

Accreditation of Training Posts Policy

1. Purpose

The purpose of this policy is to outline the principles, requirements and outcomes for accreditation of RACMA Training Posts.

2. Scope

This policy applies to:

- a) Jurisdictional Coordinators of Training
- b) Line Managers
- c) Prospective and current Training Posts
- d) RACMA Candidates and prospective Candidates
- e) RACMA Fellows (including Preceptors)
- f) RACMA Staff
- g) Training Supervisors

3. Policy Statement

3.1 Principles

3.1.1 RACMA is committed to ensuring that the consideration of applications and processes for accreditation of Training Posts for the Fellowship Training Program are fair and transparent. RACMA will investigate all issues with procedural fairness.

3.2 Training Post Accreditation Requirements

3.2.1 Training Posts are required to hold current accreditation against the RACMA Accreditation Standards¹ (See appendix 1).

3.2.2 Training Posts must be provisionally or fully accredited for a Candidate to be eligible for the awarding of credited time in supervised practice.

3.2.3 For an accreditation application to be considered by RACMA:

- a) the application must be submitted on the prescribed form
- b) the application must be complete and include all prescribed supporting information

3.2.4 Training Posts must provide the Candidate with an environment conducive to teaching and learning.

¹ Training Posts with Candidates who commenced before 2025 and are not undertaking the renewed Workplace-Based Assessments (WBAs) of the 2025 Fellowship Training Program, will not be required to meet the WBA requirements in Accreditation Standard 2.1

- 3.2.5 Training Posts must comply with annual monitoring and reporting requirements to maintain accreditation status.

3.3 Training Supervision

- 3.3.1 The Training Supervisor must fulfil the responsibilities and conduct requirements of the RACMA Training Supervisor Role Description.
- 3.3.2 The Line Manager must fulfil the responsibilities and requirements of the RACMA Line Manager Role Expectations.

3.4 Accreditation Outcomes

- 3.4.1 RACMA Accreditation processes may have the following outcomes:

- a) Provisional Accreditation
- b) Full Accreditation
- c) Accreditation with conditions
- d) Accreditation Withdrawn
- e) Accreditation not granted

3.5 Monitoring of Training Posts

- 3.5.1 Through its Monitoring of Training Posts Policy, RACMA may determine that a Training Post is at risk of being unable to meet the Accreditation Standards. This decision will be based on the following factors:

- a) The Training Post's failure to meet the minimum accreditation requirements
- b) Failure to meet the conditions of accreditation within the specified timeframe set by the Accreditation Committee, or no demonstrated improvement being made
- c) An unsatisfactory outcome reported by the Accreditation Panel, following a site visit of the Training Post
- d) Insufficient or lack of consistent, stable and appropriate supervision or medical management structure to support the Training Post for Fellowship Training
- e) Initial assessment of a complaint or grievance indicates significant issues

- 3.5.2 If a Training Post is reported through the RACMA Complaints and Grievances policy and is assessed as being unable to fulfil its accreditation obligations, RACMA will provide reasonable support to address the issue(s). As due process of an accreditation complaint or grievance, RACMA will:

- a) Inform the training organisation in writing of its concerns and the grounds on which they are based
- b) Invite the training organisation to address these concerns and provide evidence to assess against the Standards
- c) Provide written feedback on actions necessary to meet the Standards in a defined period of time

- 3.5.3 As a result of a complaint or grievance or monitoring concern, RACMA may:
- Direct the Training Post to undertake remedial activities
 - Require the Training Post to develop an action plan with goals to be agreed with RACMA
 - Impose conditions on accreditation
 - Withdraw accreditation of the Training Post.
- 3.5.4 If RACMA decides that a Training Post should undertake remediation, the RACMA Accreditation Committee, Jurisdictional Coordinators of Training and the Preceptor of the Candidate occupying the Training Post may guide the remediation activities.
- 3.5.5 In the circumstance that concerns have not been addressed despite all remediation actions having been exhausted, the Training Post will be advised in writing that there has been a failure to meet agreed goals within the specified timeframes. This outcome may result in withdrawal of accreditation.
- 3.5.6 If Accreditation of a Training Post is to be withdrawn, RACMA will:
- Inform the Training Post in writing of its concerns and the grounds on which they are based
 - Invite the Training Post to address these concerns and provide evidence to assess against the Standards
 - Provide written feedback on actions necessary to meet the Standards in a defined period of time
 - Provide a written intention to withdraw Accreditation and allow up to 14 days for the Training Post to respond
 - Notify the appropriate authority (jurisdictional health department (as applicable), and the Minister's office, of the intention to withdraw accreditation
 - Consider any response provided by the Training Post received within the specified timeline
 - Provide formal written notice to the Training Post of the final decision
 - Notify the appropriate authority within the health service/training setting, the jurisdictional health department (as applicable), and the Minister's office.

4. Assessment of Training Post Accreditation Application

- 4.1.1 Training Post Accreditation applications must be submitted to RACMA on the prescribed form
- 4.1.2 RACMA staff will complete a desktop review of applications for Training Post Accreditation
- 4.1.3 Complete applications will be assessed by a RACMA Jurisdictional Coordinator of Training and the Accreditation Committee Chair and if supported will be granted Provisional Accreditation
- 4.1.4 Once a Candidate has been in the Provisionally Accredited Training Post for a reasonable period of time, a site survey visit by a Survey Panel will be conducted
- 4.1.5 The Survey Panel composition will be as described in the RACMA Training Post Accreditation Panel Procedure
- 4.1.6 The Training Post Accreditation Report and Recommendation will be considered by the RACMA Accreditation Committee and the Education and Training Committee
- 4.1.7 The report and outcome will be communicated to the Applying Officer

5. Complaints and Grievances

In circumstances where the Accreditation Committee or College office receives notification of a complaint or grievance regarding a Training Post, the person is referred to the relevant College policies regarding complaints and grievance management. Where RACMA determines that the issue(s) relate to a Training Post's Accreditation, an out of cycle accreditation site visit may be undertaken.

6. Privacy

RACMA will collect personal information from or about an individual applying to enter the RACMA Fellowship Training Program. RACMA is committed to maintaining the highest standards of privacy protection and complies with the requirements of the Privacy Act 1988 (Cth) (Australia) and the Privacy Act 2020 (New Zealand). Further information about how RACMA collects, uses discloses and handles personal information is available in the RACMA Privacy of Personal Information Policy.

7. Reconsideration, Review and Appeal of Decisions Policy

A Training Post subject to a decision under this policy that they considered unsatisfactory may seek resolution as described in the RACMA Reconsideration, Review and Appeal of Decisions policy.

8. Related documents

- Accreditation Application Form
- Accreditation Standards
- Complaints Policy
- Conflict of Interest Policy
- Discrimination, Harassment, Bullying & Victimisation Policy
- Entry to Training Policy
- Exceptional Circumstances and Special Consideration Policy
- Jurisdictional Coordinator of Training Position Description
- Line Manager Role Expectations
- Preceptor Role Description
- Privacy of Personal Information Policy
- Reconsideration, Review and Appeal of Decisions Policy
- Training Supervisor Role Description

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Appendix 1

RACMA Training Post Accreditation Standards

Standard 1: Health Setting

The Training Post must be an appropriate Health Setting for Medical Specialist Training in Medical Administration. The welfare and wellbeing of the Candidate is supported by the Health Setting.

1.1 The Health Setting demonstrates support for the Candidate's participation in the Fellowship Training Program

This criterion is evidenced through

- A position description that outlines the role and duties to be performed, the breakdown in FTE of medical management and non-medical management time fraction (e.g. 0.6 FTE medical management and 0.4 FTE non-medical management), and demonstrates at least the minimum FTE requirement of 0.4 FTE in medical management
- A copy of the current organisational structure that represents the post that is to be accredited, reporting lines, and names of staff in those positions
- If the post is supported by external funding such as STP, IRTP, or other jurisdictional program funding, evidence of funding
- Senior Executive level demonstrating understanding and knowledge of the RACMA Fellowship Training Program requirements

1.2 The Health Setting identifies the nature of the health care or management responsibility it provides

This criterion is evidenced through

- Classification of the type of healthcare organisation
- Geographical classification
- Hospital or network size
- Services provided

1.3 The Health Setting participates in a regular program of external review

This criterion is evidenced through

- Accreditation by the Australian Council on Healthcare Standards, or other similar accreditation body, and maintain full accreditation status
- Where the health care organisation is not involved in a program of external review by an appropriate body, the College will determine, at its own discretion, whether the organisation is considered suitable for recognition by the College for training purposes

1.4 The Health Setting has a documented program of performance assessment and improvement support

This criterion is evidenced through

- Documentation indicates how, when and by whom performance assessment processes are undertaken
- The performance assessment identifies and supports Candidates not performing and/or progressing as expected
- The process is communicated to Candidates at orientation

1.5 The Health Setting has a documented program to support the Candidate’s professional development

This criterion is evidenced through

- Documentation indicating how, when and by whom professional development processes are undertaken
- The process is communicated to Candidates at orientation

1.6 The Health Setting manages Candidate grievances effectively

This criterion is evidenced through

- The Health Setting has Policy for Discrimination, Harassment, Bullying and Victimisation (DHBV) that contains broadly equivalent protections to those set out in the RACMA Policy for BHVD
- The Health Setting has a Grievance or Complaints Policy and Process
- The DHBV Policy and Grievance process is communicated to Candidates at orientation
- Grievances raised by Candidates are resolved in a timely manner and the resolution communicated to the relevant trainees
- The Health Setting notifies RACMA if it receives a grievance against a person (candidate or supervisor) who is a RACMA member and either decides not to investigate the complaint or investigates and upholds the complaint
- The effectiveness of the DHBV and Grievance policy and process is monitored by the Health Setting

1.7 The Health Setting demonstrates an organisational commitment to staff safety and wellbeing

This criterion is evidenced through

- The Health Setting has relevant policies to support staff safety and wellbeing such as Fatigue Risk Management, Occupational Health and Safety, and relevant Industrial frameworks

1.8 Access to employee support, either on site or through telecommunication means, and is encouraged and facilitated

This criterion is evidenced through

- Human resource or contractual arrangements with professional services available to provide employee support and advice
- The process is communicated to Candidates at orientation

Standard 2: Training and Experience

The Training Post provides access to experiential training that allows the learning outcomes of the Fellowship Training Program to be met.

Note: Training Posts with Candidates who commenced before 2025 and are not undertaking the renewed Workplace-Based Assessments (WBAs) of the 2025 Fellowship Training Program, will not be required to meet the WBA requirements in Accreditation Standard 2.1

2.1 The Training Post provides the breadth of experiences required to meet the learning outcomes of the Fellowship Training Program

This criterion is evidenced through

- The Training Post is able to provide access to experience that meets the requirements of the Curriculum, Workplace-Based Assessments, or facilitates external rotations for Candidates to access that experience
- Structured education programs and continuing medical education sessions that are accessible to the Candidate
- Training and educational opportunities are provided to the Candidate in the provision of health care to Aboriginal and Torres Strait Islander peoples in Australia and/or Māori peoples in New Zealand.

2.2 The Training Post exists within an appropriate Medical Management Structure to facilitate supervised practice and the monitoring and assessment required by Candidates

This criterion is evidenced through

- An established medical management structure headed by a Medical Director (or equivalent)
- Reporting relationships, accountability and delegation of authority for the position clearly stated
- Has assessors with specialty skill sets able to assist with Workplace-Based Assessments / Workplace activities as required

2.3 The Health Setting commits to releasing the Candidate for compulsory RACMA activities

This criterion is evidenced through

- Time available for professional development and study leave
- Time allocated for training activities each week or each year

- Commitment to providing regular contact between the Candidate, Training Supervisor, Line Manager and Preceptor
- External rotations for Workplace Based Assessments if required

2.4 The Training Post includes a Candidate position description that correlates to the learning outcomes of the RACMA Fellowship Training Program

This criterion is evidenced through

A position description that:

- Identifies the scope of work responsibilities, and those responsibilities that are regarded as being of a higher priority
- Identifies the reporting relationships, with the delegation of authority being explicit and appropriate for the responsibility of the position
- Includes regular exposure to a broad and suitable variety of Medical Administration tasks, that allow for the Workplace Based Assessments and their task descriptions to be achieved
- Commits to allocated time and support for ongoing training requirements such as professional development, study, and access to relevant facilities to support this
- Include sufficient diversity of responsibility, with a degree of organisational flexibility to allow supervised exposure to areas of identified limitations so that these competencies may be further developed

Standard 3: Infrastructure and Access

There is appropriate infrastructure enabling the Candidate access to organisational resources and support, library, information networks and technology

3.1 The Health Setting demonstrates that the Candidate has access to organisational resources necessary to undertake their position and training

This criterion is evidenced through

- The Candidate has a designated work or study area available away from busy clinical areas
- There is infrastructure enabling the Candidate to access organisational resources and support, a library, organisational information networks, and technology

3.2 The Health Setting has identified adequate size and organisational responsibilities to meet the requirements of the RACMA Fellowship Training Program

This criterion is evidenced through

- The Health Setting being of suitable size to meet training requirements and is a
 - medical service providing patient care,
 - a health department or public health organisation that does not provide direct care, or
 - is an organisation such as the Clinical Excellence Commission or equivalent.
- The organisation provides an opportunity to facilitate supervised practice in Medical Administration and the monitoring and assessment of the Candidate required by these Standards.

Standard 4: Supervision of Candidates

Consistent and appropriate supervision is provided to Candidates in their Training Post

4.1 The Health Setting nominates a single RACMA Training Supervisor to support ongoing education, assessment and progressing to examination

This criterion is evidenced through

- Candidates have a single nominated Training Supervisor who is a RACMA
- Training Supervisor undertakes their responsibilities to oversee the training and assessment of Candidates
- If the nominated Training Supervisor is not the Candidate's Line Manager or does not work directly with the Candidate, supervision arrangements are documented

4.2 The Health Setting has an established Medical Management and supervisory support staffing to allow continuity and stability in the Candidate's training.

This criterion is evidenced through

- Organisation chart showing clear reporting lines and accountabilities
- The Candidate having access to trained staff
- The Candidate has recorded regular meetings with their Line Manager and Training Supervisor

4.3 The Health Setting demonstrate support to the Training Supervisor in the appropriate training of the Candidate.

This criterion is evidenced through

- Evidence of protected time for supervisory activities
- Release of Training Supervisors for RACMA training

4.4 The Training Supervisor demonstrates regular contact with the Candidate to provide education and learning support, supervision and reflective practice

This criterion is evidenced through

- Frequency of meetings between Training Supervisor and Candidate that are directly related to the Candidate's training (minimum requirement of an average of 1 hour of dedicated one-on-one time per week)

If the training post has insufficient supervision or no supervisor for a maximum period of 4 weeks, or if it is deemed that insufficient supervision is creating unstable training environment for the Candidate, the Health Setting must inform RACMA of this situation. Unless rectified, accreditation of the training post may be withdrawn on the basis that appropriate training and supervision cannot be provided.

4.5 The Supervisor demonstrates a commitment to regular contact between the RACMA, Jurisdictional Coordinator of Training, Preceptor and Workplace Based Assessors

This criterion is evidenced through

- Learning Development and Training Plan includes regular contact points
- Training Supervisor contact with Jurisdictional Coordinator of Training and Preceptor