

COMMITTEE FOR SPECIALIST INTERNATIONAL MEDICAL GRADUATE EDUCATION (CSIMGE)

National Assessment Panel (NAP) Member - Role Description



The RANZCP National Assessment Panel (NAP) has been established for each Australian state and Aotearoa New Zealand. The NAP is responsible for assessing of Specialist International Medical Graduate (SIMG) suitability for entry to the Specialist Pathway to RANZCP Fellowship and for determining the suitability of applicants entering Area of Need positions.

NAP Members play a pivotal role in determining the assessment requirements to attain Fellowship for SIMG applicants by reviewing each applicant's training, experience and qualifications.

NATIONAL ASSESSMENT PANEL MEMBER OBLIGATIONS

Each state has a group of RANZCP Fellows approved as NAP Members by the CSIMGE. There are 12 rounds of assessment scheduled annually. Assessment and interview dates are set in advance for the year proceeding to assist NAP Members in diarising their commitments.

The NAP Members (2 – 3 per panel) conduct a paper-based assessment and an interview; and make preliminary and final recommendations to the CSIMGE, who makes the final determination. A member of the CSIMGE can be 'on call' as a Mentor for each panel to assist with queries and provide guidance and advice on the assessments made.

Where possible, the number of applications will be limited to three per round of assessments. Each round of assessments can have from one to three applications to assess.

There is a Chair allocated to each panel who is responsible for providing the following summary forms: Form D (the initial summary form) and Form F (the final summary form) as well as a final consensus Comparability Assessment Form (CAF) to the RANZCP for each applicant they are overseeing.

All new NAP Members need to be accredited by the CSIMGE. To obtain accreditation, the members are required to attend and undertake a training and calibration session in the use of the Comparability Assessment Form (CAF) prior to being eligible to conduct Specialist Assessments. This training is usually conducted by a member of the CSIMGE.

The accreditation remains valid for five (5) years after which the members will need to be re-accredited.

In order to continue as a NAP Member and maintain the currency of the National Assessment Panel training, there is an expectation that each panel member will conduct *at least one to two Specialist Assessments annually (proportionate to the workload of the NAP members) to maintain their membership of the National Assessment Panel.*

APPOINTMENT OF NATIONAL ASSESSMENT PANEL MEMBERS

NAP Members are approved and appointed by the Committee for Specialist International Medical Graduate Education upon review of a brief Curriculum Vitae which addresses the requirements listed below. Applications will be endorsed by the CSIMGE and ratified by the Education Committee.

Accreditation as a National Assessment Panel Member requires:

- Fellowship of the RANZCP for a minimum of three years
- Current medical registration with AHPRA
- Expertise in the assessment and/or supervision of local trainees and/or overseas trained specialists, and/or
- Familiarity with RANZCP 2012 Fellowship Program training, supervision or assessments.

It is desirable that National Assessment Panel Members have:

- Previous involvement in conducting interviews with applicants at the Consultant Psychiatrist or Senior Registrar level for any application
- Familiarity with practice in psychiatry in an Area of Need (AoN) in Australia or current/previous experience on the Board of Education/Education Committee, or one of its sub-committees

NATIONAL ASSESSMENT PANEL MEMBER DUTIES

For each assessment round, National Assessment Panel Members:

Complete a NAP availability survey

Upon receipt by the RANZCP of a complete application for Specialist Pathway assessment, a panel is assembled within the required timeframe via a Survey Monkey availability survey sent via email. Panel members are asked to declare any Conflicts of Interest they may have with the applicants in the round and specify dates/times that they will be available to conduct interview/s. After considering the responses received in the NAP availability survey, the RANZCP Specialist International Medical Graduate Education (SIMGE) team sends out an interview schedule to all panel members allocated to conduct Specialist Assessment/s.

Conduct a paper-based assessment

The assessment process will begin with the receipt of the application/s (can be accessed from the RANZCP online papers portal) by the rostered panel members, who then have two weeks to assess each application individually. A paper-based assessment of the application is conducted by individual panel members using the Comparability Assessment Form (CAF) scoring method. Areas that require more clarification can be prepared for prior to the interview or for discussion at the interview by the applicant. The 'on call' CSIMGE Mentor can be contacted for expert feedback and guidance at this stage. The candidate's paper-based outcome will then be outlined in a Summary of Preliminary Review (SPR) letter, which contains the interview date and time. Candidates will have 21 days to provide an optional SPR response from the date the SPR letter is sent to them. In some instances, the NAP Members may wish to seek further clarification from the candidate *prior* to interview, which will be outlined in the SPR letter.

Interview the SIMG applicant

The initial paper-based assessment will be followed up by a videoconference interview (conducted via *Zoom*). The purpose of the interview is to enable a more detailed and first-hand review of the applicant's specialist training, qualifications and experience and to consider how comparable these are to the experiences of an Australian or Aotearoa New Zealand-trained psychiatrist. At the conclusion of the interview, the NAP Chair completes the final consensus Comparability Assessment Form (CAF) and the final summary Form F and returns it to the SIMGE team. The approximate time scheduled for each interview and panel decision making is 45 – 60 minutes.

Once the College receives the necessary forms from the NAP Chair, the College communicates the outcome of the interview and the comparability status to the candidate (within approximately two weeks of the interview). Please note it is not the responsibility of the NAP to inform the candidate of the outcome, either informally or formally.

Recommend a final assessment determination

The assessment panels make a recommendation on the assessment to the CSIMGE and the CSIMGE makes the final determination on the assessment outcome. The CSIMGE will retain oversight of this process at the preliminary and final stages, and a CSIMGE Mentor can be 'on call' for assistance and clarification as well as any disputes or controversies around individual candidates. The CSIMGE Mentor may also wish to refer a candidate to the whole CSIMGE for its review. In such cases, the CSIMGE's decision will be final after considering the recommendations made by the National Assessment Panel.

HONORARIUM

For paper-based assessment: an honorarium of \$75 per hour per paper-based assessment (maximum up to three hours). It usually takes on average one to two hours to complete a paper-based assessment.

For interviews: subsequent to the paper-based assessment, members are paid an honorarium of \$300 for each interview conducted.

For Chairing the panel: An additional honorarium of \$50 is paid to the Chair of the panel.