# THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

## Training Requirements of Fellowship Training Program
## For <u>2019 Commencing Candidates via Standard Pathway</u>

| YEAR 1/NOVICE STAGE | YEAR 2/APPRENTICE STAGE | YEAR 3/COMPETENT STAGE |
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| **MEDICAL MANAGEMENT PRACTICE DOMAIN (MMPD)** | | |
| Commence Supervised Medical Management Practice in a College <u>accredited Training Post</u><br><br>Links to the College Website:<br>*Candidates/College Handbook/Medical Management Practice Program*<br><br>*Candidates/College Handbook/Supervised Medical Management Practice*<br><br>*Candidates/College Handbook/Accreditation of Training Post* | Continuing Supervised Medical Management Practice in a College <u>accredited Training Post</u> | Continuing Supervised Medical Management Practice in a College <u>accredited  Training Post</u> |
| Commence Preceptorship<br>*(College allocated Preceptor)*<br><br>*Candidates/College Handbook/Preceptor* | Continuing Preceptorship | Continuing Preceptorship |
| Fellowship Training Program e-Induction Module  which includes<br>• Registration for Self- Assessment Tool/Myer Briggs<br>• Registration for the Medical Leadership and Clinical Governance Systems Workshop<br>• Recording of Webinar on Annual Training Plan<br><br>Link to the College Learning Management System (LMS):<br>*http://elearning.racma.edu.au/*<br><br>*Access will only be provided upon payment of the Training Enrolment Fee* | | |
| Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor.<br><br>Link to the College Website:<br>*Candidates/College Handbook/Annual Training Plan* | Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor. | Submission of Annual Training Plan (ATP) – development with Supervisor and Preceptor. |
| | Submission of Letter to the Editor<br><br>Link to the College Website:<br>*Candidates/College Handbook/Letter to the Editor* | |

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| | Submission of Ministerial Briefing<br><br>Link to the College Website:<br>*Candidates/College Handbook/Ministerial Briefing* | |
| Mid-year In-Training Performance Report (ITP) - submitted bi-annually<br><br>Link to the College Website:<br>*Candidates/College Handbook/In-Training Performance Report* | 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.)<br><br>Link to the College Website:<br>*Candidates/College Handbook/Annual Training Plan* | 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 (ITP) report<br><br>Link to the College Website:<br>*Candidates/College Handbook/In-Training Performance Report* | End of year In-Training Performance (ITP) report | End of year In-Training Performance (ITP) report |
| 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<br><br>Link to the College Website:<br>*Candidates/College Handbook/Annual Training Plan* | 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 Fellowship Oral Examination |
| | Trial Oral Examinations – formative assessment<br><br>Link to the College Website:<br>*Candidates/College Handbook/Oral Examination* | RACMA Oral Examination – summative assessment<br><br>Link to the College Website:<br>*Candidates/College Handbook/Oral Examination* |
| **RESEARCH TRAINING DOMAIN (RTD)** | | |
| Introduction to Health Services Research Webinar<br><br>Link to the College Website:<br>*Research Training Domain Handbook* | Submission of Research Proposal (draft HREA/LNRF) for evaluation of the suitability of the research topic and project for Health Services Research<br><br>Link to the College Website:<br>*Research Training Domain Handbook* | Submission of Research Paper<br><br>*(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)*<br><br>Link to the College Website:<br>*Research Training Domain Handbook* |
| Submission of Webinar Assessment Task (500 words)<br><br>Link to the College Website:<br>*Research Training Domain Handbook* | Oral Presentation of Research in Progress<br><br>Link to the College Website:<br>*Research Training Domain Handbook* | |

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| **PERSONAL AND PROFESSIONAL EADERSHIP DOMAIN (PPLD)** | | |
| Learning Set webinars ( **3 in total**)<br><br>Link to the College Website:<br>*Candidates/College Handbook/Learning Sets* | Learning Set webinars **(3 in total)** | Learning Set webinars **(3 in total)** |
| Completion of Self-Assessment Tool/Myer-Briggs<br><br>Link to the College Website:<br>*Candidate/College Handbook/Self Audit (Myer Briggs)* | | 360 Peer Review<br><br>Link to the College Website:<br>*Candidate/College/Self Audit and Peer Review* |
| | Webinar on Reflective Journal Writing & Submission of Reflective Journal Writing (x 2 pieces)<br><br>Link to the College Website:<br>*Candidate/College Handbook/Reflective Journal Writing* | |
| **INDIGENOUS HEALTH** | | |
| Indigenous Health Program – a series of online modules, completion of an assessment task and forum participation<br><br>Link to the College Website:<br>*Candidates/College Handbook/Indigenous Health Program* | | |
| **WORKSHOPS** | | |
| Medical Leadership and Clinical Governance Systems Workshop (2-day workshop)<br><br>Link to the College Website:<br>*Candidates/College Handbook/Workshops* | Workforce Engagement and Performance Workshop (2-day workshop) | Advanced Medical Leadership Workshop (2 ½ day workshop) |
| **MASTERS** | | |
| Enrolment into a RACMA recognised Masters program to complete the core subject requirements of the Fellowship Training Program:<br><br>Link to the College Website:<br>*Candidates/College Handbook/University Masters Degree* | Continuing with a RACMA recognised Masters program to complete the core subject requirements of the Fellowship Training Program. | Completion of the core subject requirements in a RACMA recognised Masters program (*all subjects should have been completed within **6 months** of sitting oral exam and prior to election to Fellowship*) |
| **ELECTION TO FELLOWSHIP** | | |
| | | Election to Fellowship – subject to satisfactory completion of all training requirements, including satisfactory pass of the Oral Exam |

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*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 Standard 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 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.

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

Candidates/Candidates Handbook/Policies and Regulations