

Candidate Statement of Expectations

1. Purpose

This statement of expectations outlines your rights and responsibilities as a Candidate enrolled in the RACMA (**College**) Fellowship Training Program.

2. Scope

This statement of expectations applies to you as a Candidate undertaking the Fellowship Training Program.

College Representatives involved in delivery of the Fellowship Training Program, along with RACMA staff responsible for its administration, have roles in many of the areas outlined below and are therefore also bound by this Statement of Expectations.

A core component of the Fellowship Training Program is the completion of supervised practice in Training Posts accredited by RACMA. It is important to note that while this document outlines expectations related to your participation in the Fellowship Training Program, it does not encompass your rights and responsibilities concerning your training site or employer, nor your employer's obligations towards you. The College is not able to guarantee employment or make employment decisions. The College is however committed to supporting you in addressing any issues that may arise during your training, within the scope of our capabilities.

3. Rights

You acknowledge that you have the right to:

- 3.1 equitable and fair treatment in training, including:
 - a) a training experience that is free from bullying, harassment, discrimination and racism (acknowledging that training sites are controlled by the employing authority with input from the College where applicable)
 - b) a training experience where respect, dignity and inclusion are upheld at all times
 - c) receiving the training program to which you applied, with the understanding that while changes may occur following the appropriate notice periods, every effort will be made to avoid any disadvantage to you as a result of such changes
 - d) timely notification by the College of all training matters relevant to you including assessment outcomes and any changes to the requirements of the Fellowship Training Program
 - e) timely and accurate response from the College to any queries you have about your training
 - f) assessment and progression processes that are fair and transparent
 - g) the ability to provide feedback to Training Supervisors respectfully without fear of any adverse consequences, including prejudice or discrimination

- h) the ability to make a complaint, report a breach of the College Code of Conduct for Officers & Members, or make a whistleblower disclosure without fear of victimisation, vilification or reprisal
- i) seek to be granted time by your employer to complete mandatory College training requirements including but not limited to workshops, examinations and accreditation meetings as well as time to participate in other College activities including the RACMA conference (acknowledging that training sites are controlled by the employing authority, and the College can only require those supports via Training Post accreditation processes)
- j) the ability to seek reconsideration, review and/or appeal of a decision with which you are dissatisfied
- k) the ability to seek special consideration in exceptional circumstances
- l) flexibility in your training including the ability to train part-time or interrupt your training.

3.2 access to quality education and training, including:

- a) a specialist training program that meets Australian Medical Council and Medical Council of New Zealand accreditation standards for education, training and assessment
- b) Training Posts that meet the accreditation requirements established by the College including access to the breadth of experiences required to meet the requirements of the Fellowship Training Program
- c) educational material and resources related to the Fellowship Training Program.

3.3 ongoing support and supervision, including:

- a) appropriate supervision and clear directions of expectations from suitably appointed Training Supervisors
- b) receiving constructive feedback on your performance in a timely and appropriate manner
- c) meeting with your Training Supervisor and Preceptor regularly
- d) reasonable support from the College in attaining the requirements of the Fellowship Training Program
- e) access to Employee Assistance Program support and services through the College

3.4 Candidate membership of the College, including the rights outlined in the Constitution

4. Responsibilities

For the duration of your participation in the Fellowship Training Program, you acknowledge and agree that you will:

- 4.1 uphold the obligations of a Candidate member of the College as outlined in the Constitution
- 4.2 take responsibility for your learning and acquisition and/or development of knowledge, behaviours and skills, including:
 - a) actively engaging in all educational activities and opportunities provided by the Fellowship Training Program

- b) completing and submitting all training requirements on time and by the published due dates
- c) actively participating in assessment and review of your performance and progression in the Fellowship Training Program
- d) seeking feedback and acting on it to improve your performance and understanding
- e) identifying your learning needs and pursuing learning opportunities and/or support where necessary to address areas for growth in your knowledge or skills
- f) reflecting on your professional practice regularly to foster continuous personal and professional growth
- g) maintaining a proactive approach to meeting all training and assessment requirements of the Fellowship Training Program within prescribed timeframes
- h) participating in training surveys and evaluations to contribute to the ongoing evaluation and quality improvement of the Fellowship Training Program
- i) discussing issues of concern about your training with your Jurisdictional Coordinator of Training, Training Supervisor, Preceptor, relevant College staff member or College Representative (as appropriate)
- j) accessing your nominated primary email regularly to promptly identify and respond to any communication from the College about your training
- k) participating as required in processes for accreditation of your Training Post

4.3 at all times act professionally and within your competence:

- a) maintaining a high standard of professional behaviour, demonstrating respect, integrity and accountability in all interactions with College staff and College Representatives, including Training Supervisors, Preceptors and Jurisdictional Coordinators of Training
- b) complying with all relevant laws, regulations and codes of practice governing registered medical practitioners
- c) upholding the obligations set out in the RACMA Code of Conduct for Officers & Members
- d) by only taking on tasks or responsibilities that match your current level of training, knowledge, or expertise. If you are asked to perform tasks beyond your abilities, you will ensure that proper supervision is available to guide and support you.
- e) seeking guidance and support from your Training Supervisor or Preceptor when confronted by situations that challenge your competence or when you are uncertain of the appropriate course of action.
- f) reporting concerns about a RACMA Member or College Representative to the College, ensuring confidentiality

4.4 at all times remain fully informed, aware and observant of:

- a) College policies relevant to you as a Candidate enrolled in the Fellowship Training Program ensuring that you remain up-to-date with any changes or updates to these documents as they become available

- b) the training, learning and assessment requirements of the Fellowship Training Program, including time limits, deadlines and submission requirements prescribed by the College
- c) the College's privacy and confidentiality directives regarding Fellowship Training Program documentation, materials, and resources, including strictly adhering to the guidelines on the appropriate use, distribution, and sharing of these resources. This includes not sharing, reproducing, or utilising any College materials or resources for purposes other than those explicitly authorised by the College without prior permission
- d) the payment of relevant Fellowship Training Program fees within required timeframes or promptly contacting the College to seek a resolution in the event payment within these timeframes is not possible.

4.5 notify the College of:

- a) any circumstances that may impact your training, supervised practice and/or ability to undertake assessments including the Oral Examination as soon as you become aware of them
- b) any changes to your contact details within 7 days and ensure they are always up to date
- c) any changes to your training arrangements within 7 days including changes to your employment, role, Training Post, Training Supervisor or full time equivalent status
- d) any changes to your medical registration immediately, including if your medical registration is under investigation, withdrawn, suspended or conditions, restrictions or limitations are imposed.

5. Definitions

Term	Definition
College Representative	Person who is formally appointed to a College position, which includes: <ul style="list-style-type: none"> ▪ Board Directors ▪ people who are members of Committees, Subcommittees and Working Groups established by the Board. ▪ College Members in the roles of Censors, Training Supervisors and Preceptors and Jurisdictional Coordinators of Training. ▪ members of panels, including panels assessing accreditation of Training Posts, recognition of prior learning and experience and Specialist International Medical Graduates.

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