

RACMA FELLOWSHIP TRAINING PROGRAM (FTP) 2025

TRAINING, LEARNING AND ASSESSMENT REQUIREMENTS

The Royal Australasian College of Medical Administrators (RACMA) is unique in the world as the only specialist medical college that trains doctors to become specialist medical leaders and managers.

The RACMA Fellowship Training Program aims to prepare Candidates to become specialist medical leaders and managers able to integrate medical and health system expertise with specialist medical leadership and management skills to positively influence and lead the Australasian health care systems. Graduates will be able to provide stewardship of healthcare systems to support safe, equitable, appropriate, sustainable, evidence-based and well-governed care.

Candidates will be trained in the broad specialty of medical leadership and management. It is recognised that following graduation, their scope of practice will change, depending on the context and location in which they work, their career stage and professional interests.

RACMA is accredited by the Australian Medical Council and recognised by the Medical Board of Australia and the Medical Council of New Zealand as providing the only education pathway to recognition as a Specialist Medical Administrator.

Minimum	Maximum
3 calendar years	10 calendar years

PROGRAM PHASES



Program Duration

Minimum	Maximum	Minimum	Maximum
1.5 calendar years	6 calendar years	1.5 calendar years	remaining of the maximum of 10 calendar years

Supervised Practice¹

Minimum 69 weeks full time equivalent of Supervised Practice ¹	Minimum 69 weeks full time equivalent of Supervised Practice ¹
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Learning

<p>Learning, Development and Training Plan (every 6 months)</p> <p>Masters level study</p> <ul style="list-style-type: none"> Minimum: 2 of the 5 core subjects <p>Education Activities</p> <ul style="list-style-type: none"> Foundation workshop Foundation online interactive sessions Foundation online education modules RACMA Indigenous Health Program 	<p>Learning, Development and Training Plan (every 6 months)</p> <p>Masters level study</p> <ul style="list-style-type: none"> Remaining of the 5 core subjects <p>Education Activities</p> <ul style="list-style-type: none"> Advanced workshop Advanced online interactive sessions Advanced online education modules
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Assessment

<p>Foundation Workplace Based Assessments (WBAs) (n=15)</p> <p>Completion of WBAs may require short term training opportunities to be undertaken². These opportunities may be either within or external to the current training setting e.g Medical Workforce Management (recruitment and rostering), Quality and Safety, Metropolitan/Rural facilities, Public/Private facilities.</p> <p>Completion of In-Training Assessments (every 6 months)</p> <p>Foundation 360-degree feedback</p>	<p>Advanced Workplace Based Assessments (WBAs) (n=14)³</p> <p>Completion of WBAs may require short term training opportunities to be undertaken². These opportunities may be either within or external to the current training setting e.g Medical Workforce Management (recruitment and rostering), Quality and Safety, Metropolitan/Rural facilities, Public/Private facilities.</p> <p>Completion of In-Training Assessments (every 6 months)</p> <p>Advanced 360-degree feedback</p> <p>Critical appraisal of a business case or proposal</p> <ul style="list-style-type: none"> Part 1: Critical appraisal written report Part 2: Critical appraisal oral presentation <p>Oral Examination</p>
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Progression

Training portfolio review	Training portfolio review
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¹ Unless on an approved interruption to training, Candidates must remain in an accredited training post under supervision until all requirements of the FTP have been met

² Training Post Accreditation processes will consider access to required training opportunities.

³ Certain Advanced WBAs can be completed at any time during training



PROGRAM PHASE



FOUNDATION

Workplace based
assessments (WBA)

CODE	SHORT TITLE	FULL TITLE
F1	Cultural Safety	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect
F2	Positive Workplace Culture	Participate in a program that supports positive workplace culture and reflect on its impacts
F3	Diverse Health Needs	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment
F4	Social Determinants of Health	Identify the socioeconomic index for your area and discuss related health impacts
F5	Staff Feedback	Provide effective performance related feedback to someone in your workplace
F6	Patient/Consumer Feedback	Analyse patient/consumer feedback and present to a relevant audience
F7	Clinical Incident Investigation	Participate in a clinical incident investigation and contribute to its findings
F8	Clinical Complaint Management	Respond to a clinical complaint in line with organisational clinical complaint management policy
F9	Delivering Bad News	Observe a senior clinician delivering bad news and reflect on this interaction
F10	Service Planning	Develop a plan for a service delivery applicable to your workplace
F11	Quality and Process Improvement	Develop and implement quality and process improvements
F12	Financial Reporting	Analyse monthly financial reports, identify variance and consider implications for annual budget
F13	Credentialing	Attend and observe credentialing SoCP meetings
F14	Rostering	Review relevant industrial award and contribute to development of staff roster
F15	Business Case Development	Develop a business case using the methodology and format appropriate to your workplace



PROGRAM PHASE



ADVANCED

Workplace based assessments (WBA)

CODE	SHORT TITLE	FULL TITLE
A1*	Ethical Decision Making	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making
A2*	Organisational Culture	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement
A3	Cultural Bias	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds
A4	Research Governance	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications
A5*	Disaster Management	Review your disaster management plan and participate in a desktop exercise or activation
A6	Clinical Governance	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation
A7*	Patient Complaints	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan
A8	Strategic Planning	Develop a 2-5-year plan to address an emerging issue in your workplace
A9*	Innovation	Develop a proposal for introducing an innovation to improve healthcare
A10	Patient Flow	Manage a patient flow issue to improve healthcare performance
A11	Credentialing	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days
A12	Recruitment	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)
A13	Rostering	Develop a roster for a category of medical staff based on regulatory, industrial and service requirements
A14	Difficult Conversations	Conduct a difficult management conversation

* Advanced Workplace Based Assessments that can be completed at any time during training.