

RACMA Accreditation of a Training Post

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1. Who completes the application form?

The applying officer completing the application form should be the person responsible for the training post. This person may be the supervisor and/ or the line manager of the training post.

2. In Attachment 1, what does N, A and C mean?

The suggested medical administration workplace experiential opportunities in Attachment 1 are mapped to the RACMA competencies in the Medical Leadership and Management Curriculum. The progression of a Candidate through the RACMA Curriculum to assessment as a competent medical administrator is based on the Dreyfus model of skills acquisition. The Dreyfus model identifies skills acquisition in terms of Novice, Apprentice, Competent, Proficient and Expert.

For the purposes of training, we require an indication of the level of supervision available in terms of trainee/candidate capability for Novice, Apprentice and Competent:

Novice (N) – Candidate will require close or direct supervision and instruction and has little or no concept of dealing with complexity

Apprentice (A) – Candidate will require direct and indirect supervision, will be able to achieve some steps to an acceptable standard using own judgement, but supervision needed for overall task

Competent (C) – Candidate will be able to achieve most tasks using own judgement; fit for purpose, though may lack refinement

3. Who do I submit the application form to?

Applications can be submitted to the RACMA Accreditation team via email:

accreditation@racma.edu.au

Alternately, hard copies can be mailed to RACMA at:

Suite 1, 20 Cato Street
Hawthorn East, VIC 3123
AUSTRALIA

4. Is there a submission deadline for the RACMA Accreditation of Training Post Application Forms?

There is no submission deadline for applications for the accreditation of training posts. A training organisation may submit an application for the accreditation of a training post at any time.

However, RACMA Candidacy will only be confirmed if a training post has been provisionally accredited or accredited through the assessment of a completed application form with associated documentation.

5. Does a substantive training post require accreditation?

Candidates who join the Fellowship Training Program who are already in substantive management positions are required to have their training post accredited. The Training Organisation will need to submit an Application for RACMA Accreditation of Training Post form. There is joint governance with RACMA and the training organisation to ensure that all training posts on the standard pathway (with or without advanced standing) have organisational support and access to a broad range of workplace experiential opportunities to satisfy the RACMA competencies.

Current RACMA Candidates who move into substantive roles during the term of their candidacy are required to notify the College. The accreditation process will be as for other training posts and the accreditation period for the substantive post may only be valid for the term of the Candidacy.

6. Does each registrar training post rotation require a new accreditation application?

Each new training post requires accreditation. If a Candidate rotates to a training post that has current accreditation according to RACMA records, re-accreditation or a new application is not required.

7. Can a training post be accredited without a candidate in that post?

A training post can submit an application to accredit a training post without a Candidate in the post. This post will become provisionally accredited until a RACMA Candidate is confirmed in the training post. Once a Candidate is working in the training post, an accreditation site visit is scheduled with an Accreditation Panel and accreditation is confirmed.

8. When will a site visit be scheduled?

An accreditation site visit will be scheduled with a training organisation once all completed and relevant documentation has been received, reviewed and a Candidate is confirmed in the training post. The training post will be contacted by the College to make appropriate arrangements. This visit may be conducted in person onsite, via video conference or teleconference.

9. Who attends a site visit?

An Accreditation Panel comprising the local Jurisdictional Coordinator of Training or member of the Jurisdictional Committee, an external Jurisdictional Coordinator of Training or member of an external Jurisdictional Committee and a representative from the RACMA Office.

10. Who does the Accreditation Panel meet with at the site visit?

The Accreditation Panel meets with the following people at the site visit:

- Chief Executive Officer or Senior Management representative
- Medical Workforce / Human Resources Manager or representative
- Training Post Supervisor/s
- RACMA Candidate
- Other health setting staff who may be involved in the Candidate's training

11. Is there a cost charged to the training organisation for the accreditation of a RACMA training post?

There is no cost to the training organisation for the accreditation of a RACMA training post.

12. What happens if a training organisation or post does not meet requirements?

Where deficiencies are identified in the training post at any time during the accreditation process, the Jurisdictional Coordinator of Training, Supervisor and Candidate's Preceptor will develop strategies to assist and support the training organisation to meet College accreditation requirements. These strategies may include formal workplace secondments, temporary (or p/t) attachments, formal regular tutorials, appointment of additional 'secondary supervisors' (i.e. someone outside the direct line manager role), additional JCT support, etc.

The training organisation will be provided with a timeframe for meeting additional requirements to confirm accreditation.

Provisional accreditation may be assigned to the training organisation until such strategies have been identified and established to meet College accreditation standards.

13. What is provisional accreditation?

Provisional accreditation is assigned to a training post when complete application documents have been reviewed by the College and the training post is deemed to be suitable to commence specialty training. This status is assigned prior to a site visit to confirm full accreditation.

Provisional accreditation also applies where an accreditation site visit has taken place and additional requirements are needed to satisfy College accreditation standards to confirm accreditation.

14. What is the period a training post is accredited for?

Training posts are normally accredited for a period of four years. Substantive (non-Registrar) training posts may be accredited for the term of the Candidacy only.

15. What is re-accreditation and who does it apply to?

Re-accreditation is the accreditation of a training post where the accreditation period has expired or is due to expire. Re-accreditation is applicable to those posts that have previously provided all new post application documentation and participated in an accreditation site visit to confirm initial accreditation status. Updated documentation may be required for re-accreditation.

16. Who can I contact at RACMA for more information?

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