

Role Description – RACMA Training Supervisor

1. Introduction

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

- 1.1 the oversight of the Candidate's training.
- 1.2 coaching the Candidate with their development of the competencies identified in the RACMA Fellowship Training Program Curriculum Learning Outcomes.
- 1.3 assessment and evaluation of the Candidate's performance in the Fellowship Training Program, in collaboration with a Candidate's Line Manager (if applicable) and other assessors.

2. Tenure and Method of Appointment

- 2.1 The organisation seeking accreditation of a Training Post nominates a Training Supervisor as part of the application process.
- 2.2 Appointment of the Training Supervisor is considered by the Accreditation Interview Panel and Accreditation Committee during the post accreditation process.
- 2.3 The tenure of the role of Training Supervisor is for the duration for which the post is accredited unless there are changes that initiate a review of the accreditation of the training post.

3. Eligibility

- 3.1 Hold practicing medical registration as a Specialist Medical Administrator with Medical Board of Australia/Medical Council of New Zealand.
- 3.2 Be active in medical administration practice.
- 3.3 Be a RACMA Fellow with a minimum 3 years¹ post Fellowship.
- 3.4 Be in good standing with the College.

¹ Fellows with less than 3 years post RACMA Fellowship may be approved as Training Supervisors if they have demonstrated experience as a Training Supervisor of another Specialist Medical College or other appropriate experience as determined by the Accreditation Review Panel.

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.
- 4.1.2 Participate in the RACMA accreditation process for the training post.
- 4.1.3 Advise the RACMA Accreditation Team of any changes in the training post, employment of the Candidate, or in supervision arrangements.

4.2 Support Candidate's training opportunities

- 4.2.1 Liaise with the Candidate (and the Line Manager) to develop the Candidate's Learning, Development and Training Plans.
- 4.2.2 (Liaise with the Line Manager to) ensure the Candidate's access to appropriate training, learning and assessment opportunities to support their progression through the 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 Assist the Candidate with the selection of their Evidence Informed Decision Making Critical Appraisal of a Business Case or Proposal.²

4.3 Assessment and reporting of Candidate's performance

- 4.3.1 Assess the Candidate's performance in training requirements as appropriate, e.g. Workplace-Based Assessments.
- 4.3.2 (Liaise with the Line Manager and others, as appropriate, to) evaluate and report on the Candidate's performance in each 6-month training term.

4.4 Support for Candidates

- 4.4.1 Conduct regular meetings with the Candidate to discuss their training. (Minimum requirement of an average of 1 hour of dedicated one-on-one time per week).
- 4.4.2 Provide constructive feedback and opportunities for 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, raise issues of concern with the Jurisdictional Coordinator of Training, and remind the Candidate of the availability of external support such as through the RACMA Employee Assistance Program.

² 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.

- 4.4.4. For Candidates not progressing as expected, in conjunction with Jurisdictional Coordinator of Training and Line Manager (where appropriate), develop strategies and targeted training opportunities to address the needs of the Candidate.
- 4.4.5. Notwithstanding any obligation to report to regulatory authorities, inform RACMA of any workplace issues with respect to discrimination, harassment, bullying, and victimisation involving the Candidate.
- 4.4.6. Advise the RACMA Accreditation Team in writing if the Candidate leaves the training post.
- 4.5 Training Supervisor requirements
 - 4.5.1. Observe the RACMA guidelines and policies related to supervision of training.
 - 4.5.2. Complete Training Supervisor professional development programs and education webinars or workshops as required by RACMA.
- 4.6 Managing non-training issues
 - 4.6.1. Liaise with the relevant units or departments of the Candidate's employer regarding any non-training workplace matters that may arise.

5. Conduct

Training Supervisors:

- 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 Training Supervisor role.
- 5.5 may be subject to review of performance and activity.

6. Relationships

- 6.1 Candidate
- 6.2 Jurisdictional Coordinator of Training
- 6.3 Line Manager (if Training Supervisor is not the Candidate's Line Manager)
- 6.4 Preceptor
- 6.5 RACMA Staff

Document information			
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Uncontrolled when printed			
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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.	
1.2	October 2024	4.4.1 Updated frequency of meetings to align with Accreditation of Training Posts Policy.	

Appendix 1

Candidate Support Models

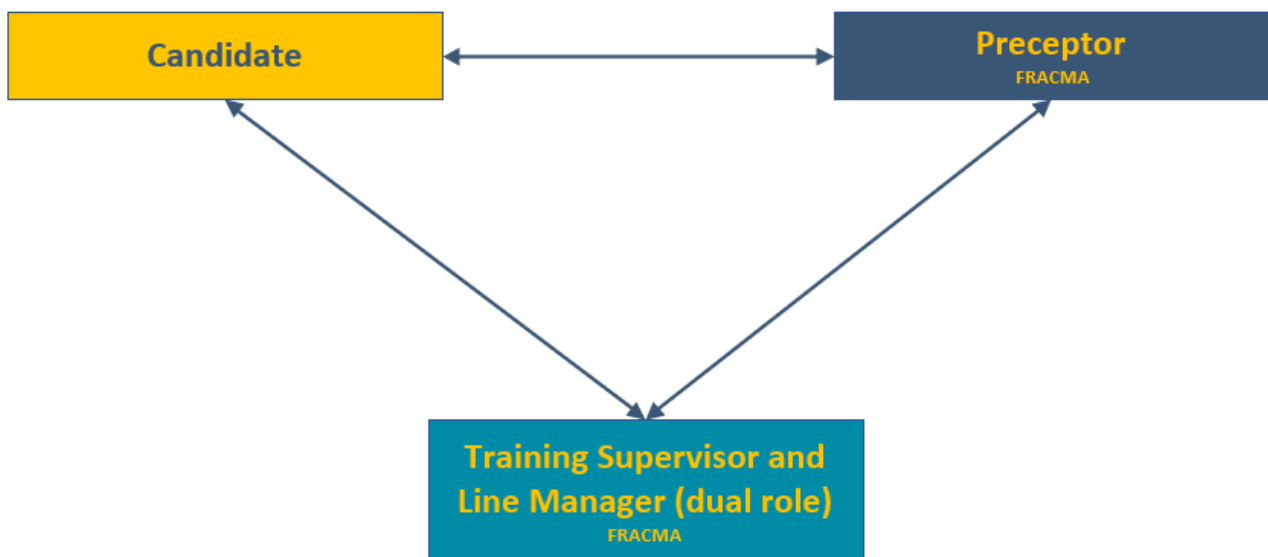
Candidates in the RACMA Fellowship Training Program are supported throughout their training by a number of people in key roles. The roles include the Training Supervisor and Preceptor. An overview of Fellowship Training Program Candidate key support roles is provided in Appendix 2.

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

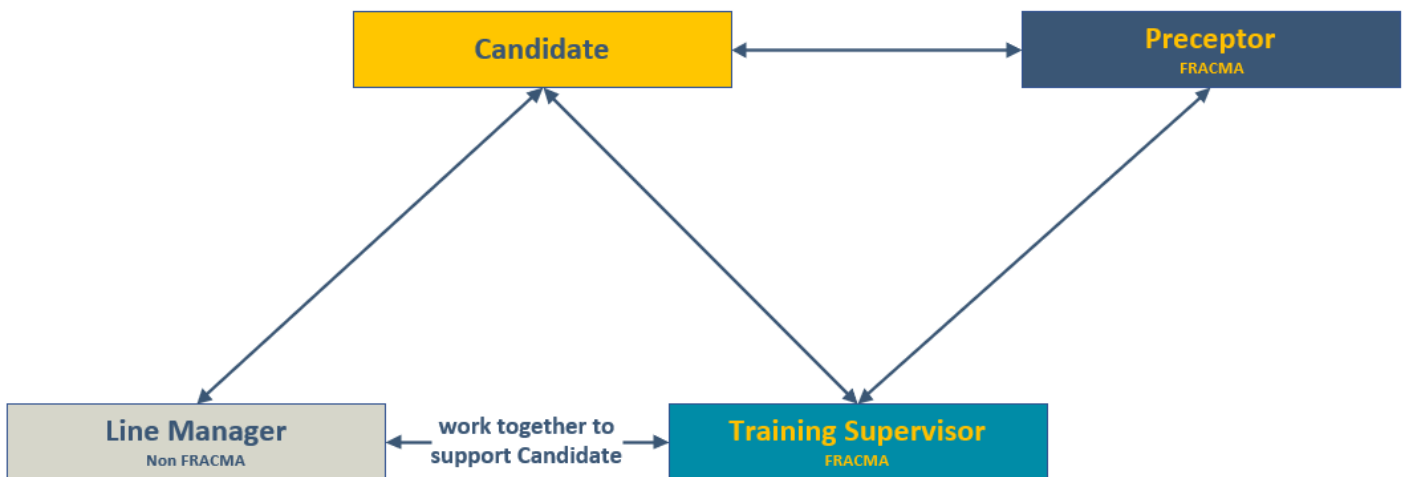


Candidate Support Model 2 - FRACMA Training Supervisor for Candidate with a Non-FRACMA Line Manager

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