

# Role Description – RACMA Preceptor

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## 1. Introduction

All Candidates in the Fellowship Training Program have a Preceptor who is a RACMA Fellow (see Appendix 1). The Education and Training Committee will be responsible for Preceptors. The Preceptor will have primary responsibility for:

- 1.1 acting as a guide to Candidates for the duration of their training program.
- 1.2 demonstrating professional behaviours as a positive role model for Candidates.
- 1.3 providing opportunities for Candidates to self-reflect on their performance.
- 1.4 providing support and encouragement to Candidates.

## 2. Tenure and Method of Appointment

- 2.1 Jurisdictional Coordinators of Training allocate Preceptors to Candidates in their Jurisdiction. Expressions of Interest for the role of Preceptor are periodically called for by the Jurisdictional Coordinators of Training.
- 2.2 Preceptors may be appointed to support a maximum of four Candidates, and they may concurrently act as a Training Supervisor for a maximum of two Candidates in any training period.
- 2.3 An individual cannot hold the dual roles of Training Supervisor and Preceptor for a Candidate.

## 3. Eligibility

- 3.1 Hold medical registration, or non-practising medical registration, as a Specialist Medical Administrator with the Medical Board of Australia/Medical Council of New Zealand.
- 3.2 Be a RACMA Fellow with a minimum 3 years<sup>1</sup> post Fellowship.
- 3.3 Be actively engaged in the field of medical administration within the preceding 5-year period.
- 3.4 Be in good standing with the College.

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<sup>1</sup> Fellows with less than 3 years post RACMA Fellowship may be approved as Preceptors if they have demonstrated appropriate experience as determined by the Jurisdictional Coordinator of Training.

## 4. Role Responsibilities

### 4.1 RACMA Fellowship Training Program

4.1.1. Have a detailed knowledge of 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.

### 4.2 Support Candidate's wellbeing and progress

4.2.1. Communicate with the Candidate a minimum of four times per year

4.2.2. Check-in with Candidate regarding their wellbeing, raise issues of concern with the Jurisdictional Coordinator of Training and remind Candidate of the availability of external support such as the RACMA Employee Assistance Program.

4.2.3. Provide opportunities for the Candidate to reflect on and discuss:

- a) their goals within the training program and career goals beyond the Fellowship Training Program.
- b) their day-to-day performance.
- c) challenges experienced that may be impacting their performance.
- d) completion of the training requirements.
- e) progression through the Fellowship Training Program.

4.2.4. Assist with the development of strategies and targeted training opportunities to address the needs of Candidates not progressing as expected.

4.2.5. Notwithstanding any obligation to report to regulatory authorities, inform the Jurisdictional Coordinator of Training of any workplace issues with respect to discrimination, harassment, bullying, and victimisation involving the Candidate.

## 5. Conduct

Preceptors:

- 5.1 are expected to uphold the highest professional standards and to act at all times ethically, responsibly and in the best interests of RACMA.
- 5.2 adhere to the RACMA Code of Conduct – Officers & Members.
- 5.3 must remain in good standing with the College.
- 5.4 must take part in education or training for professional development as required by the College for performance of the Preceptor role.
- 5.5 may be subject to review of performance and activity.

## 6. Resignation

Preceptors should advise the Jurisdictional Coordinator of Training, in writing, if they are unable to continue in their role.

## 7. Relationships

- 7.1 Candidate
- 7.2 Jurisdictional Coordinator of Training
- 7.3 RACMA Staff
- 7.4 Training Supervisor

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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

### Candidate Support Models

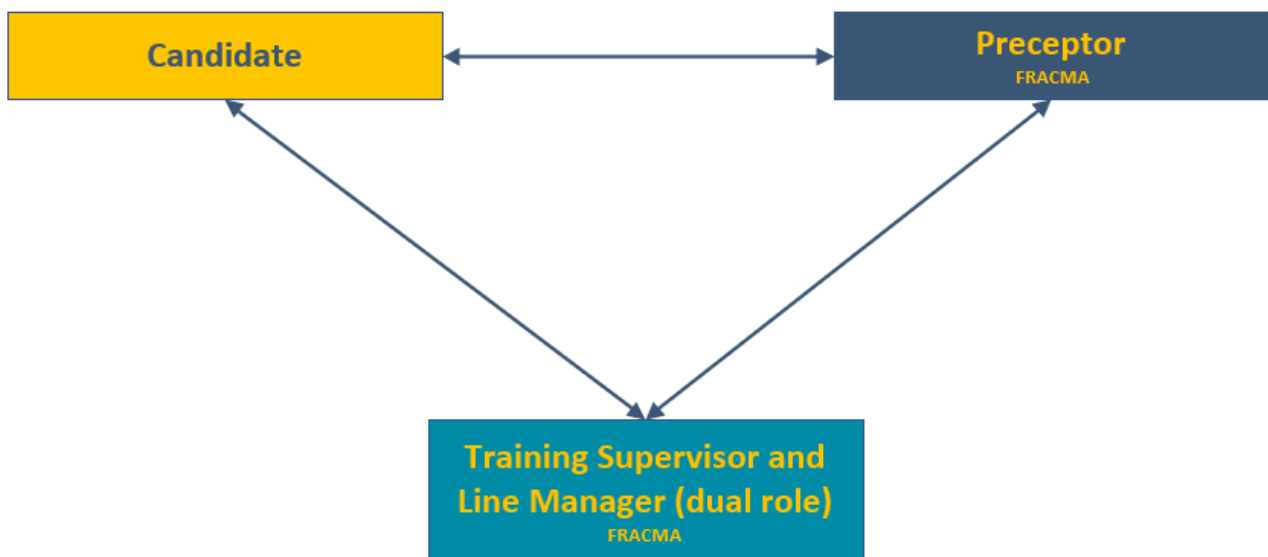
Candidates in the RACMA Fellowship Training Program are supported throughout their training by a number of people in key roles. The roles include the Training Supervisor and Preceptor. An overview of Fellowship Training Program Candidate key support roles is provided in Appendix 2.

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**

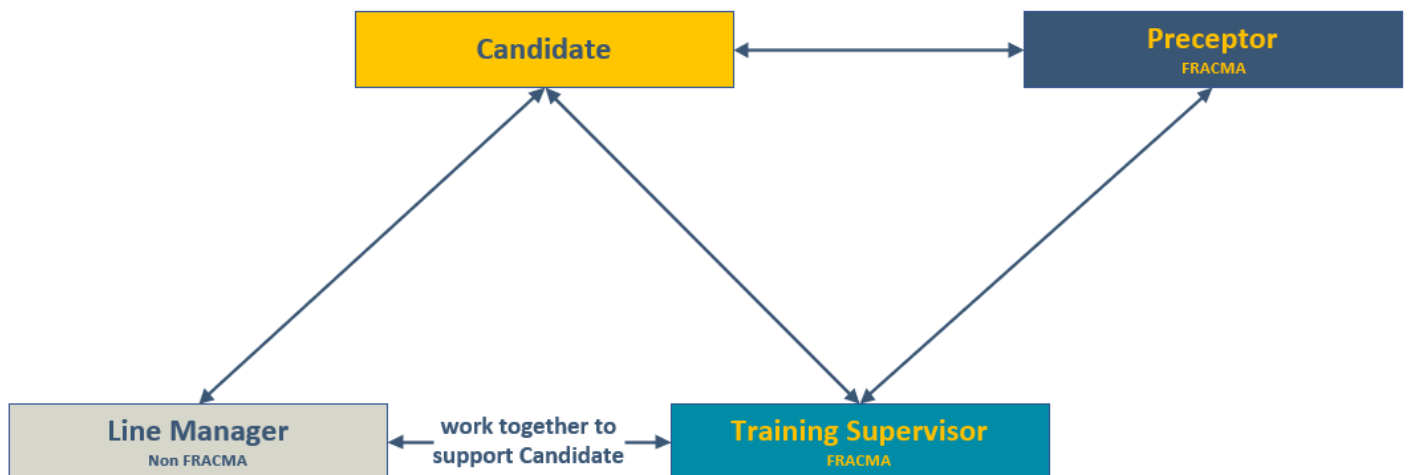


### Candidate Support Model 2 - FRACMA Training Supervisor for Candidate with a Non-FRACMA Line Manager

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"> <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>