

# Regulations

## Substantial Comparability Assessment Review Panel



### BACKGROUND

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

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

- Substantially Comparable
- Partially Comparable
- Not Comparable

to that of an RANZCP trained psychiatrist.

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

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

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

### 1. ROLE

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

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

### 2. RESPONSIBILITIES

The Substantial Comparability Assessment Review Panel will:

- (a) 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.
- (b) Appropriately manage any candidate's unsatisfactory progress in a Substantial Comparability Placement.
- (c) 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.

- (d) Recruit and provide training and accreditation of assessors and supervisors.
- (e) Monitor the performance of assessors and supervisors.
- (f) Undertake quality assurance of assessor training by calibration activities, and of assessor function by audit, including direct observation
- (g) Undertake quality assurance of SCP assessments by providing CSIMGE with recommendations in relation to policy management, process

### **3. REPORTING RELATIONSHIPS**

The SCARP is responsible directly to CSIMGE.

### **4. COMPOSITION/MEMBERSHIP**

- (a) The Panel will comprise a maximum of 8 Members, including the Chair:
  - Chair (Fellow)
  - Deputy Chair (Fellow)
  - Five (5) Fellows
  - Fellow with a background in Academic Psychiatry
  - Community Member
- (b) A maximum of three SCARP members (including the Chair) may be current members of the CSIMGE.
- (c) The Committee must include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (d) The Committee shall endeavour to achieve diversity, including gender balance.

### **5. ELECTIONS AND APPOINTMENTS**

#### **5.1 Chair (Fellow)**

- (a) Nominations will be called from amongst the Fellowship of the College. The Chair shall be appointed by CSIMGE and approved by the Education Committee.
- (b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- (c) The Chair will be eligible for re-appointment to the position to serve a maximum of two consecutive terms, i.e. six years.

#### **5.2 Deputy Chair (Fellow)**

- (a) Upon formation of the Panel, a Deputy Chair shall be appointed by the CSIMGE from amongst the Fellow members of the Panel. The appointment will be based on merit and recommended by the Panel. The appointment shall be noted by the Education Committee.
- (b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- (c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two consecutive terms, i.e. six years.

### 5.3 Fellows

- (a) Nominations will be called from amongst the Fellowship of the College. The Chair shall be appointed by CSIMGE and approved by the Education Committee.
- (b) The term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- (c) Fellows will be eligible for re-appointment to this position to serve a maximum of two consecutive terms, i.e. six years.

### 5.4 Fellow with background in academic psychiatry

- (a) The Fellow with a background in Academic Psychiatry shall be recommended from one of RANZCP's formal education providers or a relevant educational institution where partnerships are established with the RANZCP. This representative shall be nominated for the position by 2 Fellows of the RANZCP. The appointment shall be made by CSIMGE and approved by the Education Committee.
- (b) The term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- (c) Fellows will be eligible for re-appointment to this position to serve a maximum of two consecutive terms, i.e. six years.

### 5.5 Community Member

- (a) The Community Member (if required) will be appointed in accordance with the *Procedure for Appointment of Community Members to College Committees*.
- (b) In the event that a Community Member resigns from the Bi-national Faculty Committee, a Casual Vacancy shall arise for this position and any appointment shall be in accordance with the *Procedure for Appointment of Community Members to College Committees*.

### 5.6 Casual Vacancies

- (a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. Nominations for the interim Chair will be considered by the CSIMGE with the preferred candidate approved by the Education Committee.
- (b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.
- (c) In the event of the resignation of the Deputy Chair, the CSIMGE shall appoint an interim Deputy Chair from amongst the membership of the Panel. The appointment shall be noted by the Education Committee.
- (d) In the event of the resignation of a member, whose term is not due to finish for 12 months or more, a call for nominations from the College membership shall take place. Nominations will be considered by the CSIMGE with the preferred candidate approved by the Education Committee.
- (e) In the event of the resignation of a member of the Panel whose term is due to finish within 12 months, the CSIMGE shall appoint a casual vacancy to be ratified by the Education Committee.
- (f) Any casual vacancy appointment shall be for the remainder of the term.

- (g) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

## 5.1 Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

## 5.2 Observers

Refer to the Committee Meeting Operations Regulations for information regarding Observers.

## 6. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of Education and Training Team.

## 7. OPERATION OF THE COMMITTEE

6.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

## 6.2 Additional Specific Operational Information

### 6.2.1 Definitions

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- (a) “**Panel**” means the Substantial Comparability Assessment Review Panel the purpose of these Regulations.

### 6.2.2 Associated Documents

In addition to the Associated Documents listed in the Committee Meeting Operations Regulations:

- *Education Committee Regulations*
- *CSIMGE Regulations*

### REVISION RECORD

<b>Contact:</b>	<b>Executive Manager, Education and Training</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	REG Substantial Comparability Assessment Review Panel Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
19 July 2011	1.0	General Council	New document.
October 2015	2.0	The Board	Revised document. Updated to reflect the changes in terminology and Governance template and clarified responsibilities
28 June 2023	2.1	B2023/5 R21	Amended to remove minimum number of years post Fellowship requirement and new Template.
<b>NEXT REVIEW: 2026</b>			