



## Processing Applications for Candidacy via an accelerated pathway

### Purpose

This document sets out the process of applying to the College for Candidacy via an accelerated pathway, and clarifies the respective roles and responsibilities of the Applicant and the College in relation to processing such applications and assessing them for Recognition of Prior Learning (RPL).

### Guiding Principles

- All Applicants for Recognition of Prior Learning (RPL) must first meet the core/minimum requirements for entry to the Fellowship Training Program, i.e. -
  - An undergraduate medical degree from a recognized Australian or New Zealand university, or equivalent;
  - Current general or specialist medical registration in Australia or New Zealand;
  - A minimum of three years full time clinical experience involving direct patient care;
  - A suitable Training post is required for Candidates undertaking training pathways involving supervision;
- Eligible applicants will be required to present for an interview with the RPL Consultation Panel for an evaluation of existing capabilities and recognition of prior learning (RPL) against the medical administration competency framework
- Applicants that are invited to attend the RPL consultation panel interview will be required to submit their folio of evidence to RACMA via submission of Part 2 of the application form. This folio will include documented evidence in support of their experience.
- RPL Panel Consultation Fee must be paid prior to attending the interview
- All applicants will be assessed on an individual basis against the competencies outlined in the [RACMA Medical Leadership and Management competency framework](#).
- Applicants are not guaranteed an interview with a Panel. In addition, granting an Interview with the RPL Consultation Panel does not guarantee admission into the RACMA Fellowship Training Program.
- The RPL recommendation by the Panel is forwarded to the RACMA Board for approval and the Applicant will then be advised of the outcome of the RPL Consultation.
- The training program requirements will be determined and advised following the outcome of the RPL Consultation and the meeting of the Board. Applications for credit for academic and/or other training requirements should be submitted to the College at the time when the offer is made by the College to the applicant. More information on the process can be accessed from RACMA Website at: [http://racma.edu.au/index.php?option=com\\_content&task=view&id=697](http://racma.edu.au/index.php?option=com_content&task=view&id=697)

## Process outline

### 1. Application for interview and preliminary assessment

Medical practitioners and specialists with significant experience in medical management and leadership may apply to the College for Candidacy via an accelerated pathway. Application form Part 1 (Application for Interview) should be accompanied by an Application Fee. The RACMA National Office assesses all Part 1 applications, and Applicants who meet the core/minimum requirements are invited to present at an interview for evaluation by an RPL Consultation Panel of RACMA RPL Assessors.

### 2. Submission of evidence to support claim for RPL

Eligible applicants who accept the invitation to attend an interview with RACMA RPL Assessors are required to submit Application form Part 2 (evidence folio). The Applicant's evidence is forwarded to the panel of two RACMA accredited RPL Assessors.

RPL Assessors are senior RACMA Fellows, who have been accredited by the College to evaluate the evidence of experience, training and qualifications provided by an applicant, and to conduct face to face interviews with the applicants.

### 3. Review of submitted documentation

The assigned RPL Assessors examine the Applicant's evidence folio against the [RACMA Medical Leadership and Management competency framework](#). In their evaluation they develop questions for the interview and about the Applicant's qualifications, training and experience.

### 4. RPL Assessors Interview

At the interview is an opportunity for the RPL Assessors and the Applicant to discuss and explore the Applicant's experience and areas of concern, and seek further clarification and evidence. The Applicant may be asked to provide additional evidence to substantiate key claims. Significant deficiencies/gaps will be identified in the discussion.

The interview will consist of the two RPL Assessors and a senior RACMA staff. The staff is not an RPL-Assessor and is not involved in the RPL Assessors' decision about the award of RPL.

## Interview Structure

The interview will take approximately 2 hours, and will comprise three parts:

1. **Questions and Answers** (45 minutes – 1 hour) – discussion and the questions will relate to the evidence folio submitted by the Applicant.
2. **A Case Study** - The Applicant will be provided with a case study that will further support and illustrate the Applicant's capabilities to address complex situations in the field of medical management and leadership. The Applicant will be allowed 20 minutes reading and preparation time (in a separate room) to respond to the case study. The Applicant will be asked to return to the Panel and present his/her response and analysis of the case study (approx. 20 minutes - 10 minutes for presentation of the case and 10 minutes for Q & A).

Please note: the interview is not an examination, and the Applicant is not expected to 'pass'. A sample of potential case scenarios can be accessed from the pool of exam questions available on the RACMA website

at: [http://racma.edu.au/index.php?option=com\\_content&view=article&id=68&Itemid=999&limitstart=3](http://racma.edu.au/index.php?option=com_content&view=article&id=68&Itemid=999&limitstart=3)

3. **Feedback** - Feedback to the Applicant will be provided in the final 10 minutes of the interview

The RPL Assessors will not advise their recommendation for the award of the RPL at the interview.

## 5. Outcome

The RPL-Assessors will make a recommendation to the College on the level of RPL to be awarded for a reduction in the length of the supervised practice period. This determines the level of a modified and accelerated pathway for the Applicant into the RACMA Fellowship Training Program. The following table provides examples of RPL used to modify the supervised practice period.

RPL (months)	Training Pathway	Program Outline
36	Medical Executive (ME)	<ul style="list-style-type: none"><li>• Eligible to sit the exam within 12 months of training, provided relevant training requirements have been completed.</li><li>• Senior Medical Executives working in Medical Management at least 0.8 EFT</li><li>• No supervised practice.</li></ul>
18	Clinical Specialist Pathway (CSP)	<ul style="list-style-type: none"><li>• Part-time Clinician managers/directors, working in medical management at least 0.4FTE.</li><li>• Predicated on the 18 months RPL where Candidates undertake this program on a part-time basis. Their expected date of RACMA Pre-Fellowship Exam is dependent on the level of EFT in medical management.</li><li>• A minimum of 18 months (FTE) supervised practice.</li><li>• Exemption of some of 1<sup>st</sup> year training components</li></ul>
12	Standard Pathway with RPL	<ul style="list-style-type: none"><li>• 2 years (full-time) program.</li><li>• Exemption from some of Standard Pathway's training activities.</li><li>• A minimum of 24 months of supervised practice.</li></ul>
0	Standard Pathway	<ul style="list-style-type: none"><li>• 3 years (full-time equivalent in the Standard pathway training program.</li><li>• A minimum of 36 months of supervised practice.</li></ul>

For cases where the level of RPL could not be agreed by the individual RPL Consultation Panel of Assessors, the RACMA RPL Assessment Panel, comprised all accredited RPL Assessors, will moderate the decision. The Panel must reach consensus on the recommended RPL for an Applicant. Recommendations regarding selection of Applicants to Candidacy via accelerated pathways will be approved by the RACMA Board.

Note: Where an Applicant is required to submit further evidence to support experience for RPL, there may be a delay in a decision about entry to the RACMA Fellowship Training Program.

## 6. Notification to Applicants

Following Board approval, Applicants will be offered entry into the relevant training pathway.

Applicants should advise the College in a timely manner whether they accept the offer to enter RACMA Candidacy.

## 7. Transition to Candidacy

Upon acceptance of the offer of Candidacy and payment of relevant fees, the National Office will send the Candidate a letter outlining their training requirements, and provide the Candidates with access (log in) to the College web-based portal.

Prior to commencement of training, the College will allocate an [Executive Coach](#) or a [Preceptor](#) to the Candidate (subject to the training pathway undertaken). Executive Coaches and Preceptors are Fellows of the College actively engaged in the field of Medical Administration. They play a vital role in providing support and guidance to specifically allocated Candidates undertaking the Fellowship Training Program. Preceptors and Coaches are trained by the College, and are required to have a thorough understanding of the College's requirements for Fellowship, the College competencies, Candidate assessment towards Fellowship, issues of feedback for Candidates and career counselling of Candidates.

If the Applicant is accepted into a training pathway involving supervision, they will also have a workplace [Supervisor](#), who is normally in a substantive position within the Candidate's organisation as the Candidate's line manager, so that they have direct or one-on-one interactive working relationship. Candidates should have regular access to their Supervisor.

In case of acceptance to a training program with a required period of supervision, the Candidate's training post will require accreditation by the College - please see the [Accreditation of Training Posts](#) webpage for further information.

At the start of the academic year (on the first Monday of February), the Candidate will consult with their Coach/Preceptor and Supervisor to develop an Annual Training Plan to address recommendations made by the RPL Assessors. The Annual Training Plan (ATP) should be submitted to the College in line with the submissions timelines, reviewed, and updated to reflect the Candidate's progression and training needs.

The Candidate is expected to comply with the training requirements of the Pathway he/she is entering into and remain in good financial standing with the College throughout the length of their Candidacy.

Please see additional information in the [College Handbook](#) and in the relevant [National Training Calendar](#) on the College website.

### Appeals

The College Policy for [Reconsideration, Review and Appeal of Decisions of the College Committee and Officers](#) applies.

### References

[RACMA Competencies Matrix](#)

[RACMA Handbook](#)

[Policy: Processing Applications for Candidacy](#)

## Appendix I: Summary of Roles and responsibilities

The respective roles and responsibilities of the parties are outlined under key headings below. The left hand column outlines the Applicant's role. The College's role is shown in the matching column on the right.

Role of Applicant	Role of College
<b>1. Application for Interview (Part 1 application)</b>	
<ul style="list-style-type: none"> <li>Familiarise themselves with the requirements for entry to the RACMA Fellowship Training program and with the College curriculum and assessment program.</li> <li>Submit, in a timely manner, a Part 1 application form (Application for Interview) setting out personal details and qualifications, and providing all required documentation.</li> <li>Pay the corresponding Application fee.</li> <li>If invited to a panel interview and submission of Part 2, respond to the College by the due date specified in the invitation letter.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures College documentation accurately sets out the options and information regarding application for Candidacy via an accelerated pathway.</li> <li>Maintains updated and accurate information regarding applications for Candidacy via an accelerated pathway on the College website.</li> <li>Acknowledges the receipt of Part 1 application within 10 working days.</li> <li>Commences preliminary assessment of each application within 10 working days of receiving it.</li> <li>Invoices the Applicant for the Application fee, and provides receipt upon payment.</li> <li>The National Office determines from the application Part 1 if the Applicant has met the core requirements for entry to the Fellowship Training Program i.e. has a medical degree, current registration in Australia or NZ, and a minimum of 3 years clinical (direct patient care) experience. Suitability of training post is also assessed.</li> <li>Notifies the Applicant in writing of the outcome of their application Part 1, and invites eligible Applicants to attend an interview and submit a Part 2 application with evidence to support their claim for recognition of prior learning (RPL).</li> </ul>
<b>2. Submission of Evidence Folio (Part 2)</b>	
<ul style="list-style-type: none"> <li>Submit, in a timely manner, a completed Part 2 application form setting out additional information and providing evidence of all relevant experience, qualifications, training, etc., and responds to questions in the part 2 application</li> <li>Note: the Applicant determines the evidence to be submitted by using the framework of questions in the part 2 application.</li> <li>Pay the corresponding Panel Consultation Fee.</li> </ul>	<ul style="list-style-type: none"> <li>Must comply with the its privacy and disclosure policies/principles, the Privacy Act 1993, in holding and accessing and sharing information relevant to you as an Applicant.</li> <li>Assigns two RPL-Assessors to each application review the documentation and conduct the interview.</li> <li>The National Office packages the submitted application and evidence and forwards it to the assigned RPL Assessors at least 10 days prior to the interview.</li> <li>Notifies the Applicant of their interview details upon payment of Panel Consultation Fee.</li> </ul>
<b>3. RPL-Assessors</b>	

Role of Applicant	Role of College
	<ul style="list-style-type: none"> <li>Trains and accredits senior Fellows to evaluate the evidence of experience, training and qualifications provided by Applicants, and to conduct face to face interviews with the Applicants.</li> </ul>
<b>4. Evaluation of competency – review of documentation and interview</b>	
<ul style="list-style-type: none"> <li>Attend the interview at the time and place advised by the College.</li> <li>Provide additional evidence (verbal or written), if so requested during the interview by the RPL Assessors, within 5 working days.</li> </ul>	<ul style="list-style-type: none"> <li>Provides Applicants with updated information regarding the RPL process.</li> <li>Forms an interview panel comprising of the two assigned RPL-Assessors and a senior staff officer who monitors the interview process. The staff officer is not an RPL-Assessor, and is not involved in the RPL Assessors' decision about the award of RPL. .</li> <li>The assigned RPL-Assessors -               <ul style="list-style-type: none"> <li>Assess each application on its individual merits against the competencies outlined in the RACMA Medical Leadership and Management competency framework</li> <li>Formulate any concerns about the Applicant's qualifications, training and experience.</li> <li>Can only use the information supplied by the Applicant for this purpose of evaluating existing competency in medical management</li> <li>In the interview, seek further oral evidence to the Applicant's existing competency; ask the Applicant to provide additional evidence to substantiate key claims as required; and identify significant deficiencies/gaps.</li> <li>Provide verbal feedback to the Applicant on his/her strengths and areas for development during training.</li> <li>Does not disclose its decision as to the level of RPL to be awarded at the end of the interview.</li> <li>Document the discussion and their recommendation as to the level of RPL to be awarded to the Applicant, including comprehensive reasons and evidence to support their advice and recommendations.</li> </ul> </li> <li>The National Office keeps the application and assessment records in the Applicant's file.</li> <li>Provides the Applicant with written feedback by the RPL Assessors within 10 working days of the interview, or of receipt of additional evidence requested by the RPL Assessors, whichever is later.</li> </ul>
<b>5. References</b>	
<ul style="list-style-type: none"> <li>Advise the College of three referees and ensured they have been the Applicant's three most recent line managers.</li> </ul>	<ul style="list-style-type: none"> <li>Consider the referee report comments on experience, and whether that mitigates or extenuates any deficiencies in competency.</li> </ul>

Role of Applicant	Role of College
<ul style="list-style-type: none"> <li>Ensure the nominated referees have submitted their referee reports to the College by the advised due date.</li> </ul>	<ul style="list-style-type: none"> <li>Assigned RPL-Assessors may contact nominated referees as required</li> </ul>
<b>6. Outcome and advice to applicant</b>	
<ul style="list-style-type: none"> <li>Respond to the letter of offer according to the due date specified in the letter.</li> </ul>	<ul style="list-style-type: none"> <li>Assigned RPL Assessors will make a recommendation to the Education and Training Committee (ETC) regarding level of RPL to be awarded to the Applicant.</li> <li>Cases where the level of RPL could not be agreed by the RPL Assessors will undergo formal moderation by the RPL Assessment Panel: <ul style="list-style-type: none"> <li>The RPL Assessment Panel includes all RPL Assessors who took part in RPL Assessment process for the relevant cohort of applications.</li> <li>The RPL Assessment Panel will review undecided cases, consider additional evidence provided by the Applicant following the interview (if applicable), reach consensus regarding the level of RPL to be awarded, and make a recommendation to the ETC.</li> </ul> </li> <li>The ETC will make its recommendations in regards to Applicant's RPL to the College Board.</li> <li>The College Board approves Applicants for Candidacy upon recommendations.</li> <li>Upon Board's decision, the College will notify the Applicant in writing of the outcome of his or her application, in the form of a letter of offer to enter the Fellowship Training Program via a suitable training pathway.</li> </ul>
<b>7. Transition to Candidacy</b>	
<ul style="list-style-type: none"> <li>If the Applicant accepts the offer of Candidacy, the Applicant will: <ul style="list-style-type: none"> <li>Pay relevant fees and remain in good financial standing with the College</li> <li>Liaise with the College appointed Coach or Preceptor and Supervisor (if applicable)</li> <li>Maintain a suitable training post during training</li> <li>In consultation with Preceptor/Coach and Supervisor, complete an Annual Training Plan to address recommendations made by RPL Assessors.</li> <li>Comply with training requirements as set out by the College</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Assess and accredit the Applicant's training post (if applicable)</li> <li>Allocate and train a Supervisor and a an Executive Coach/Preceptor, and advise the Candidate in a timely manner</li> </ul>
<b>8. Fees</b>	
<ul style="list-style-type: none"> <li>Pays all the fees necessary. No interview can be undertaken while there are fees outstanding.</li> <li>Sign the privacy statement and consent form in</li> </ul>	<ul style="list-style-type: none"> <li>Publishes the updated fee schedule on its website</li> <li>Invoices the Applicant for all application and interview fees according to the published fee</li> </ul>

Role of Applicant	Role of College
Part 2 of the application form.	<p>schedules.</p> <ul style="list-style-type: none"> <li>Provides the Applicant with receipts upon payment of fees.</li> </ul>