantial Comparability Placement achieves the standard in the Case based Discussion component of the Workplace based Assessment by:

- Completing one formative Case based Discussion conducted by the supervisor of the candidate.
- Obtaining three (3) "Achieves the Standard" summative Case based Discussion assessments, by three (3) independent RANZCP appointed Assessors, out of a maximum of four (4) attempts within the twelve (12) month period placement.

### **2.2 Instrument: Case based Discussion Rating Form**

Candidate performance in a CbD is assessed across five (5) domains using a four point rating scale against given indicators and where applicable, free text comment by the assessor.

### **2.3 Scoring of Summative CbDs**

- Scoring relies upon global ratings of multiple competencies by the assessor using case summary, chart review and discussion between the candidate and the assessor according to calibrated application of the standard and the expert judgment of the assessor.
- An overall rating of Achieves the Standard / Does not Achieve the Standard is made for each summative CbD, accompanied by relevant comments in the appropriate domain/s in the event of any Does not Achieve or Just Below the Standard ratings.

### **2.4 Requirements**

- One formative CbD and three summative CbDs are to be scheduled during the usual twelve (12) month placement.
- The formative CbD shall be conducted by the candidate's supervisor. The summative CbDs cannot proceed unless the formative CbD has been conducted.
- At least three (3) case summaries should be submitted for the formative CbD. These cases should not be re-used for the summative CbDs.
- During the course of the placement, the candidate will be required to prepare at least twelve (12) case summaries to meet the requirement of the formative and the summative CbD assessments.
- Each summative CbD shall be independently conducted by a different assessor who is not the supervisor and who is appointed by RANZCP.
- The assessor is required to undertake RANZCP CbD assessment training and accreditation prior to conducting the assessment and to have currency of training at the time of the assessment.
- Any conflict of interest between the candidate and assessor must be identified at the earliest opportunity. Examples of conflict of interest include:
  - a person known in every day work
  - a close working colleague
  - a problematic relationship between candidate and assessor
- In the situation where an assessor is assigned to observe the CbD assessment in order to obtain accreditation, the same guidelines for a conflict of interest apply.

### **2.5 Organisation, Process and Format of CbD Assessment**

#### **2.5.1 Venue**

The CbD will take place at the candidate's workplace. For the summative CbDs, it is the responsibility of the candidate in conjunction with their employer to arrange a suitable venue and to notify RANZCP of the exact location.



### 2.5.2 Assessment Schedule

- In any twelve (12) month placement, the formative CbD is required to be completed by the two-month interval and a summative CbD is scheduled at three (3) monthly intervals, at three (3), six (6), and nine (9) months. Whilst the schedule of assessments is provided to candidates at the beginning of the placement, the College reserves the right to amend this schedule according to assessor availability.
- In the case of a summative CbD result of 'Does not Achieve' the standard, it may be possible to schedule up to one (1) supplementary summative CbD outside of the routine schedule and within the twelve (12) month placement. However, this will be as determined by SCARP, and if required the placement will need to be extended.
- In the case of a supplementary summative CbD, this must be arranged in a mutually suitable and timely fashion by the candidate in conjunction with the Administration Officer, SIMG, and agreed to by the SCARP.
- Where the candidate's unsatisfactory performance in CbDs or other pathway elements requires an extension of time for adequate remediation, the SCARP may determine an extended time of up to six (6) months.
- In the case of an extended placement of greater than twelve (12) months duration, the CbD assessments would continue at three (3) monthly intervals. The final CbD would be scheduled to be three (3) months prior to the end of the placement.

### 2.5.3 Selection of and Submission of Cases for Summative CbDs

- For each assessment, the candidate will select and prepare three (3) cases from their current caseload for assessment by CbD. The cases selected must involve ongoing clinical care by the candidate. A range of cases should be made available for each round of assessments.
- For each of the three (3) cases, the candidate will prepare a succinct typed summary (**no more than 700 words**) to include the presenting problem, psychosocial context and key features of assessment and management, including discharge planning and long term planning, as well as the candidate's involvement with the patient. If the candidate has an existing letter or summary within the word limit that includes all the relevant information that would be acceptable.
- The cases submitted should be of patients whom the candidate has assessed and has managed. The candidate's initial assessment should include history taking and examinations as performed. The cases submitted should also include the candidate's evaluation of past assessments, management, opinions and progress; the candidate's initial and ongoing management including any communications and collaboration with others (family, carers, treatment team); and patient response. The case summary should be a synopsis which conveys the key elements of the above to the assessor as the candidate would provide to a colleague for review or opinion.
- It is acceptable to prepare a case for CbD where the patient has been discharged from the candidate's care after a full episode of treatment. However, the candidate must have had ongoing involvement during the episode of care, not just once off assessment. It will be beneficial in terms of the assessment of the CbD to enquire about progress to date and this will be taken into account in your assessment.
- The summaries will be de-identified, and clearly labeled by the candidate (RANZCP ID number) and submitted via email or fax to the Administration Officer, Assessments at RANZCP two weeks prior to the assessment, for receipt by the assessor in a timely fashion.
- The entire clinical file for all three (3) cases is to be available for reference by the candidate and by the assessor during the CbD.
- The Substantial Comparability Assessment Review Panel requests that the candidate inserts markers in the case notes at points where he/she believe the most significant contributions are located to assist with the file review. **It is important to note that flagging/marking key points will be taken into account as part of the Case based Discussion assessment in terms of organisation and preparation for case management.**
- Candidates must select and present a summary on three (3) new cases for each CbD assessment. **Cases chosen from a previous round cannot be selected again for a subsequent CbD assessment.**
- The assessor will be allocated a period of approximately 30 minutes prior to the CbD commencing to review the files and to finalise questions for the assessment.

- Patient consent to allow the assessor to access the files of the patients for each of the three case summaries is required for each summative Case based Discussion assessment. If a patient consents to have the information in their file available to an external assessor, a patient consent form will need to be completed and signed by the patient and the candidate. This will be required from all three patients for all three summative Case based Discussion assessments. The patient consent forms should not be sent to the College, however a separate and de-identified 'Patient Consent Obtained' form, signed by the candidate, must be submitted along with the case summaries. Three completed patient consent forms must be made available to the assessor at the time of the Case based Discussion assessment, otherwise the assessment will not proceed. In unforeseen circumstances (for example, where a patient withdraws consent at late notice), the invalidated consent forms should still be shown to the assessor and an incident report should be submitted to SCARP. The assessment will then be rescheduled. If the candidate fails to provide all three patient consent forms without a valid reason, the assessment will automatically result in an outcome of DNA (Does Not Achieve the Standard). It is the Candidate's responsibility for safe-keeping of the patient consent forms.
- The candidate's practice in obtaining consent should be in accordance with the RANZCP Code of Ethics. Principle One deals with respect for privacy and (1.5) deals with obtaining consent for sharing information in educational settings; Principle Four deals with confidentiality including considerations for sharing clinical information in clinical settings; Principle Five deals with validity of consent. The patient's consent should be sought in a timely manner and is predicated on their free will and capacity.  
Where a patient is a minor or has diminished ability due to permanent mental impairment, it is appropriate to obtain consent from their parent, legal guardian or carer.  
Where a patient during the time that consent is required to be obtained, becomes acutely unwell to the extent that they become temporarily unable to provide consent, it is inappropriate to rely on consent from another party for the purpose of a case base discussion.  
Where a patient or their parent/ guardian/carer has provided consent, they have the right to withdraw consent at any time before the case based discussion.

#### **2.5.4 The Case based Discussion**

- At the commencement of the assessment, the assessor will select one (1) of the three (3) cases and ask the candidate to discuss it.
- The candidate will talk about the selected case for five (5) minutes (can continue for no longer than ten (10) minutes), focusing on updating the summary.
- The assessor will lead a discussion of the selected case for thirty (30) minutes (can continue for no longer than forty (40) minutes). The focus of the assessor will be to:
  - cover clinical assessment, management plan, clinical reasoning, team work, professionalism and legal issues;
  - ask brief, predominantly open-ended questions pertaining to the aspects above without dominating any one particular aspect, i.e. not using more than three (3) questions on a particular aspect;
  - cover identified gaps or discrepancies in the summary and case file.
- The candidate shall be given the opportunity to make comments following the Case based Discussion assessment.
- For the summative CbDs, the candidate is required to sign the Case based Discussion Rating Form and the Case based Discussion Final Assessment Form to verify that the assessment has been conducted.
- The College expects an appropriate standard of professional behavior from the candidate, both during and after the Case based Discussion assessment, and including response to critical feedback and results.

#### **2.5.5 Marking the summative CbDs**

- The assessor will assess the five (5) domains individually and give an overall rating for the CbD;
- The assessor will grade the candidate against one of four possible outcomes for each domain:
  - Does not achieve the standard which means: Clearly below the pass standard;
  - Just below the standard which means: A performance just below the standard;

- Achieves the standard which means: Performance is that of a junior consultant;
- Surpasses the standard which means: Above the pass standard, but does not need to be flawless.
- To determine the overall rating for the CbD (achieved/not achieved), candidates will be assessed as not achieving the standard for the CbD if they achieve the following scores:
  - One or more “Does not achieve the standard” rating(s) in any domain(s), or
  - Two or more “Just below the standard” ratings in the five (5) domains.

#### **2.5.6 Reporting the CbD outcome**

- For the formative CbD, the supervisor and candidate are required to complete the formative Case based Discussion completion form and submit at the two-month interval of the placement.
- For the summative CbD assessments, the assessor will provide feedback to the candidate and the candidate signs the assessment form and may make comment on the CbD assessment. Feedback will be provided for no more than ten (10) minutes.
- The completed assessment form will be returned by the assessor to the Administration Officer, SIMG on the day of the assessment and will be provided to the candidate’s nominated supervisor after SCARP approval.

### **2.6 Confirmation of Results**

The SCARP will review and confirm all formative and summative CbD forms.

### **2.7 Procedures for Reporting, Review and Remediation of Just Below or Does not Achieve Results for Summative CbDs**

#### **2.7.1 Reporting of Standard Not Achieved Results**

If in a single CbD the standard is not achieved in one or more domains:

- A rating of “Does not Achieve the Standard” or “Just Below the Standard” in any domain is to be explained by the assessor by means of a comment beneath the rating score.

#### **2.7.2 Remediation of Standard Not Achieved Results**

- The assessor will work with the candidate on listing some clear points for remediation at the conclusion of the CbD to address the candidate’s unsatisfactory performance in any domain.
- The points can be listed by the assessor on page seven of the CbD Rating Form and if necessary, additional pages may be submitted to the RANZCP as well.
- The assessor’s points for remediation will be forwarded by the RANZCP to the candidate’s nominated supervisor.
- The nominated supervisor will work with the candidate in developing and implementing a remediation plan, taking into consideration the assessor’s points for remediation from the CbD. The remediation is to be completed within the time frame to the next scheduled CbD.

#### **2.7.3 Review of Standard not Achieved Results**

In a single CbD, an overall rating of “Does not Achieve the Standard” will be:

- Reviewed by the Substantial Comparability Assessment Review Panel (SCARP) which:
  - may request further information from the candidate and from the supervisor,
  - will make a recommendation and refer the result to the CSIMGE.
- The CSIMGE may revise the candidate’s progress on the Substantial Comparability Placement and:
  - may determine that the candidate’s placement period be extended
  - may permit the candidate to submit a supplementary set of cases (see 2.5.2, point 3)

#### **2.7.4 Non Resolution of Standard not Achieved Results for Summative CbDs**

- Any rating of “Does not Achieve the Standard” or “Just Below the Standard” in any domain, which is unresolved in the report of the subsequent CbD, will be reviewed by the Substantial Comparability Assessment Review Panel (SCARP) who:
  - may request further information from the candidate and from the supervisor,
  - shall make a recommendation and refer the result to the CSIMGE.
- The CSIMGE will review the result, and may undertake one or more of the following actions to:
  - revise the requirements for 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.

#### **2.7.5 Review of the result of a CbD Assessment**

- Where a candidate believes that their CbD results may have been affected due to certain circumstances, they should put in writing an incident report explaining the circumstances and request a review of the result.
- The Review of results process follows standard [RANZCP guidelines](#) for Appeals which can be located on the College website.

### 3. 360° Feedback Assessment

#### 3.1 Achieving the Standard

A candidate on the Substantial Comparability Placement achieves the standard in the 360° Feedback component of the Workplace Based Assessment by:

- Obtaining overall satisfactory 360° Feedback assessments undertaken at the six (6) month interval of the placement.

#### 3.2 Instruments: 360° Feedback Form A (Colleagues); Form B (Patients/Family); Form C (Candidate)

- Candidate performance is assessed using a six point rating scale against given indicators.
- The ratings are based on the frequency of observed desirable behaviours.
- An “Unable to Assess” rating is provided.

#### 3.3 Requirements

- The 360° Feedback assessment is to be completed at least once during the Substantial Comparability Placement, normally at six (6) months for a twelve (12) month placement; in the case of an extended placement, the assessment may be conducted again at three (3) months prior to the completion of the placement.

#### 3.4 Organisation, Process and Format of 360° Feedback Assessment

##### 3.4.1 360° Feedback Assessment Forms

- Selected participants shall be asked to complete a survey and to provide feedback on the performance of the candidate in the workplace.
- Form A (*completed online*) consists of 24 items including a free comment opportunity and is to be completed by co-workers, colleagues or community contacts of the candidate.
- Form B consists of 10 items plus a free comment opportunity and is to be completed by patients of the candidate and/or the carers or family members of the patients.
- Form C (*completed online*) consists of the same 24 items as Form A; the candidate completes Form C and self-rates their performance in the workplace.
- On completion, the survey responses will be de-identified, collated and reported to the candidate, the supervisor and to the SCARP.

##### 3.4.2 Selection of Participants:

- The candidate and supervisor will each nominate at least ten (10) of their co-workers, colleagues or community contacts; these may include:
  - other medical practitioners and medical students;
  - multi-disciplinary team (MDT) members including pharmacy staff;
  - administration staff;
  - management personnel;
  - community contacts such as NGO personnel;
  - residential care workers.
- The nominations of participants should be balanced with respect to the seniority of the respondents and to the range of their roles and positions in the workplace.
- The candidate will be provided with a set of 360° Feedback Form Bs and pre-addressed envelopes to hand out to patients, carers or family members of patients. These can be handed to a number of patients, carers or family members of patients however **it is a requirement that the RANZCP receives a minimum of five (5) completed Feedback Form Bs.**

- It is the candidate's responsibility to inform all nominated persons of their nomination and of the process, including the time frame for completion of the surveys, which is two (2) weeks.
- The names of all co-workers, colleagues or community contacts and their contact details will be provided by the candidate and by the supervisor to the RANZCP on the prescribed form at least four (4) weeks prior to the scheduled assessment - that is, usually at the five (5) months interval of the placement.

### **3.4.3 Administration of the 360° Feedback Assessment**

- Ten (10) respondents from the co-worker, colleague or community contact cohort shall be randomly selected by RANZCP staff from the twenty (20) names submitted to complete the survey (Form A).
- Links to the surveys for the co-worker, colleague and community contact cohort (Form A) and the candidate self-evaluation (Form C) will be emailed by the external organisation conducting the 360° Feedback.
- Forms A and C are to be completed online. Relevant information and notification of the return date will be emailed with the link to the survey.
- To ensure anonymity the Administration Officer, SIMG, will be responsible for following up completion of surveys for respondents from the co-worker, colleague or community contacts cohort.
- The candidate will be provided with a set of 360° Feedback Form Bs and pre-addressed envelopes to hand out to patients, carers or family members of patients.
- Patients, carers or family members of patients will be required to return the Feedback Form B directly to the RANZCP via the pre-addressed envelopes provided to ensure anonymity and the responses will remain confidential.
- If the minimum number of five (5) Feedback Form Bs are not received by the RANZCP then the candidate will be required to hand out more forms to additional patients, carers or family members of patients to ensure the required number of completed forms are received.

### **3.4.4 Collation of the Results**

- Returned Feedback Form Bs
- shall be collated by the Administration Officer, SIMG and will be sent to the external organisation conducting the 360° Feedback for manual entering.
- The external organisation conducting the 360° Feedback assessment will administer and report on the survey results for each of the candidate's completing the 360° Feedback.
- An overall average rating shall be calculated for each domain for each instrument.
- The overall results for each candidate shall be referred to the SCARP.

## **3.5 Evaluation of Results**

- The SCARP shall review and confirm all collated survey results for each candidate.
- An average Satisfactory rating (4 or 5) is required consistently but not necessarily exclusively, in the collated results of Forms A and B.
- The aggregated results of the survey shall be reported by RANZCP to the candidate and to the supervisor.

## **3.6 Review, Remediation and Determination of Outcome for Unsatisfactory 360° Feedback Assessment**

### **3.6.1 Review**

- Unsatisfactory average ratings (1 to 3) for Forms A and B will be reviewed by the SCARP in conjunction with the candidate's self-evaluation in Form C.
- Further information may be requested from the candidate or supervisor.
- Adverse individual or aggregated reports containing unsatisfactory average ratings in three (3) or more domains shall be referred by the SCARP to the CSIMGE for review.

### 3.6.2 Remediation and Determination of Outcome of Unsatisfactory Results

- Upon review of the adverse individual or aggregated results, the CSIMGE may:
  - revise the requirements for the candidate to progress on the Substantial Comparability Placement;
  - extend the Substantial Comparability Placement time by up to 6 months;
  - require the supervisor and the candidate to develop a remediation plan to address the areas of concern identified by the survey;
  - require the survey to be re-administered after a further three (3) month period;
  - rescind/determine not to confirm the candidate's standing on the Substantial Comparability Placement.
- A 360° Feedback assessment which is otherwise deemed by the CSIMGE to be seriously adverse may result in the candidate's Substantial Comparability status to be rescinded.

## 4. Other training requirements

### 4.1 Indigenous Experience

The College recognises the particular mental health issues facing the indigenous people of Australia and New Zealand. This training requirement is intended to increase awareness of these issues and to facilitate more effective partnerships with these communities to provide effective mental health services. It is recommended that the candidate liaise with the nominated supervisor to determine what would constitute a suitable training experience.

Guidelines and the Certificate of Completion for this requirement can also be found in the RANZCP Overseas Specialist website section under Additional Resources on the Forms and Documents page: <https://www.ranzcp.org/Pre-Fellowship/Overseas-specialists/Forms-documents.aspx>

A Certificate of Completion needs to be completed by the candidate and the nominated supervisor and sent to the College.

**Please note:** *It may be determined that the Indigenous requirement may have already been satisfactorily met in prior experiences. In such cases the candidate will be exempted from completing this requirements and this will be outlined in the final outcome letter sent to the candidate after the comparability assessment.*

### 4.2 Non-government (NGO) Experience

Candidates who underwent a specialist assessment prior to January 2016 may have had the NGO experience listed as a requirement in their final outcome letter. This experience is no longer a requirement of the Specialist Pathway for Partial or Substantial Comparability candidates from January 2016 so if not already completed, candidates can ignore this request. All subsequent and updated Specialist Pathway progress letters will reflect this change and not have it listed as a requirement of the program.

## **5. Submission and Administration of Results**

### **5.1 Responsibilities of the candidate**

- It is the candidate's responsibility to ensure each assessment record is returned to the Administration Officer, SIMG, by the nominated due date for the assessment:
  - Supervisor Reports (3)
  - Formative CbD completion form (1)CbD summaries (3 x 3)
  - CbD Reports (3) via the RANZCP assessor
  - 360° Feedback participant lists
- The RANZCP shall maintain individual records of assessment results. These may be available to candidates upon request.

### **5.2 Administration**

- The Administration Officer, SIMG shall collate assessment records for candidates and dispatch these to the SCARP for review at the next scheduled meeting.
- In the case of the satisfactory assessment and progress of a candidate, the SCARP shall confirm the assessment results and the progress of the candidate.
- In the case of an unsatisfactory assessment and/or concerns about the progress of the candidate, the SCARP shall:
  - request further information from the candidate, the supervisor or the assessor, if this is required, and/or
  - refer the assessment record to the CSIMGE for review of the candidates' progress.

On confirmation of the assessment result by SCARP or by the CSIMGE, the assessment records will be returned to the Administration Officer, SIMG for recording and filing.

## **6. Completion of the Substantial Comparability Placement**

### **6.1 Responsibilities of the candidate**

- On successful completion of all assessment requirements, the candidate will be eligible to submit the application for admission to Fellowship form, the application fee, a copy of their current registration certificate and confirmation that primary source verification of basic and specialist psychiatry qualifications has been obtained, to the Administration Officer, SIMG.

### **6.2 Responsibility of the supervisor and employer**

- 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.

### **6.3 Responsibilities of the Administration Officer, SIMG**

- Upon receipt of the application for admission to Fellowship form, fee and declaration, the Administration Officer, SIMG shall review the candidate's record to ensure all assessments have been satisfactorily completed and shall prepare an Assessment Completion Summary from the candidate's record.
- The Administration Officer, SIMG will confirm that all placement requirements have been met, and that verification has been obtained of basic and specialist psychiatry qualifications.



- In the case of a discrepancy in the college record, the Administration Officer, SIMG shall liaise with the candidate to resolve any issues.
- The Administration Officer, SIMG shall submit the following documentation to the SCARP:
  - Assessment Completion Summary (College Record)
  - All completed WBA assessment records

#### **6.4 Roles and responsibilities of the Substantial Comparability Assessment Review Panel (SCARP)**

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 the Substantial Comparability Placement. Based on this review, the panel makes a recommendation to CSIMGE to confirm or not confirm the candidate's Substantial Comparability status which leads to eligibility for Fellowship.

##### **The responsibilities of the SCARP are to:**

- 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 to 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 and process.

In the case of a candidate's unsatisfactory progress on the Substantial Comparability Placement, the SCARP may recommend one or more of the following outcomes to CSIMGE:

- the Substantial Comparability placement be extended by up to 6 months.
- the candidate's comparability status is reverted to Partial Comparability.
- the candidate and/or candidate's supervisor be requested to provide further information or to attend an interview.
- the candidate be removed entirely from the Specialist Pathway.

#### **6.5 Role of the CSIMGE**

- The CSIMGE shall review the SCARP's recommended outcomes for the candidate and either confirm or modify it.
- The CSIMGE shall submit the names of candidates who have been confirmed as having Substantial Comparability to the Education Committee for ratification of Fellowship after all other requirements for Fellowship have been met.

## **7. Extension of the Substantial Comparability Placement**

### **7.1 Unsatisfactory Progress**

- The SCARP shall review the placement of any candidate who has not satisfactorily completed the requirements and assessments within the initial 12 month placement.
- The SCARP shall recommend to the CSIMGE, either an extension of the placement or the withdrawal of the candidate from the Substantial Comparability placement.
- The CSIMGE shall confirm or modify the recommendation of the SCARP.
- Candidates who are withdrawn from the Substantial Comparability placement can be reassessed for Partial Comparability by the CSIMGE in conjunction with the State Assessment Panels and shall be advised of requirements for that placement.

### **7.2 Extension of the Substantial Comparability Placement**

- Where the Substantial Comparability placement is extended for a candidate because of unsatisfactory progress or unsatisfactory assessments, or for other (including personal) reasons, the candidate shall be advised by the CSIMGE of the time and/or assessment program required for completion of the pathway.
- To cover the additional cost of supplementary assessments an extension to placement fee will be charged to the candidate. Please refer to the fee schedule.

### **7.3 Maximum Extension for Remediation or Break in placement**

- The maximum extension of the Substantial Comparability placement to complete remediation will be six (6) months.
- The maximum allowed break in placement for any reason will be twelve (12) months, to be assessed and approved on a case by case basis by SCARP.

## **8. Supervisor and Assessor Training and Accreditation**

For details of the roles of the supervisor and assessor please refer to the Supervisor and Assessor Role Descriptions available on the College website or click [here](#).

It is a requirement of the placement that a Substantial Comparability trained supervisor is also a RANZCP Accredited supervisor is to be provided by the workplace.

Assessors may be drawn from the pool of psychiatrists who are accredited examiners with RANZCP and who are familiar with the standard of SIMG clinical examinations.

Assessors may also be supervisors, but not the supervisor of the specific candidate being assessed.

Training and accreditation of Substantial Comparability Supervisors and Assessors will be provided by the CSIMGE and SCARP.