

# THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

## Training Requirements of Fellowship Training Program For 2019 Commencing Candidates via Clinical Specialist Pathway with 18 months RPL

*Note: Recognition of Prior Learning (RPL) applies to Candidates with recognised experience in medical management and the level of RPL reduces the period of supervised practice in medical management according to the Candidates FTE in medical management. This training schedule is specifically structured for the Candidates who are at **0.4 – 0.6 FTE in Medical Management**.*

1 <sup>ST</sup> YEAR OF TRAINING	2 <sup>ND</sup> YEAR OF TRAINING	3 <sup>RD</sup> YEAR OF TRAINING
<b>MEDICAL MANAGEMENT PRACTICE DOMAIN (MMPD):</b>		
Commence Supervised Medical Management Practice in a College accredited Training Post  Links to the College Website: <a href="#">Candidates/College Handbook/Medical Management Practice Program</a>  <a href="#">Candidates/College Handbook/Supervised Medical Management Practice</a>  <a href="#">Candidates/College Handbook/Accreditation of Training Post</a>	Continuing Supervised Medical Management Practice in a College accredited Training Post	Continuing Supervised Medical Management Practice in a College accredited Training Post
Commence Preceptorship (College allocated Preceptor)  <a href="#">Candidates/College Handbook/Preceptor</a>	Continuing Preceptorship	Continuing Preceptorship
Fellowship Training Program e-Induction Module which includes: <ul style="list-style-type: none"> <li>• Registration for Self- Assessment Tool/Myer Briggs</li> <li>• Registration for Medical Leadership and Clinical Governance Systems Workshop</li> <li>• Recording of Webinar on Annual Training Plan</li> </ul> Link to the College Learning Management System (LMS): <a href="http://elearning.racma.edu.au/">http://elearning.racma.edu.au/</a>  <i>Note: Access will only be provided upon payment of the Training Enrolment Fee</i>		
Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor.  Link to the College Website: <a href="#">Candidates/College Handbook/Annual Training Plan</a>	Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor.	Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor.

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	Submission of Ministerial Briefing  Link to the College Website: <a href="#">Candidates/College Handbook/Ministerial Briefing</a>	
Mid-year In-Training Performance Report (ITP) - submitted bi-annually  Link to the College Website: <a href="#">Candidates/College Handbook/In-Training Performance Report</a>	Mid-year In-Training Performance Report (ITP) - submitted bi-annually	Mid-year In-Training Performance Report (ITP) - submitted bi-annually
Mid-year review of the ATP with Preceptor to incorporate ITP assessment and any additional training required (external based courses etc.)  Link to the College Website: <a href="#">Candidates/College Handbook/Annual Training Plan</a>	Mid-year review of the ATP with Preceptor to incorporate ITP assessment and any additional training required (external based courses etc.)	Mid-year review of the ATP with Preceptor to identify knowledge and training gaps to ensure they are being addressed prior to the Oral Exams.
End of Year In-Training Performance report (ITP)  Link to the College Website: <a href="#">Candidates/College Handbook/In-Training Performance Report</a>	End of Year In-Training Performance report (ITP)	End of Year In-Training Performance report (ITP).
Year-end review of the ATP with Preceptor to incorporate ITP assessment and any additional training required (external based courses etc.) for the following year  Link to the College Website: <a href="#">Candidates/College Handbook/Annual Training Plan</a>	Year-end review of the ATP with Preceptor to incorporate ITP assessment and any additional training required (external based courses etc.) for the following year	Year-end review of the ATP with Preceptor and confirmation by Preceptor of readiness to sit the RACMA Oral Examination
	RACMA Trial Oral Examinations – formative assessment  Link to the College Website: <a href="#">Candidates/College Handbook/Oral Examination</a>	RACMA Oral Examinations – summative assessment  Link to the College Website: <a href="#">Candidates/College Handbook/Oral Examination</a>
<b>RESEARCH TRAINING DOMAIN (RTD):</b>		
Introduction to Health Services Research Webinar  Link to the College Website: <a href="#">Research Training Domain Handbook</a>	Submission of Research Proposal (draft HREA/LNRF) for evaluation of the suitability of the research topic and project for Health Services Research  Link to the College Website: <a href="#">Research Training Domain Handbook</a>	Submission of Research Paper  <i>(if unable to complete prior to sitting the Oral Exams, Candidates can apply for extension to submit this within 6 months of sitting oral exam)</i>  Link to the College Website: <a href="#">Research Training Domain Handbook</a>
Submission of Webinar Assessment Task (500 words)  Link to the College Website: <a href="#">Research Training Domain Handbook</a>	Oral Presentation of Research in Progress/Completed Research  Link to the College Website: <a href="#">Research Training Domain Handbook</a>	

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PERSONAL AND PROFESSIONAL LEADERSHIP DOMAIN (PPLD):		
<p>Learning Set webinars <b>(3 in total)</b></p> <p>Link to the College Website:  <a href="#">Candidates/College Handbook/Learning Sets</a></p>	<p>Learning Set webinars <b>(3 in total)</b></p>	<p>Learning Set webinars <b>(3 in total)</b></p>
<p>Completion of Self-Assessment Tool/Myer-Briggs</p> <p>Link to the College Website:  <a href="#">Candidate/College Handbook/Self Audit (Myer Briggs)</a></p>		<p>360 Peer Review</p> <p>Link to the College Website:  <a href="#">Candidate/College/Self Audit and Peer Review</a></p>
	<p>Webinar on Reflective Journal Writing &amp; Submission of a Reflective Journal Writing piece</p> <p>Link to the College Website:  <a href="#">Candidate/College Handbook/Reflective Journal Writing</a></p>	
INDIGENOUS HEALTH:		
<p>Indigenous Health Program – a series of online modules, completion of an assessment task and forum participation</p> <p>Link to the College Website:  <a href="#">Candidates/College Handbook/Indigenous Health Program</a></p>		
WORKSHOPS:		
<p>Medical Leadership and Clinical Governance Systems Workshop (2-day workshop)</p> <p>Link to the College Website:  <a href="#">Candidates/College Handbook/Workshops</a></p>	<p>Workforce Engagement and Performance Workshop (2-day workshop)</p>	<p>Advanced Medical Leadership Workshop (2 ½ day workshop)</p>
MASTERS PROGRAM:		
<p>Enrolment into a RACMA recognised Masters program to complete the core subject requirements of the Fellowship Training Program:</p> <p>Link to the College Website:  <a href="#">Candidates/College Handbook/University Masters Degree</a></p>	<p>Continuing with a RACMA recognised Masters program to complete the core subject requirements of the Fellowship Training Program.</p>	<p>Completion of the core subject requirements in a RACMA recognised Masters program (<i>all subjects should have been completed within <b>6 months</b> of sitting oral exam and prior to election to Fellowship</i>)</p>

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ELECTION TO FELLOWSHIP:		
		Election to Fellowship – subject to satisfactory completion of all training requirements, including satisfactory pass of the Oral Exam

**Note:**

***The training requirements outlined above are not sequential and Candidates need to refer to the Annual Training Calendar for submission dates. Candidates are required to provide the College evidence of enrolment in their Masters program for the specific subjects required to meet their academic requirement of the Fellowship Training Program.***

Candidates are required to adhere to the **Annual Training Calendar for the Clinical Specialist Pathway** which will be available on the College website to ensure that their training tasks are submitted on time.

Queries regarding submissions should be addressed with Soundra Subramanian (Assessment & Administration Manager) at [SSubramanian@racma.edu.au](mailto:SSubramanian@racma.edu.au) and/or your College allocated Preceptor.

The College Handbook and the Research Training Domain Handbook provides information on Fellowship Training Program and Research Training Domain requirements at:

[Candidates/Candidates Handbook](#)

[Research Training Domain Handbook](#)

See RACMA website for information on Masters requirements at:

[Candidates/Candidates Handbook/Masters Degree Program](#)

Candidates seeking credit for previous academic achievements that meet RACMA core academic requirements, and for any research related credit should contact Soundra Subramanian (Assessment & Administration Manager) at [SSubramanian@racma.edu.au](mailto:SSubramanian@racma.edu.au).

Information on the College policies and regulations is available on the College website.

[Candidates/Candidates Handbook/Policies and Regulations](#)