



**ANZCA**  
FPM

# ANZCA Specialist International Medical Graduates (SIMG) Committee

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## Terms of Reference

### 1. Purpose

The SIMG Committee reports to the Education Management Executive Committee (EEMC) and hence the ANZCA Council on assessment of specialist international medical graduates (SIMG) in anaesthesia and pain medicine for practice in Australia and New Zealand and assessments conducted under the Medical Board of Australia “short-term training” (STT) pathway.

### 2. Terms of reference

#### 2.1 The SIMG Committee duties and responsibilities include

- 2.1.1 Make recommendations to EEMC on policy related to SIMG assessment, pathway to fellowship and STT pathway.
- 2.1.2 Oversee the administration of the SIMG assessment, pathway to fellowship and STT pathway processes.
- 2.1.3 Oversee the operations that support SIMGs undertaking the SIMG assessment process.

#### 2.2 The roles of the SIMG Committee do NOT include:

- 2.2.1 Oversight or administration of the SIMG examination (which is the role of the Final Examination Subcommittee, (FESC)).
- 2.2.2 Oversight or administration of the Faculty of Pain Medicine (FPM) summative assessments (which is the role of the FPM Examination Committee).
- 2.2.3 Negotiating employment of SIMG or STT for purposes of assessment.

#### 2.3 The following are delegated roles from EEMC

- 2.3.1 Making recommendations to the appropriate regulatory authority in Australia and/or New Zealand on inclusion of the SIMG on the specialist register of the Medical Board of Australia and the Vocational Register of the Medical Council of New Zealand, as relevant.
- 2.3.2 Removal of SIMG from the SIMG assessment process (which is notified to the EEMC in the SIMG committee minutes).

#### 2.4 The following require approval of Council

- 2.4.1 Appointment of the chair.

- 2.5 The following require approval of EEMC
  - 2.5.1 Appointment of committee members.
  - 2.5.2 Changes in policy affecting SIMG assessment and pathway to fellowship.
  - 2.5.3 Changes in policy affecting STT pathway.
- 2.6 The important groups for coordination/communication for the SIMG Committee are:
  - 2.6.1 Council (governance)
  - 2.6.2 FPM Training and Assessment Executive Committee (TAEC) (reporting)
  - 2.6.3 Education Management Executive Committee (governance and reporting)
  - 2.6.4 Final Examination Subcommittee
  - 2.6.5 FPM Examination Committee
  - 2.6.6 Director of Professional Affairs (DPA) and/or DPA FPM Education Assessor (to establish eligibility for award of Fellowship)
  - 2.6.7 SIMG lead and staff.
  - 2.6.8 NZNC (for the SIMG assessments within New Zealand)

### **3. Membership**

- 3.1 The membership of the SIMG Committee is defined in ANZCA regulation 2.
- 3.2 Appointment of members will be made in each odd numbered year, for a two-year period.
- 3.3 Appointment of members will take into account the following factors:
  - 3.3.1 Knowledge of international anaesthesia and/or pain medicine training programs
  - 3.3.2 Knowledge of processes for the assessment of medical practitioners
  - 3.3.3 Knowledge of the FANZCA and/or FFPMANZCA training program
  - 3.3.4 Knowledge of the ANZCA/FPM CPD program
  - 3.3.5 At least one member will have been admitted to fellowship via the SIMG process.

### **4. Meetings**

- 4.1 The SIMG Committee will usually meet via videoconference two-monthly including a meeting following each SIMG examination. Each year, there will be at least one face-to-face meeting in Melbourne.
- 4.2 A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the SIMG Committee may meet only for discussion purposes.
- 4.3 Questions arising at a meeting of the committee are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 4.4 Questions arising outside of a meeting of the committee are decided by an electronic vote. Questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 4.5 The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.
- 4.6 Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.
- 4.7 The members of the SIMG Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA policy on bullying, discrimination and harassment for fellows and trainees acting on behalf of the college or undertaking college functions (available at [www.anzca.edu.au/resources/corporate-policies](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

### **5. Reporting**

- 5.1 Meetings will be minuted with minutes forwarded to EEMC and TAEC. Decisions made electronically will be recorded in the minutes of the next committee meeting.

### **6. Administrative Support**

- 6.1 Administrative support for the SIMG Committee will be from the Training and Assessment Unit.

## **7. Financial reporting and planning**

- 7.1 Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
- 7.2 The roles of the committee include to:
- 7.2.1 develop an annual activity plan and report
  - 7.2.2 support ANZCA management in decision making, in order to ensure the best possible financial outcome.
- 7.3 The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

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