

RACMA Fellowship Training Program Current Candidates - Transition Arrangements

1. Purpose

This document outlines the transition arrangements for current RACMA Fellowship Training Program Candidates as quality improvements are implemented from 2025. It provides guidelines on options to either continue under the existing program requirements or transition to the revised arrangements.

2. Background

Starting in 2025, RACMA will implement a series of quality improvements to the Fellowship Training Program to enhance the Candidate experience and ensure a supportive and flexible training environment. These improvements will be categorised as:

2.1 Improvements applicable to all Candidates

Some quality improvements will be implemented universally, affecting all current and future Candidates enrolled in the Fellowship Training Program. All Candidates, regardless of their training stage will experience these enhancements from their respective implementation dates.

The improvements include:

- a) **The Fellowship Training Program Curriculum Learning Outcomes.** The curriculum learning outcomes provide a roadmap to guide learners through the core competencies vital for success in medical leadership and management.
- b) **Greater provisions for flexible training**
 - i. Minimum training fraction (FTE) of 0.4
 - ii. Maximum training duration increased to 10 years
 - iii. The flexibility to interrupt training at any stage and as often as needed provided the prescribed maximum training durations are not exceeded
 - iv. The flexibility to complete specified training requirements whilst on an interruption to training
- c) **Revised definition of a training year.** A full-time equivalent year of supervised practice will be defined as 46 weeks, recognising the importance of taking leave for work-life balance and wellbeing. However, it will be possible to accrue up to 47 weeks of supervised practice in a training year.
- d) **New Integrated In-Training Assessment and Learning, Development and Training Plan.** These are intended to be easier to complete and to strengthen the opportunity for feedback and reflection. These will replace the current In-Training Performance Report (ITPR).
- e) **New education resources.** There will be a more structured approach to RACMA delivered education with the development of new content aligned with the Fellowship Training Program Curriculum Learning Outcomes.

- f) **New 360-degree feedback survey and process.** These are intended to strengthen the support provided throughout the process, the opportunity for reflection and actioning the feedback received.
- g) **Structured program of Workplace Based Assessments** that strengthen the approach to workplace observation and feedback. *(Note: These are not mandatory and remain optional for Candidates who choose to remain under current requirements).*

2.2 Improvements specific to Candidates commencing from 2025

Other quality improvements will specifically apply to Candidates who commence their Fellowship Training from 2025 onwards. Current Candidates may have the option to opt into these specific improvements if they choose to transition to the 2025 program framework.

- a) **Two phases of training;** Foundation and Advanced phases offer greater clarity, more defined progression pathways and focussed learning and assessment requirements. A Candidate cannot progress to the Advanced phase until they have met all requirements of the Foundation phase.
- b) **Masters level study requirements.** The flexibility to complete only the 5 RACMA core subjects and not a full Masters program as part of the requirements of the Fellowship Training Program. The 5 RACMA core subjects are:
 - i. Evidence Informed Decision Making
 - ii. Financial Management in Health
 - iii. Health Care Systems
 - iv. Health Law and Ethics
 - v. Leadership
- c) **New learning and assessment requirements in evidence informed decision making and research governance** reflecting the role of Specialist Medical Administrators in these areas. The following will replace the requirement to complete a research project:
 - i. RACMA delivered education
 - ii. Workplace Based Assessment
 - iii. Critical appraisal of a business case or proposal (written report and oral presentation)
- d) **Structured program of Workplace Based Assessments** that strengthen the approach to workplace observation and feedback. *(Note: These are mandatory for Candidates commencing from 2025)*
 - i. 15 mandatory Foundation phase Workplace Based Assessments
 - ii. 14 mandatory Advanced phase Workplace Based Assessments

3. Transition Options

3.1 Option 1: Continue Under Current Program Requirements

- a) Candidates may choose to complete their Fellowship Training under the existing program requirements that were in place prior to the 2025 changes.

- b) Candidates who select this option will benefit from the quality improvements described in 2.1 but will not be subject to the new requirements described in 2.2

3.2 Option 2: Opt-in to the 2025 Program Arrangements

- a) Candidates may choose to transition to the new 2025 program arrangements. The requirements of the Fellowship Training Program from 2025 are included as Figure 1.
- b) Candidates who opt into the 2025 program arrangements will receive:
 - i. Recognition of relevant training requirements that have already been completed
 - ii. Recognition of time in supervised practice already completed: Time spent in supervised practice under the previous program will be acknowledged and counted toward the required Foundation phase supervised practice duration in the 2025 program.

Figure 1: Fellowship Training Program 2025 Overview

The Fellowship Training Program

Minimum
3 calendar years

Maximum
10 calendar years



	Minimum	Maximum	Minimum	Maximum
Program Duration	1.5 calendar years	6 calendar years	1.5 calendar years	Remaining of the maximum of 10 calendar years
Supervised Practice ¹	Minimum 69 weeks full time equivalent of Supervised Practice ¹		Minimum 69 weeks full time equivalent of Supervised Practice ¹	
Learning	Learning Development and Training Plan (every 6 months) Masters level study Minimum: 2 of the 5 core subjects Education Activities <ul style="list-style-type: none"> Foundation workshop Foundation online interactive sessions Foundation online education modules RACMA Indigenous Health Program 		Learning Development and Training Plan (every 6 months) Masters level study Remaining of the 5 core subjects Education Activities <ul style="list-style-type: none"> Advanced workshop Advanced online interactive sessions Advanced online education modules 	
Assessment	Foundation Workplace Based Assessments (WBAs) (n=15) Completion of WBAs may require short term training opportunities to be undertaken ² . 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. Completion of In-Training Assessments (every 6 months) Foundation 360-degree feedback		Advanced Workplace Based Assessments (WBAs) (n=14)³ Completion of WBAs may require short term training opportunities to be undertaken ² . 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. Completion of In-Training Assessments (every 6 months) Advanced 360-degree feedback Critical appraisal of a business case or proposal <ul style="list-style-type: none"> Part 1: Critical appraisal written report Part 2: Critical appraisal oral presentation Oral Examination	
Progression	Training portfolio review		Training portfolio review	

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.

4. Transition Arrangements

Transition arrangements will be based on the duration of training already completed and the recorded time in supervised practice. The time in supervised practice will be assessed as per the records following the review by the Training Progress Committee of the End-Year 2024 In-Training Performance Report. This will include training completed up to 31 January 2024. Based on the recorded time in supervised practice, Candidates will be placed into 1 of 4 transition categories.

- a) Category 1: Completed less than 6 months full time equivalent training (\leq 23 weeks recorded time in supervised practice)
- b) Category 2: Completed 6 to 12 months full time equivalent training (24 to 46 weeks recorded time in supervised practice)
- c) Category 3: Completed 12 to 18 months full time equivalent training (47 to 69 weeks recorded time in supervised practice)
- d) Category 4: Completed greater than 18 months full time equivalent training ($>$ 69 weeks recorded time in supervised practice)

4.1 Foundation Phase requirements for Categories 1 to 3

The modified Foundation phase, training, learning and assessment requirements for transitioning Candidates will recognise requirements completed to date. This will include:

- a) time in supervised practice recorded
- b) Masters level study completed
- c) Pre 2025 Education Activities completed

The Foundation Phase requirements for transitioning Candidates in transition categories 1 to 3 is shown in Figure 2. Figure 2 identifies the adjustments to the training, learning and assessment in yellow.

The Foundation Workplace Based Assessments Candidates in transition categories 1 to 3 are required to complete is shown in Table 1. For further details of the requirements for each Workplace Based Assessment please refer to the [Workplace Based Assessment Guide](#).

Figure 2: Foundation Phase Requirements for Candidates in Transition Categories 1 to 3

	Foundation Requirements		Foundation Requirements for Transitioning Candidates	
	Minimum	Maximum	Minimum	Maximum
Phase Duration	1.5 calendar years	6 calendar years	1.5 calendar years	6 calendar years
Supervised Practice	Minimum 69 weeks full time equivalent of Supervised Practice		Minimum 69 weeks full time equivalent of Supervised Practice with recognition of previously recorded time	
Learning	<p>Learning Development and Training Plan (every 6 months)</p> <p>Masters level study Minimum: 2 of the 5 core subjects</p> <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 Minimum: 2 of the 5 core subjects with recognition of previously completed subjects</p> <p>Education Activities</p> <ul style="list-style-type: none"> Foundation workshop (except the Leadership session if completed First Year Workshop) Foundation online interactive sessions (not required) Foundation online education modules with recognition of previously completed pre-2025 online Education Activities RACMA Indigenous Health Program recognised if previously completed 	
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>Foundation Workplace Based Assessments (WBAs)</p> <p>Category 1 - Completed less than 6 months FTE training: All 15 WBAs (see Table 1)</p> <p>Category 2 - Completed 6 to 12 months FTE training: 10 specified WBAs (see Table 1)</p> <p>Category 3 - Completed 12 to 18 months FTE training: 5 specified WBAs (see Table 1)</p> <p>Completion of In-Training Assessments (every 6 months)</p> <p>Foundation 360-degree feedback</p>	
Progression	Training portfolio review		Training portfolio review	

Table 1: Foundation Phase WBA Requirements for Candidates in Transition Categories 1 to 3

Category 1 - Completed less than 6 months FTE training	Category 2 - Completed 6 to 12 months FTE training	Category 3 - Completed 12 to 18 months FTE training:
F.01 Cultural Safety		
F.02 Positive Workplace Culture		
F.03 Diverse Health Needs	F.03 Diverse Health Needs	
F.04 Social Determinants of Health	F.04 Social Determinants of Health	
F.05 Staff Feedback	F.05 Staff Feedback	
F.06 Patient / Consumer Feedback	F.06 Patient / Consumer Feedback	F.06 Patient / Consumer Feedback
F.07 Clinical Incident Investigation	F.07 Clinical Incident Investigation	F.07 Clinical Incident Investigation
F.08 Clinical Complaint Management	F.08 Clinical Complaint Management	F.08 Clinical Complaint Management
F.09 Delivering Bad News		
F.10 Service Planning	F.10 Service Planning	
F.11 Quality and Process Improvement	F.11 Quality and Process Improvement	F.11 Quality and Process Improvement
F.12 Financial Reporting	F.12 Financial Reporting	F.12 Financial Reporting
F.13 Credentialing		
F.14 Rostering		
F.15 Business Case Development	F.15 Business Case Development	

Further details of each Workplace Based Assessment and the requirements to complete the task are available in the [Workplace Based Assessment Guide](#).

4.2 Foundation Phase requirements for Category 4

Candidates who have completed greater than 18 months full time equivalent training will transition directly into the Advanced phase of training and do not need to complete any of the Foundation training, learning and assessment requirements other than the Foundation Education Activity:

Research Principles and Practice:

- Online Module
- Face-to-Face Workshop Session (0.5 day in Melbourne as part of Foundation Workshop)

4.3 Advanced Phase requirements for transitioning Candidates

Regardless of their transition category, Candidates will be required to complete all requirements of the Advanced phase of training (see Figure 1). This includes the minimum of 69 weeks full time equivalent supervised practice whilst in the Advanced phase of training.

For Candidates in Category 4 who have already completed greater than 18 months full time equivalent training this will extend their duration of training.

5. Transition Rules

- a) Transition is available only once. If transition is not requested as per the below for any reason, then no transition will be possible at any time thereafter.
- b) Transition will require ALL the FTP requirements to be completed (other than those adverted to in Fig 2 and Table 1 above). It is not possible to choose some requirements of the FTP 2025 while doing others as per the FTP 2024 or earlier arrangements, eg, one cannot transition to FTP Advanced 2025 and not complete the research requirements as per FTP 2025 *even if they have already completed a research project*.
- c) To request to transition to the 2025 Fellowship Training Program arrangements current Candidates must complete and return the relevant form by 10am AEDT Monday 11 November 2024
- d) No requests to transition to the 2025 Fellowship Training Program arrangements will be accepted after 10am AEDT Monday 11 November 2024
- e) Prior to submitting a request to transition to the 2025 Fellowship Training Program arrangements, the Candidate must discuss this with their Training Supervisor and Line Manager
- f) As part of transition arrangements, the Candidate's Training Post will need to undergo a re-accreditation process. The relevant person from the Training site will need to complete the self-assessment as to whether the post can provide access to experiential training that will allow the Candidate to complete the required Workplace Based Assessments.
- g) Once a Candidate has transitioned to the 2025 Fellowship Training Program arrangements, they will not be able to go back to the requirements that were in place prior to the 2025 changes
- h) The initial assignment of a Candidate to a transition category will be based on the recorded time in supervised practice following the Training Progress Committee review of the Mid-Year 2024 In-Training Performance Reports plus the Candidate's estimate of time in supervised practice they will have recorded following the End-Year 2024 training term. The final transition category will be adjusted as necessary if there is any discrepancy.

6. FAQs

6.1 For those who do not plan to transition

- a) Can I access the Workplace Based Assessments for learning if I don't transition?

Yes. Candidates who do not transition will be able to access the Workplace Based Assessments. However, they will not be considered as formative assessments in the tracking arrangements set up for FTP 2025 candidates

- b) Can I access the Research education resources?

Yes. Candidates who do not transition will be able to access the new Research education resources.

- c) Can I access the new Education resources?

Yes. Candidates who do not transition will be able to access all the new online Education resources.

- d) Can I choose not to transition but opt into the critical appraisal assessment rather than the research requirements?

No. To be able to complete the critical appraisal assessments you must transition.

- e) If I choose not to transition can I complete only the 5 RACMA Masters Core Subjects?

Yes, but you must opt in to this requirement separately.

6.2 For those considering Transition

- a) Can I get more than 18 months training recognised and reduce the duration of the Advanced phase?

No, anyone transitioning must complete all Advanced requirements including a minimum of 18 months in this phase.

- b) I have already started/finished my research requirements, do I still have to do the critical appraisal assessment?

Yes. If you transition you must complete all requirements of the Advanced phase including all training, learning and assessment requirements.

- c) I completed a full Masters program, am I eligible for any additional recognition?

No

- d) Are the fees the same?

Yes

- e) Is the Oral Examination the same?

Yes

- f) What do I need to do to be eligible to attempt the Oral Examination?

In FTP 2025 to be eligible, you must be in the Advanced phase and at the time of applying for the examination have completed:

- 4 of the 5 Masters subjects and
- 5 of the 14 Advanced Workplace Based Assessments

- g) If I transition, can I apply for RPLE for any of the Foundation Workplace Based Assessments?

No. You must complete the Workplace Based Assessments specified according to your transition category.

- h) What happens if I choose to transition but the applying officer from my organisation does not complete the required Training Post re-accreditation form?

If the nominated applying officer from your organisation does not complete the required Training Post re-accreditation form in the specified timeframe you will not be able to transition.

- i) What happens if I choose to transition but my training Post is not able to provide access to training opportunities required to complete the Workplace Based Assessments and is therefore not re-accredited for the 2025 arrangements?

If your organisation is unable to provide access to training opportunities required to complete the Workplace Based Assessments and therefore be accredited for you to transition you will not be able to transition. However, RACMA will work with the site to look for the best options possible to facilitate this to the extent possible.

- j) What happens if I choose to transition and I am unable to complete the required Workplace Based Assessments in my current training post?

All specified Workplace Based Assessments need to be completed to meet the requirements of the Fellowship Training Program. Candidates will need to work with their Training Supervisor to identify training opportunities that allow them to complete the required Workplace Based Assessments. This may involve opportunities external to the Training Position or organisation.