

# Position Description – Jurisdictional Coordinator of Training

---

## 1. Introduction

Fellowship Training Program Candidates may undertake training in jurisdictions across Australia and Aotearoa New Zealand. Each jurisdiction will have a Jurisdictional Coordinator of Training to review suitability of applications to training and participate in and advise on accreditation of training posts, provide oversight of Candidate progress in the Fellowship Training Program, coordinate jurisdictional education and training activities, and provide support for Candidates, Training Supervisors and Preceptors. An overview of Fellowship Training Program Candidate key support roles is provided in Appendix 1.

## 2. Tenure and Method of Appointment

In accordance with the Jurisdictional Committee Terms of Reference and the pre-requisites, qualifications and skills outlined below, the Jurisdictional Committee will appoint a Fellow to the role of Jurisdictional Coordinator of Training. Jurisdictions may appoint Co-Jurisdictional Coordinators of Training where it is considered beneficial to support the functions of the role<sup>1</sup>.

The Jurisdictional Committee will report the appointment of the Jurisdictional Coordinator of Training to the Education and Training Committee.

The term of office of the Jurisdictional Coordinator of Training is three years. The Jurisdictional Committees have the right to re-appoint a Jurisdictional Coordinator of Training for one additional 3-year term without needing to undertake an expression of interest process.

## 3. Role Overview

The role of the Jurisdictional Coordinator of Training is to:

- 3.2 contribute to a supportive training environment for Candidates.
- 3.3 contribute to quality teaching and learning activities.
- 3.4 ensure effective monitoring of Candidate performance and progress to achieve the learning outcomes as defined in the Fellowship Training Program Curriculum Learning Outcomes.
- 3.5 report on Candidate performance and progress to the Training Progress Committee.
- 3.6 nominate a Preceptor for each Candidate in their jurisdiction.
- 3.7 promote the development of Candidates through appropriate encouragement, guidance and support, and communication with Candidates, their Training Supervisors and Preceptors.

---

<sup>1</sup> Where a jurisdiction appoints more than one Jurisdictional Coordinator of Training i.e., Co-Jurisdictional Coordinators of Training, for any formal decision of the Training Progress Committee, the principle of one vote per jurisdiction will apply.

## 4. Pre-requisites, Qualification and Skills

- 4.1. Be a RACMA Fellow with a minimum 3 years<sup>2</sup> post Fellowship.
- 4.2. Hold practicing medical registration as a Specialist Medical Administrator with Medical Board of Australia/Medical Council of New Zealand.
- 4.3. Be in good standing with the College.
- 4.4. Demonstrated active medical management practice skills and assessment experience in medical education.
- 4.5. Extensive involvement with education and training of Candidates in the RACMA Fellowship Training Program.
- 4.6. Demonstrated commitment to education and training.
- 4.7. Have a detailed knowledge of the:
  - a) RACMA Fellowship Training Program Curriculum Learning Outcomes
  - b) Fellowship Training Program training and assessment requirements
  - c) Policies and procedures related to training in the Fellowship Training Program
- 4.8. Excellent communication and interpersonal skills.

## 5. Role Responsibilities

### 5.1 Jurisdiction

- 5.1.1. In consultation with the Jurisdictional Committee, plan the Jurisdiction's annual program of education and training activities for Candidates to support their progress through the Fellowship Training Program (activities may be a combination of face to face or online). This may be done in conjunction with other jurisdictions. Inform the College Office of the Jurisdiction's calendar of activities related to training.
- 5.1.2. Coordinate and monitor the delivery of the Jurisdiction's agreed annual program of education and training activities.
- 5.1.3. Assist Candidates in obtaining relevant resources as may be necessary to support their progress through the training program and preparation for RACMA examinations.
- 5.1.4. Organise practice oral examinations for Candidates within agreed expectations. This may be done in conjunction with other Jurisdictions and with support from the College Office.

### 5.2. Support for Candidate

- 5.2.1. Monitor the progress of Candidates within the Jurisdiction to identify Candidates:

---

<sup>2</sup> Fellows with less than 3 years post RACMA Fellowship may be approved as Jurisdictional Coordinators of Training if they have demonstrated experience as a Training Supervisor of another Specialist Medical College or other appropriate experience as determined by the Jurisdictional Committee.

- a) who may not be engaged with training.
- b) who have not completed requirements by the specified timelines.
- c) who may need additional support.

5.2.2. Support Candidates with training related issues they may be experiencing.

5.2.3. Nominate a Preceptor for each Candidate in the Jurisdiction and advise the RACMA Office of the nominated Preceptors.

5.2.4. Review academic and experiential training for individual Candidates and make recommendations to the RACMA Office and Training Progress Committee as required.

5.2.5. Review training plans, performance evaluations and assessment of Candidates, and provide support and advice for Candidate training and progression.

5.2.6. Follow up with the Training Supervisor (and Preceptor as required) regarding Candidates identified by the Training Progress Committee as not progressing as expected.

5.2.7. Develop appropriate actions with Candidates, Training Supervisors and Preceptors in response to issues related to Candidate progress and engagement.

5.2.8. Provide timely updates to the Training Progress Committee on the outcome of the jurisdictional follow up of Candidates identified as not progressing as expected.

5.2.9. Support Candidates who have unsatisfactory assessment outcomes or who are otherwise not progressing as expected in their training and provide information regarding options available to them.

### 5.3. Applications for Candidacy and Suitability of Training Posts

5.3.1. Review applications for Candidacy in the Fellowship Training Program including the suitability of training posts associated with applications for Candidacy.

5.3.2. Participate in the accreditation of training posts including attending interviews and review of site visit reports.

5.3.3. When aware of a change to a Candidate's accredited training post, advise the Candidate to notify the College Office.

5.3.4. Establish strong relationships with jurisdictional health departments and workforce planning units to advise and develop strategies for speciality training in medical administration.

5.3.5. Support jurisdictional registrar recruitment process, if applicable.

### 5.4. Support for Training Supervisors and Preceptors

5.4.1. As required, advise Training Supervisors and Preceptors in the performance of their roles, and assist them in supporting Candidates experiencing difficulties in their training.

5.4.2. Where required, assist the Training Supervisor and Candidate in the development and implementation of a Training Support Plan.

5.4.3. Provide information to Training Supervisors and Preceptors about their roles and responsibilities.

5.4.4. Provide updates and briefings on training program matters to relevant committees including the Jurisdictional Committee and Training Progress Committee.

5.4.5. Follow up with the Training Supervisor (and Preceptor, as required) regarding any Candidate identified by the Training Progress Committee as not progressing as expected.

5.4.6. Develop appropriate actions with Candidates, Training Supervisors and Preceptors in response to Candidate performance and assessments.

## 5.5. Governance

5.5.1. Be an active member of the College Training Progress Committee.

5.5.2. Liaise with Candidates, Training Supervisors and Preceptors as required to:

- a) address Candidate issues, seeking support from Training Progress Committee and/or College staff if required.
- b) ensure Training Supervisors and Preceptors are aware of their role and responsibilities.
- c) provide updates and briefings on training program matters.

5.5.3. Review Candidate In Training Assessments, and other training requirements as needed, and make recommendations regarding Candidate progression in the Fellowship Training Program or satisfactory completion of requirements for eligibility to election to Fellowship

5.5.4. Report on a regular basis or as required to the Training Progress Committee.

5.5.5. Report on a regular basis or as required to the Jurisdictional Committee regarding education and training activities of the Jurisdiction and College.

5.5.6. Provide advice and reports to the Chair, Training Progress Committee, Chair, Education and Training Committee, and the Censor in Chief as requested.

5.5.7. By invitation attend meetings of the Education and Training Committee.

## 6. Conduct

Jurisdictional Coordinators of Training:

6.2 are expected to uphold the highest professional standards and to act at all times ethically, responsibly and in the best interests of the College.

6.3 adhere to the RACMA Code of Conduct – Officers & Members

6.4 must remain in good standing with the College

6.5 must take part in education or training for professional development as required by the College for performance of the Jurisdictional Coordinator of Training role.

6.6 may be subject to review of performance and activity.

## 7. Relationships

7.1 Accreditation Committee

7.2 Candidates

7.3 Education and Training Committee

7.4 Jurisdictional Committee

7.5 Jurisdictional Workforce Branches/Departments of Health

7.6 Preceptors

- 7.7 RACMA College Staff
- 7.8 Training Progress Committee
- 7.9 Training Supervisors

Document information			
Type:	Position Description	Approval Date:	December 2022
Custodian:	Executive Director Education, Training and Development	Approved by:	Board
Version:	1.1	Endorsed by:	Education and Training Committee
Next Review: 3 years from approval date or earlier if required			
Uncontrolled when printed			
Revision history			
Version	Date	Description	
1.0	December 2022	Previous version of document reviewed. New version created.	
1.1	August 2024	Minor amendments to reflect revised terminology used for the Fellowship Training Program 2025 and updates to enable use of the new template. Amendments approved by the Education and Training Committee.	

## Appendix 1

### Overview of Fellowship Training Program Candidate key support roles

Training Supervisor	Line Manager	Preceptor
<ol style="list-style-type: none"> <li>1. Assess, evaluate and report on the Candidate's performance in training and assessment activities</li> <li>2. Coach Candidates with their development of the competencies identified in the RACMA Fellowship Training Program Curriculum Learning Outcomes</li> <li>3. Demonstrate professional behaviours and relationships as a positive role model to the Candidate</li> <li>4. Establish a positive working relationship and communicate effectively with the Candidate</li> <li>5. Facilitate the Candidate's access to teaching, learning and assessment opportunities</li> <li>6. Guide the Candidate's development of knowledge, skills and attitudes, as outlined in the RACMA Fellowship Training Program Curriculum Learning Outcomes</li> <li>7. Monitor the Candidate's progress in the Fellowship Training Program</li> <li>8. Provide opportunities for the Candidate to self-reflect on their performance in the workplace and the training program</li> <li>9. Provide the Candidate regular, timely constructive feedback on their performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate professional behaviours and relationships as a positive role model to the Candidate</li> <li>2. Enable the Candidate's access to teaching, learning and assessment opportunities</li> <li>3. Establish a safe and supportive workplace and learning environment for the Candidate</li> <li>4. In collaboration with the Training Supervisor, monitor the Candidate's progress in the Fellowship Training Program</li> <li>5. Observe and assess the Candidate's performance in training and assessment activities, as appropriate and in collaboration with the Training Supervisor</li> <li>6. Provide the Candidate regular, timely constructive feedback on their performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Act as a guide to Candidates for the duration of their training program</li> <li>2. Demonstrate professional behaviours, as a positive role model to Candidates</li> <li>3. Provide opportunities for Candidates to self-reflect on their performance</li> <li>4. Provide support and encouragement to Candidates</li> </ol>