

Division:	Education and Training Administration	Ref. No.	ETA-IMG-028
Department:	International Medical Graduates (IMG) Assessments		
Title:	New Zealand Vocationally Registered Doctors Fellowship Assessment Panel Terms of Reference		

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for Vocationally Registered Doctors Fellowship Panels.

2. KEYWORDS

International Medical Graduate, IMG, Vocationally Registered Doctors, assessment, interview panel

3. BODY OF POLICY

3.1. Responsibilities of Panels

The New Zealand Vocationally Registered Doctors Fellowship Assessment Panel (the Panel) is responsible for the assessment of surgical qualifications and clinical experience in accordance with the New Zealand Vocationally Registered Doctors Applying for Fellowship policy.

- 3.1.1. All members of the Panel must;
- a. Prepare for the assessment interview by reviewing all relevant documentation prior to the interview.
 - b. Conduct a fair and unbiased assessment of each applicant in a manner that is compliant with the relevant New Zealand laws, and the principles of natural justice and procedural fairness.
 - c. Conduct the assessment of each applicant using College documented policies and processes including the semi-structured interview format.
 - d. Maintain professional behavior throughout the assessment and interview process.
 - e. Declare any existing or potential conflict of interest and when appropriate remove themselves from the proceedings.

3.2. Composition

- 3.2.1. Each Panel must consist of one member from each of the following categories;
- a. Representative of the Board of Surgical Education and Training (nominees can include the Chair, Deputy Chair, New Zealand Censor, a Specialty Board Chair or any College Councillor). This representative must not be a Fellow from the same speciality as the IMG being assessed.
 - b. At least one and a maximum of two representative of the Specialty Training Board of the Specialty in which the IMG is being assessed.
 - c. Clinical Director, IMG Assessments or nominees
- 3.2.2. The Chair of the Panel is a representative of the Specialty Training Board of the speciality in which the IMG is being assessed.

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3.2.3. Notwithstanding the composition above the College reserves the right to appoint an observer when and where it may be required or appropriate.

3.3. Mechanisms of Decision

3.3.1. The opinions of each Panel member must be considered in formulating the final assessment recommendation.

3.3.2. Following discussions the Panel should provide a consensus assessment recommendation in accordance with the New Zealand Vocationally Registered Doctors Applying for Fellowship policy.

3.3.3. Where a consensus assessment recommendation cannot be reached, a majority decision may be proposed.

3.3.4. In the event that a Panel has an even number of members, the Chair of the Panel has a casting vote.

3.3.5. Where a majority decision is proposed and has the support of Panel members from at least 2 of the membership categories defined in 3.2.1, the recommendation will automatically proceed to the Board of Surgical Education and Training (or its Executive) for approval.

3.3.6. Where a majority decision is proposed that has the support of Panel members from category 3.2.1 (b) only, the recommendation will be reviewed by the Censor in Chief (refer to 3.5 CIC Review).

3.3.7. All Panel members must sign the completed interview proforma and the Panel Chair must sign the completed interview feedback proforma to the IMG at the conclusion of the IMG assessment interview and before the commencement of any subsequent IMG assessment interview.

3.4. Quorum

3.4.1. The quorum of the Panel is defined as three members, with at least one member from each category identified in 3.2.1 of this policy.

3.5. CIC Review of Majority Decision

3.5.1. Where a majority decision is recommended in accordance with 3.3.5 dissenting members must document their reasons for voting against the majority decision in a Dissenting Report.

3.5.2. The Censor in Chief will review the Dissenting Report, with the assistance of the Panel and the Chair of the Board of Surgical Education and Training, with the aim to examine available information to determine whether those concerns can be disproved. Where the expanded committee returns a majority decision the Censor in Chief will have final approval of the recommendation. Decisions approved by the CIC under this provision will be noted by the Board of SET.

3.6. Governance and Reporting

3.6.1. The recommendation of the Panel will be forwarded to the Board of Surgical Education and Training (BSET) or its Executive for formal approval.

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- 3.6.2. Notification of the BSET or Executive BSET recommendation will be sent to the Vocationally Registered Doctor, and copied to the Specialty Board Chair and the Chair of the New Zealand National Committee.

4. ASSOCIATE DOCUMENTS

New Zealand Vocationally Registered Doctors Applying for Fellowship policy

Approver Education Board
Authoriser Council