

Role Expectations – Line Manager of a RACMA Candidate

1. Introduction

- 1.1 All Candidates in the Fellowship Training Program have a Training Supervisor who is a RACMA Fellow (see Appendix 1). The Training Supervisor will have primary responsibility for:
 - 1.1.1. the oversight of the Candidate's training.
 - 1.1.2. coaching the Candidate with their development of the competencies identified in the RACMA Fellowship Training Program Curriculum Learning Outcomes.
 - 1.1.3. assessment and evaluation of the Candidate's performance in the Fellowship Training Program.
- 1.2 Candidates in the RACMA Fellowship Training Program undertake training in an accredited training post as employees of the organisation in which they are working. As employees of this organisation, they have an employer appointed Line Manager.
- 1.3 Where the Candidate's Line Manager is a RACMA Fellow they will also be the Candidate's Training Supervisor. RACMA Fellows performing this dual role will be expected to fulfill the responsibilities of both roles.
- 1.4 For some Candidates their Line Manager will not be a RACMA Fellow.
- 1.5 In situations where the Candidate's Line Manager is not a RACMA Fellow, the Line Manager will work closely with the Training Supervisor to support the Candidate in the Fellowship Training Program.
- 1.6 The Line Manager should:
 - 1.6.1. enable the Candidate's access to teaching, learning and assessment opportunities
 - 1.6.2. provide the Candidate regular, timely constructive feedback on their performance
- 1.7 This document outlines the expectations of a Line Manager for a RACMA Candidate.

2. Tenure and Method of Appointment

- 2.1 The organisation seeking accreditation of a training post nominates a Line Manager as part of the application.
- 2.2 Nomination of the Line Manager is considered by the Site Visit Panel and Accreditation Committee during the training post accreditation process.
- 2.3 The tenure of the role of Line Manager is for the duration for which the post is accredited.

3. Eligibility

- 3.1 Not applicable (refer to 1.2)

4. Role Expectations

4.1 RACMA Fellowship Training Program

4.1.1. Understand the:

- a) RACMA Fellowship Training Program Curriculum Learning Outcomes.
- b) Fellowship Training Program training requirements.
- c) Policies and procedures related to training in the Fellowship Training Program.

4.1.2 Participate in the RACMA accreditation process for the training post

4.2 Support Candidate's training opportunities

4.2.1. Liaise with the Candidate and Training Supervisor to develop the Candidate's Learning Development and Training Plans

4.2.2. Liaise with the Training Supervisor to ensure the Candidate's access to appropriate training, learning and assessment opportunities to support their progression through the Fellowship Training Program

4.2.3. Encourage the Candidate's participation in internal or external educational opportunities relevant to the Candidate's learning needs as identified in their Learning Development and Training Plans

4.2.4. Liaise with the Training Supervisor to assist the Candidate with the selection of their Evidence Informed Decision Making Critical Appraisal of a Business Case or Proposal¹

4.3 Assessment and reporting of Candidate's performance

4.3.1. Observe and assess the Candidate's performance in training and assessment activities, as appropriate and in collaboration with the Training Supervisor

4.3.2. In collaboration with the Training Supervisor, monitor the Candidate's progress in the Fellowship Training Program

4.4 Support for Candidates

4.4.1. Conduct regular meetings with the Candidate regarding their training

4.4.2. Provide constructive feedback and opportunities for the Candidate to reflect on their day-to-day performance, completion of the RACMA training requirements, and progression through the Fellowship Training Program

4.4.3. Check-in with Candidate regarding their wellbeing, and where appropriate raise issues of concern with the Training Supervisor

¹ For Candidates who commenced before 2025 and have not transitioned to the renewed program, support the Candidate in their Research project, access to research opportunities in the workplace and guide in the ethics approval process.

5. Conduct

Line Managers of RACMA Candidates:

- 5.1 are expected to uphold the highest professional standards and to act at all times ethically and responsibly
- 5.2 demonstrate professional behaviours and relationships as a positive role model to the Candidate
- 5.3 are expected to complete induction and education activities as required by RACMA

6. Relationships

- 6.1 Candidate
- 6.2 RACMA Staff
- 6.3 Training Supervisor

Document information			
Type:	Role Expectation	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	New document	
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

Candidate Support Models

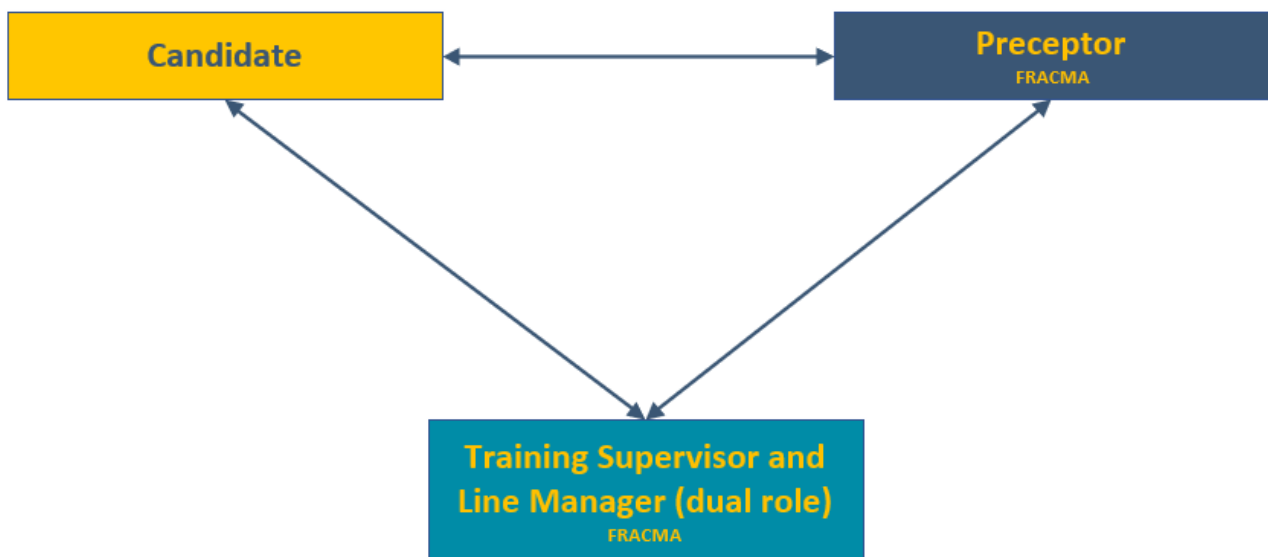
Candidates in the RACMA Fellowship Training Program are supported throughout their training by a number of people in key roles. The roles include the Training Supervisor and Preceptor. An overview of Fellowship Training Program Candidate key support roles is provided in Appendix 2.

As Candidates in an accredited post are employees of the organisation in which they are working, they will also have a Line Manager. There are two different models of supervision depending on whether the Candidate's Line Manager is a RACMA Fellow.

Candidate Support Model 1 - FRACMA Training Supervisor and Line Manager – dual role

Where the Candidate's Line Manager is a RACMA Fellow they will also be the Candidate's Training Supervisor. RACMA Fellows performing this dual role will be expected to fulfill the responsibilities of both roles.

Fig 1: Candidates support where the Candidate's Training Supervisor is also their Line Manager

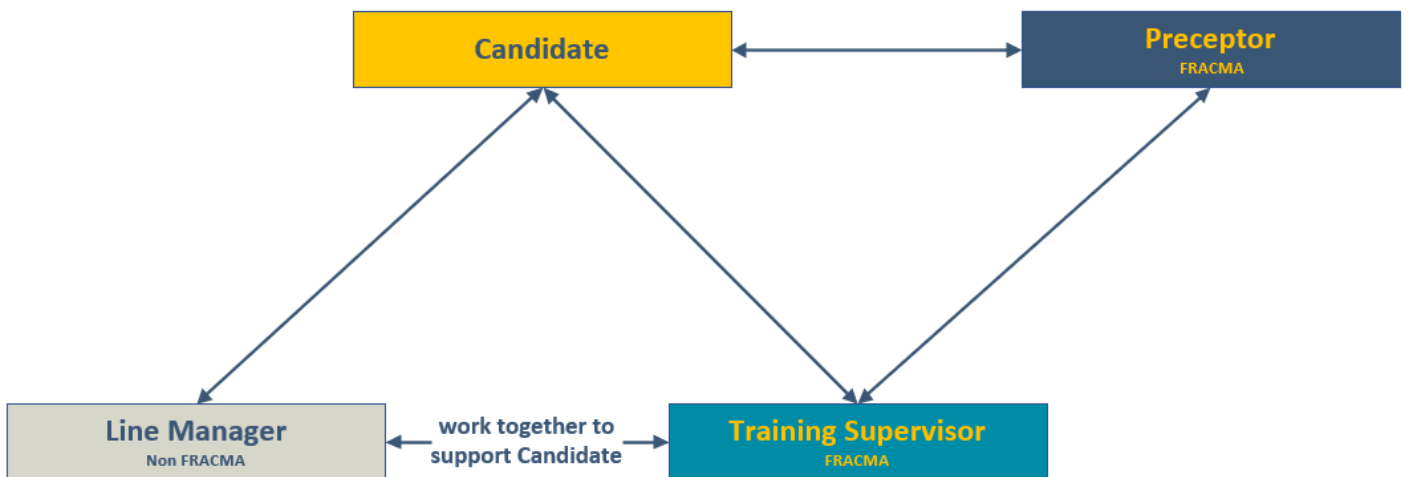


Candidate Support Model 2 - FRACMA Training Supervisor for Candidate with a Non-FRACMA Line Manager

For some Candidates their Line Manager will not be a RACMA Fellow.

In situations where the Candidate's Line Manager is not a RACMA Fellow, a Training Supervisor who is a RACMA Fellow will be appointed. This Training Supervisor may or may not be employed at the same site as the Candidate. The Training Supervisor and the Line Manager will work closely to support the Candidate in the Fellowship Training Program.

Fig 2: Candidate support where the Candidate's Training Supervisor is NOT their Line Manager



Appendix 2

Overview of Fellowship Training Program Candidate key support roles

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