

# Flexible Training Policy

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## 1. Purpose

The purpose of this policy is to describe the provisions for flexible training (part time training and interruptions to training) in the Royal Australasian College of Medical Administrators (**RACMA, College**) Fellowship Training Program.

## 2. Scope

This policy applies to all Candidates undertaking the RACMA Fellowship Training Program.

## 3. Policy Statement

### 3.1 General principles

3.1.1 RACMA recognises the importance of flexible training options to account for the diverse circumstances and needs of Candidates in the RACMA Fellowship Training Program. Under this policy Candidates may undertake flexible training and when training part time or on an interruption to training ensure the following continue to be maintained:

- a) Educational standards of the RACMA Fellowship Training Program
- b) Adequate connection to the practice of Medical Administration
- c) Currency of training
- d) Recency of practice.

3.1.2 Whereas RACMA supports flexibility in training:

- a) the decision to accommodate requests for flexible working arrangements rests with the employer
- b) consideration of impacts on medical registration due to absences from practice rests with the Candidate.

### 3.2 Part-time training

Training may be undertaken on a part-time basis according to the following:

- 3.2.1 Training is part time if a Candidate is completing less than 1.0 full time equivalent (FTE) of a normal working week in Medical Administration.
- 3.2.2 Training must be undertaken at a minimum of 0.4 FTE in Medical Administration. When training is undertaken at the minimum of 0.4 FTE it must be undertaken in a single Accredited Training Post.
- 3.2.3 Notification of a change to training FTE is to be made prospectively at least 10 working days (where reasonably practicable) prior to the change taking effect.

3.2.4 Candidates undertaking part-time training will be required to complete Learning, Development and Training Plans and In-Training Assessments as per full-time training.

3.2.5 Candidates undertaking part-time training are required to adhere to the timing requirements for progression through the RACMA Fellowship Training Program (see Section 3.7) irrespective of FTE.

### **3.3 Interrupted training**

3.3.1 Interrupted training may be required due to:

- a) The temporary absence from an accredited training post for a period of more than 8 weeks
- b) Being temporarily unable to fully engage in the training and assessment requirements of the Fellowship Training Program for a period of more than 8 weeks

3.3.2 Interrupted Training may be permitted in circumstances including but not limited to:

- a) Time spent in a training post not accredited for the purposes of the RACMA Fellowship Training Program
- b) Time spent in an accredited training post that does not meet the minimum requirement of 0.4 FTE in Medical Administration
- c) Time spent in an accredited training post beyond the duration of training for which it was accredited
- d) Health or wellbeing reasons
- e) Parental or caring responsibilities
- f) Family and domestic violence
- g) Personal reasons including bereavement and other compassionate grounds
- h) Completing a higher degree or other studies
- i) Completing training with another Specialist Medical College.

3.3.3 Interrupted training may be undertaken according to the following:

- a) Interrupted training may be permitted at any time during training
- b) Candidates may apply to undertake interrupted training as many times as they wish and at any stage of training
- c) Applications for interrupted training can only be made for periods up to 52 weeks at any one time
- d) A Candidate must submit a new application prior to expiry of the original interruption period if they wish to extend the interrupted training arrangement
- e) The maximum period of consecutive interrupted training is 104 weeks
- f) In the case of exceptional circumstances Candidates may apply for an interruption to training that exceeds 104 consecutive weeks under the Exceptional Circumstances and Special Consideration policy

- g) If training is interrupted for more than 52 consecutive weeks, a return to training plan to support the Candidate during the first 26 weeks of return to training will be required. The return to training plan will be developed between the Candidate, the Training Supervisor and Jurisdictional Coordinator of Training
- h) Notification of resuming training prior to the end of an approved interrupted training period must be received at least 10 working days (where reasonably practicable) prior to returning to training.

### **3.4 Applications for interrupted training**

- 3.4.1 An application for interrupted training must first be discussed with the relevant Training Supervisor and Jurisdictional Coordinator of Training.
- 3.4.2 Applications for interrupted training are to be made prospectively at least 10 working days (where reasonably practicable) prior to the interruption taking effect.
- 3.4.3 If unforeseen circumstances make it impossible to apply for interrupted training prospectively, an application should be made at the earliest opportunity.
- 3.4.4 Applications for interrupted training must be made on the prescribed form and include dates, duration, circumstances for the application and any supporting documentation.
- 3.4.5 When reviewing applications for interrupted training the College will consider:
  - a) the duration of the proposed interruption to training
  - b) previous interruptions to training
  - c) the reason(s) for the proposed interruption to training
  - d) the likely overall effect on a Candidate's progression in the RACMA Fellowship Training Program
  - e) the ability of the Candidate to complete the requirements of the RACMA Fellowship Training Program within prescribed timeframes
  - f) engagement and performance in the training program to date
  - g) demonstrated exceptional circumstances provided in connection with the application
  - h) other circumstances relevant to the application.
- 3.4.6 Candidates will be notified in writing of the outcome of their application for interrupted training within 10 working days (where reasonably practicable).

### **3.5 Conditions during an interruption to training**

- 3.5.1 During an approved interruption to training a Candidate cannot accrue time in supervised practice or complete workplace-based assessments.
- 3.5.2 Candidates who are otherwise eligible may sit the Oral Examination whilst on an approved interruption to training, if the Oral Examination is within 6 months from the commencement of the interrupted training period.
- 3.5.3 Sitting the Oral Examination whilst on an approved interruption to training may not be used as grounds for seeking Reconsideration, Review or Appeal of the examination outcome.

- 3.5.4 Candidates may undertake the following elements of the RACMA Fellowship Training Program while on an approved interruption to training:
- a) Critical appraisal of a business case or proposal assessment
  - b) Masters level studies
  - c) RACMA Education Activities including Online Modules, Online Interactive Sessions and Face-to-Face Workshops
  - d) Research requirements (only applicable for Candidates who commenced in the Fellowship Training Program prior to 2025)

### **3.6 Flexible training and maximum training duration**

- 3.6.1 The maximum duration to complete all requirements of the Foundation phase in the RACMA Fellowship Training Program is 6 years from the commencement of training irrespective of part-time training or interrupted training.
- 3.6.2 The maximum duration to complete all requirements of the Advanced phase in the RACMA Fellowship Training Program is the remainder of the maximum of 10 years from the commencement of training irrespective of part-time training or interrupted training.
- 3.6.3 The maximum duration to complete all requirements of the RACMA Fellowship Training Program is 10 years from the commencement of training irrespective of part-time training or interrupted training.
- 3.6.4 Candidates who undertake flexible training options will be required to complete the requirements of the RACMA Fellowship Training Program within prescribed timeframes. If a Candidate fails to meet the requirements of the Fellowship Training Program within the prescribed timeframes, they will need to apply for special consideration to remain in the RACMA Fellowship Training Program under the Exceptional Circumstances and Special Consideration Policy.

### **3.7 Terms of candidacy**

- 3.7.1 Unless a Candidate is on an approved interruption to training, they are considered to be fully engaged in the Fellowship Training Program and are therefore required to complete all training and assessment requirements by specified due dates and pay specified training fees.

### **3.8 Flexible training and payment of fees**

- 3.8.1 Candidates undertaking part-time or interrupted training must pay full Annual Membership Subscription fees.
- 3.8.2 Candidates undertaking part-time or interrupted training are eligible for discounted Annual Training fees for the relevant period of training.
- 3.8.3 If notification of part-time training or an application for interrupted training is submitted retrospectively and subsequently approved, discounted fees will apply from the date of receipt.

## 4. Privacy

It may be necessary for RACMA to collect personal information from or about a Candidate seeking flexible training. 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. Candidates may seek special consideration as described in the Exceptional Circumstances and Special Consideration policy.

## 6. Reconsideration, Review and Appeal

A Candidate 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. Related Documents

- Constitution
- Exceptional Circumstances and Special Consideration Policy
- Privacy of Personal Information Policy
- Reconsideration, Review and Appeal of Decisions Policy

## 8. Definitions

Key term or abbreviation	Definition
<b>Interrupted training</b>	<ul style="list-style-type: none"> <li>▪ The temporary absence from an accredited training post for a period of more than 8 weeks</li> <li>▪ Being temporarily unable to fully engage in the training and assessment requirements of the Fellowship Training Program for a period of more than 8 weeks</li> </ul>
<b>Part-time training</b>	<ul style="list-style-type: none"> <li>▪ Training is considered part-time when the Candidate is completing less than 1.0 full time equivalent (FTE) of a normal working week in Medical Administration.</li> <li>▪ The minimum FTE for part time training is 0.4 FTE in Medical Administration</li> </ul>

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