



## Position Description

<b>Position Title:</b>	International Medical Graduate (IMG) Assessor
<b>Reporting to:</b>	Chair, International Medical Graduate Committee (review and feedback mechanism)
<b>Direct Reports:</b>	n/a
<b>Responsible for:</b>	n/a
<b>Date:</b>	November 2015/ updated July 2016

### College Mission

The mission of The Royal Australian and New Zealand College of Radiologists is to drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

### Preamble

Position descriptions of The Royal Australian and New Zealand College of Radiologists are there to serve as a guide for potential candidates in the nomination process.

### The role of IMG Assessors

IMG Assessors are appointed to undertake the assessment of International Medical Graduates wishing to work at consultant-level in Australia or New Zealand.

Assessors will, subject to scheduling, form a panel of two (2) to three (3) in order to assess the IMG applicants. Following the assessments, reports will be prepared for approval by the IMG Committee before the final outcomes will be communicated to relevant stakeholders.

New Zealand assessments for registration purposes are undertaken on behalf of—and as agents for—the Medical Council of New Zealand. As such, this process is determined by the Medical Council of New Zealand and outside the remit of the IMG Committee.

IMG Assessors shall:

- i. attend any assessor training, as required by the Chair, IMG Committee;
- ii. attend at least one (1) IMG assessment over a two (2) year period;
- iii. comply with any guidelines for the assessment of IMGs.

### Appointment

IMG Assessors shall be appointed by the IMG Committee following the Expression of Interest. IMG Assessors shall be available for assessment following successful completion of College-provided IMG Assessor training.

IMG Assessors do not have a specified term; however, failure to attend required assessor training or failure to be available to undertake the minimum number of assessments will result in a recommendation from the Chair, IMG Committee, to be removed from the list of IMG assessors. In the event of being removed from the list of IMG assessors, an individual is not prevented from submitting a further expression of interest at a later date.

### Qualifications, Experience, Qualities and Skills (Selection Criteria)

Essential attributes:

- At least five (5) years post-FRANZCR.
- A Fellow or Life member of the Faculty of Clinical Radiology or Faculty of Radiation Oncology

Desirable attributes, but not essential:

- Available to travel interstate and overseas (for New Zealanders)
- An understanding of the general, limited and specialist medical registration (Australia) or general, provisional vocational within a scope of practice, or vocational within a scope of practice registration (New Zealand)

- An understanding of District of Workforce Shortage (DWS) and/or Area of Need (AON) processes
- Highly-developed advocacy, negotiation and chairing skills.

## **Key Activities and Responsibilities**

The IMG assessors are responsible for:

- Assessing the international medical graduates for suitability and / or comparability to a RANZCR trained radiologist.

## **Internal Duties**

May include, but not limited to:

- Attendance at IMG assessor training sessions as required by the IMG Committee
- Maintaining currency with College IMG policies and guidelines
- Reviewing College IMG communications / responding as required
- Reviewing all documentation sent pertaining to IMG assessments
- Attendance of at least one (1) assessment each two (2) years
- Providing outcome reports within a timely manner
- Providing information to the IMG Committee as required

## **External Duties**

- n/a

## **Time Commitment**

When scheduled for assessments, IMG Assessors will be expected to spend up to 1.5 hours per applicant reviewing documentation (applicants' CVs etc), between one (1) and three (3) days sitting on assessment panels, and typically no more than five (5) hours reviewing reports following assessment days.

IMG Assessors may also be required to provide additional advice to the Chair, IMG Committee, in special cases.

## **Key Relationships**

- International Medical Graduate Committee
- Senior Education Officer (IMG) and Education Officer (IMG)
- Medical Council of New Zealand (for New Zealand assessors)

## **Relevant Documentation and Resources**

All Office Bearers must comply with the RANZCR Delegations Manual.

2015 Handbook

Faculty of Clinical Radiology By-Laws

Faculty of Radiation Oncology By-Laws

Meeting Conduct Guidelines

RANZCR Committee Chart

RANZCR Professional Documents: <http://www.ranzcr.edu.au/resources/professional-documents>

RANZCR IMG documentation: <http://www.ranzcr.edu.au/img-a-aon/overview>

## **Confidentiality**

Confidentiality must be kept for all matters that may affect the interests of the College. This includes matters relevant to individual IMG applicants, Fellows or specific cases of patient care.

## **Conflict of Interest**

All conflicts of interest are to be declared either on the Conflict of Interest Form, which is reviewed annually, or in meeting minutes. Refer to: Conflict of Interest Policy.

### **Copyright Guidelines and Copyright Assignment**

A Copyright Assignment must be signed, to give the College authority to use all right, title and interest in materials resulting from joint work with the College.

### **Expenses**

Travel and associated expenses incurred during the undertaking of College duties are reimbursed by the College according to the Reimbursement of Expenses Policy.

### **Authority required to change criteria**

- International Medical Graduate Committee