

Entry to Training Policy

1. Purpose

The purpose of this policy is to define the principles and requirements for entry into the Royal Australasian College of Medical Administrators (RACMA, College) Fellowship Training Program.

2. Scope

This policy applies to all individuals who are applying to undertake the RACMA Fellowship Training Program

3. Policy Statement

3.1 Principles

RACMA is committed to upholding the principles of fairness and transparency in the consideration of applications and processes for entry into the Fellowship Training Program.

3.2 Eligibility for Entry into the RACMA Fellowship Training Program

3.2.1 To be accepted into the RACMA Fellowship Training Program, an applicant must demonstrate meeting all the following eligibility requirements:

- a) Hold general and/or specialist registration with the Medical Board of Australia or Medical Council of New Zealand
- b) Have no suspension, condition, restriction or undertaking imposed on general and/or specialist registrations that limits having unconditional medical registration in Australia or Aotearoa New Zealand as applicable (unless otherwise specifically approved by the College)
- c) Have a minimum of 3 years full-time equivalent clinical experience involving direct patient care
- d) Be in a RACMA accredited Training Post or be in a Training Post that has been granted provisional accreditation¹

3.2.2 Prior to commencement in the Fellowship Training Program a successful applicant who holds only specialist registration with the Medical Board of Australia will be required to seek and receive a change to their scope of practice for the purpose of undertaking the RACMA Fellowship Training Program.

¹ If the proposed Training Post is not accredited at time of applying for the RACMA Fellowship Training Program, an Application for Accreditation of the Training Post must be submitted and provisional accreditation granted to enable consideration of the entry to training application

3.3 Applications for Entry into the RACMA Fellowship Training Program

- 3.3.1 For an application for entry into the Fellowship Training Program to be considered by RACMA:
- a) the application must be submitted on the prescribed form
 - b) the application must be complete and include all prescribed supporting information
 - c) the prescribed application fee² must have been received
 - d) the application must be received by the published application closing dates
- 3.3.2 There will be 2 applications periods, Application Period 1 (standard) and Application Period 2 with details available on the College website
- 3.3.3 Applications received in Application Period 2 will incur a 25% surcharge
- 3.3.4 Applications received after the published Application Period 2 closing date will not be accepted. Individuals may choose to reapply the following year
- 3.3.5 Applicants will receive written notification of the outcome of the application

3.4 Enrolment in the RACMA Fellowship Training Program

- 3.4.1 Following Education and Training Committee approval of the application for entry into the RACMA Fellowship Training Program and RACMA Board approval that the applicant be admitted as a Candidate member of the College, successful applicants will receive an offer of a position in the RACMA Fellowship Training Program
- 3.4.2 To commence training, applicants must complete the enrolment processes described in the letter of offer
- 3.4.3 Applicants may accept an offer and seek to defer commencement of training to the following training year (see Section 3.6)
- 3.4.4 Applicants who do not complete the enrolment processes by the specified date will forfeit their position in the RACMA Fellowship Training Program. Individuals may choose to reapply the following year

3.5 Commencement of Training

- 3.5.1 Following enrolment in the Fellowship Training Program applicants will commence training on the date specified in the letter of offer. Wherever possible this will be the first day of the relevant training year which will be the first Monday in February
- 3.5.2 For applications received during Application Period 2, the commencement date will be based on the date the application was received. Consequently, it may not be possible for applicants to start training on the first Monday in February
- 3.5.3 The latest date an applicant can commence training in the relevant training year is the published census date
- 3.5.4 Applicants who do not commence training or seek to defer commencement of training (see Section 3.6) by the census date will forfeit their position in the RACMA Fellowship Training Program.

² Fees are published on <https://racma.edu.au/members-hub/current-fee-structure/>

Individuals may choose to reapply the following year

3.6 Deferral of Commencement of Training

Applicants who have been offered a position in the RACMA Fellowship Training Program may apply to defer commencement of training to the start of the relevant training year immediately following the training year for which they were offered a position under the following conditions:

- a) applications to defer must be received in writing and be received by RACMA by the date specified in the letter of offer
- b) following an application to defer commencement of training, applicants will be advised of the revised date by which they must complete required processes and commence training for the following training year
- c) applicants who defer commencement of training must pay the annual deferred training fee
- d) applicants who defer commencement of training and subsequently do not commence training by the specified date will forfeit their position in the RACMA Fellowship Training Program. Individuals may choose to reapply the following year

4. Privacy

RACMA will collect personal information from or about an individual applying to enter the RACMA Fellowship Training Program. RACMA is committed to maintaining the highest standards of privacy protection and complies with the requirements of the Privacy Act 1988 (Cth) (Australia) and the Privacy Act 2020 (New Zealand). Further information about how RACMA collects, uses discloses and handles personal information is available in the RACMA Privacy of Personal Information Policy.

5. Exceptional Circumstances and Special Consideration

RACMA recognises there may be exceptional circumstances that warrant granting a variation to the application of this policy. Individuals may seek special consideration as described in the Exceptional Circumstances and Special Consideration policy.

6. Reconsideration, Review and Appeal

An individual who is subject to a decision under this policy that they consider unsatisfactory may seek resolution as described in the Reconsideration, Review and Appeal of Decisions policy.

7. Definitions

Term	Definition
Census Date	The latest date new Candidates can commence training in the relevant training year.
Commencement of Training	The "commencement of training" refers to the official date when an individual is officially recognised as a Candidate member of the College and begins their participation in the Fellowship Training Program. This date marks the start of their involvement in the program, including supervised workplace-based training. The training cannot begin until the individual has started in an accredited Training Post. Any work done before this date does not count towards the recognition of time in supervised practice for the RACMA Fellowship Training Program.

8. Related Documents

- Constitution
- Exceptional Circumstances and Special Consideration Policy
- Payment of Fellowship Training Program Fees Policy
- Privacy of Personal Information Policy
- Recognition of Prior Learning and Experience Policy
- Reconsideration, Review and Appeal of Decisions Policy
- Training Post Accreditation Policy

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