RACMA FELLOWSHIP TRAINING PROGRAM
TRAINING POST ACCREDITATION APPLICATION FORM

PLEASE READ THIS FORM CAREFULLY

About this Form:

- This form should be used by an organisation seeking:
  - RACMA accreditation of a new Training Post
  - RACMA accreditation of a currently accredited Training Post with a new Candidate who is commencing training from 2025
  - RACMA re-accreditation of a Training Post
- This form should be completed and signed by the relevant representative of the organisation (not the Candidate) that is seeking RACMA accreditation of the Training Post
- Before completing an application review the following RACMA documents:
  - Accreditation of Training Posts Policy
  - Entry to Training Policy
  - Fellowship Training Program Curriculum Learning Outcomes
  - Fellowship Training Program Workplace Based Assessment Guide
  - Flexible Training Policy
  - Line Manager Role Expectations
  - Privacy of Personal Information Policy
  - Training Post Accreditation Standards
  - Training Supervisor Role Description
- Applications including the completed application form and the required supporting documentation should be submitted by email to accreditation@racma.edu.au
- Please retain a copy of the application for your records

For timely processing of the application please ensure that:

All relevant sections of the form are complete

The applying officer has acknowledged and agreed the terms of the Privacy Notice

The form has been signed by the relevant person from the organisation (the applying officer)

The following supporting documentation is attached:

Current position description for the Training Position which includes the role and duties to be performed and the proportion of medical management responsibilities (e.g. 0.6 full time equivalent medical management responsibilities and 0.4 full time equivalent non-medical management responsibilities)

Organisation Chart identifying where the Training Position is situated, reporting lines, titles and names of individuals

Evidence of external funding including Specialist Training Program (STP), Integrated Rural Training Pipeline (IRTP) or other jurisdictional program (e.g. Health Workforce New Zealand) funding

Required evidence to support how Workplace Based Assessments will be managed

Copies of relevant organisation policies or documents addressing:

Discrimination, Harassment, Bullying and Victimisation

Grievance or Complaints Policy and Processes

Access to Professional Development and Study Leave

Performance Review Processes

Staff safety and wellbeing

Cultural safety

If you have any questions about your application, please contact the College on +61 03 9824 4699 or email accreditation@racma.edu.au

APPLICATION CATEGORY

Please select the option that best describes the purpose of this application and complete the identified sections of the form.

Accreditation of a new Training Post (complete all sections)

A currently accredited Training Post with a new Candidate who is commencing training from 2025 (complete all sections except section 3)

Re-accreditation of a currently accredited Training Post (complete all sections except section 3)

1. ORGANISATION DETAILS

Organisation Name

Organisation Website

Street Address:

Address 1

Address 2

Address 3

City

State/Province/Region

Postcode

Country

Mailing Address:

Address 1

Address 2

Address 3

City

State/Province/Region

Postcode

Country

Applying Officer:

Title

First Name

Last Name

Position

Primary Email

Phone

2. STANDARD 4: SUPERVISION OF CANDIDATES

Candidate

Title

First Name

Last Name

Position

Date commenced in the position

Candidate Medical Management Time Fraction:

    Medical management FTE

    Non-medical management FTE

    Provide details of the non-medical management components of the position

Nominated Training Supervisor (must be a FRACMA)

Title

First Name

Last Name

Position

Primary Email

Phone

Is the Training Supervisor employed by the applying organisation?   Yes   No

Is the Training Supervisor based in the same location as the Candidate?   Yes   No

Describe where the Training Supervisor is based in comparison to where the Candidate will carry out their training and daily activities

If the Training Supervisor does not work directly with the Candidate what strategies will be used for remote supervision?

If the Training Supervisor does not work directly with the Candidate, does the applying organisation agree to share sufficient information, some of which may be of a confidential nature, to permit them to effectively supervise the Candidate?　　　Yes　　No

How frequently will the Training Supervisor meet with the Candidate to discuss their training?

Weekly　　　Fortnightly　　　Monthly　　　Other (provide details)

Is the Training Supervisor the Line Manager of the Candidate?　　Yes　　No *(complete the Line Manager section on next page)*

Line Manager

Title

First Name

Last Name

Position

Primary Email

Phone

Is the Line Manager based in the same location as the Candidate?   Yes   No

Describe where the Line Manager is based in comparison to where the Candidate will carry out their training and daily activities

How frequently will the Line Manager meet with the Candidate to discuss their training?

Weekly   Fortnightly   Monthly   Other (provide details)

How frequently will the Line Manager meet with the Candidate's Training Supervisor to discuss the Candidate's training?

Weekly   Fortnightly   Monthly   Other (provide details)

3. STANDARD 1: HEALTH SETTING

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

Training Position   Substantive Position   Registrar Training Position

Is the Registrar Training Position part of a rotation/run or networked training?   Yes   No

If yes, please provide details

Position Title

Date the Position Description was Last Reviewed

Position Medical Management Time Fraction:

   Medical management FTE

   Non-medical management FTE

   Provide details of the non-medical management components of the position

Number of people reporting to this position:

   Employed Medical Practitioners   Contracted Medical Practitioners

   Other Medical Practitioners   Other Staff

   Not applicable

Employment agreements this role is subject to:

   Contract Agreement   Enterprise Bargaining Agreement (EBA)

   Industrial Award   Other

External Funding

Is this position an externally funded training position?   Yes   No

Funding source

Australia

Specialist Training Program (STP)

Training More Specialist Doctors in Tasmania (STP TAS)

 Integrated Rural Training Pipeline (IRTP)

NSW Health   VIC Health

QLD Health   WA Health

Other (please specify

New Zealand

Health Workforce New Zealand (HWNZ)

Other (please specify)

STP and IRTP rural support loading

How will the rural support loading be used?

Candidate relocation costs to rural, regional or remote setting

Candidate travel and accommodation related to training requirements set by the college (e.g. workshops)

Improvements to technology access and equipment, e.g. videoconferencing or teleconferencing capability

On site resources

Other (please specify

📑 Supporting documentation required for this standard

The current position description for the Training Position. The position description must include the role and duties to be performed and the proportion of medical management responsibilities (e.g. 0.6 full time equivalent medical management responsibilities and 0.4 full time equivalent non-medical management responsibilities)

The Organisation Chart identifying where the Training Position is situated, reporting lines, titles and names of individuals

Evidence of external funding including Specialist Training Program (STP), Integrated Rural Training Pipeline (IRTP) or other jurisdictional program (e.g. Health Workforce New Zealand) funding

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

Classification of the type of healthcare organisation

Aboriginal and/or Torres Strait Islander Health Service

Community Health Service (Private including not-for-profit)

Community Health Service (Public)

Day Surgery Facility

Diagnostic Service (Laboratory / Radiology)

Government Department

Non-clinical Setting

Primary Care Network / Primary Health Organisation

Private Hospital (including not-for-profit)

Private Practice

Public Defence

Public Hospital - Other

Public Hospital - Tertiary Teaching Hospital

Other (please specify)

Australian geographical classification (Modified Monash Model)

MM 1: Metropolitan areas

MM 2: Regional centres

MM 3: Large rural towns

MM 4: Medium rural towns

MM 5: Small rural towns

MM 6: Remote communities

MM 7: Very remote communities

New Zealand geographical classification (New Zealand Geographical Classification for Health)

Urban 1

Urban 2

Rural 1

Rural 2

Rural 3

Hospital or network size

< 10 beds

11-50 beds

51-100 beds

101-200 beds

201-500 beds

500-750 beds

> 750 beds

Not applicable

Additional Comments:

Services provided

Service	Provided		Details
Alcohol and Other Drugs	Yes	No	
Community Health	Yes	No	
Emergency Medicine	Yes	No	
Indigenous/ Māori Health	Yes	No	
Medicine sub-specialties (please detail)	Yes	No	
Mental Health	Yes	No	
Obstetrics and Gynaecology	Yes	No	
Oncology	Yes	No	
Oral Health	Yes	No	
Paediatrics	Yes	No	
Primary Health Care	Yes	No	
Public Health	Yes	No	
Rehabilitation	Yes	No	
Sexual Health	Yes	No	
Surgery	Yes	No	
Surgical sub-specialties (please detail)	Yes	No	
Other			

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

Accreditation by other accreditation bodies (select all that apply)

National Safety and Quality Health Service (NSQHS) Standards

Royal Australian College of General Practitioners (RACGP) - Standards for General Practices

Australian Council on Healthcare Standards (ACHS)

International Standardisation Organization (ISO) Standards

National Association of Testing Authorities (NATA)

Medical Council of New Zealand (MCNZ) Prevocational Medical Training Accreditation

Australian (relevant state/jurisdiction) Prevocational Accreditation Authority

Australian Medical Council (AMC) Prevocational Accreditation Framework

New Zealand Health and Disability Services Standard

Other (provide details)

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

Is there regular performance review available for this training position?	Yes	No
Is there a process for identifying and supporting Candidates not performing and/or progressing as expected	Yes	No

> 📑 **Supporting documentation required for this standard**
>
> Copies of relevant organisation policies or documentation about the performance review process

STANDARD 1.6
The Health Setting manages Candidate grievances effectively

Does the organisation have a Discrimination, Harassment, Bullying and Victimisation Policy	Yes	No
Does the organisation have a Grievance or Complaints Policy and Process	Yes	No

> 📑 **Supporting documentation required for this standard**
>
> Copies of relevant organisation policies addressing Bullying, Discrimination, Harassment and Victimisation
>
> Copies of relevant organisation policies addressing Grievance or Complaints Policy and Processes

STANDARD 1.7

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

Does the organisation have policies that support staff safety and wellbeing?   Yes   No

> 📑 **Supporting documentation required for this standard**
>
> Copies of relevant organisation policies addressing staff safety and wellbeing
>
> Copies of relevant organisation policies and protocols for Cultural safety

STANDARD 1.8

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

Does the organisation provide support for indigenous staff / patients?   Yes   No

Describe the support available for Indigenous staff and/or patients

Does the organisation provide access to an Employee Assistance Program for doctors in specialty training?   Yes   No

Describe the orientation or induction program for new employees

---

Which of the following are covered in the orientation or induction program (select all that apply)

Bullying, Discrimination and Harassment

Employment Conditions

Facilities and Infrastructure

Health Policies and Legislation

Human Resources Policies

Indigenous Health / Māori Health

Occupational Health and Safety

Organisational Structure

Patient Safety and Quality

Other (provide details)

4. STANDARD 2: TRAINING AND EXPERIENCE – PART 2

STANDARD 2.1
The Training Post provides the breadth of experiences required to meet the learning outcomes of the Fellowship Training Program: Fellowship Training Program - Curriculum Learning Outcomes

The RACMA Fellowship Training Program is underpinned by the Curriculum Learning Outcomes. The Curriculum Learning Outcomes which were approved by the RACMA Board for implementation from 2025, outline the essential knowledge, skills and abilities RACMA Candidates are expected to develop as part of the Fellowship Training Program. The key competencies and learning outcomes are described according to 8 intersecting domains of professional practice.

Before completing this section, please review the RACMA Fellowship Training Program Curriculum Learning Outcomes.

Collaboration and Teamwork
1. Foster effective and appropriate inter-professional teams to achieve quality health system outcomes
2. Work with others to effectively manage conflict
3. Build effective stakeholder relationships

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Communication
4. Understand and apply the principles, theories and methods of effective communication 5. Communicate with positive influence and impact 6. Communicate in challenging circumstances

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Ethics and Professionalism
7. Demonstrate and foster ethical behaviour in healthcare
8. Demonstrate and foster ethical decision making in the clinical setting
9. Display, and foster in others, a sound standard of professional and personal conduct
10. Demonstrate a commitment to doctor and healthcare workforce health and wellbeing, and sustainable practice
11. Promote a culture of respectful and inclusive behaviour

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Health Advocacy and Cultural Safety

12. Respond to the diverse health needs of Aboriginal, Torres Strait Islander, and Māori Peoples
13. Respond to the diverse health needs of communities
14. Respond to the health needs of populations including those with all forms of diversity including age, culture, disability, ethnicity, gender, gender identity, impairment, linguistic, physical and mental health, neurodiversity and sexual orientation
15. Identify the social determinants of health for populations and advocate for improved health outcomes
16. Influence policy and practice to optimise health outcomes

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Learning, Teaching and Informed Decision Making
17. Maintain and enhance professional practice through reflection and lifelong learning
18. Critically appraise and use evidence for decision making
19. Facilitate learning for others
20. Support the development and application of research and innovation within the health system

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Medical and Health System Expertise

21. Recognise the political, economic, social, clinical, legal, geographical and technological factors that impact the delivery of safe and effective healthcare

22. Lead and monitor accountability for the delivery of patient-centred care

23. Use medical and health system expertise to manage disasters and critical incidents impacting the healthcare system

24. Develop and implement Clinical Governance systems that ensure the quality, safety and continual improvement of health services

25. Improve the quality and safety of healthcare and effectively manage clinical risk

26. Manage medicolegal matters

27. Manage the governance and operational requirements for the introduction of new technologies, treatments or practices

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Medical Leadership

28. Apply effective leadership that influences the quality and safety of the healthcare system
29. Lead Self
30. Lead Others
31. Lead to Influence
32. Lead for the future

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Medical Management

33. Understand management principles and systems thinking within the healthcare system
34. Apply management processes across the health system
35. Apply the principles of risk management
36. Understand the role of digital health
37. Understand the role of emerging technologies and models of care and implications on the health system and clinical practice
38. Manage financial resources to achieve health system priorities
39. Ensure effective governance and management of the medical workforce
40. Manage health system change

Does the Training Position provide access to experiential training that will allow RACMA Candidates to develop all the key competencies for this Domain of Professional Practice?   Yes   No

Please identify any areas where the Training Post is unable to provide the breadth of experiences required and how this will be addressed

Describe the access to structured education programs and continuing medical education sessions that will be provided to RACMA Candidates

Do the structured education programs and continuing medical education sessions include provision of on-site Indigenous/Māori Health Programs   Yes   No

If no, provide further details of what access may be available

Describe the training and educational opportunities provided to RACMA Candidates in provision of health care to Aboriginal and Torres Strait Islander peoples in Australia and/or Māori peoples in New Zealand

5. STANDARD 2: TRAINING AND EXPERIENCE - PART 2

STANDARD 2.1

The Training Post provides the breadth of experiences required to meet the learning outcomes of the Fellowship Training Program - Workplace Based Assessments

> The requirement to complete Workplace Based Assessments is dependent on when a Candidate commenced in the RACMA Fellowship Training Program. This section should be completed when:
>
> • A Candidate will commence from 2025; OR
>
> • A Candidate who commenced prior to 2025 and has decided to transition to the new requirements

From 2025 there will be a more structured approach to Workplace Based Assessment in the Fellowship Training Program The approach includes 29 defined Workplace Based Assessments which includes 15 Foundation and 14 Advanced Workplace Based Assessments. Completion of Workplace Based Assessments may require short-term training opportunities to be undertaken. These opportunities may be either within or external to the Training Position or organisation e.g. Medical Workforce Management, Quality and Safety, metropolitan/Rural facilities, Public/Private facilities.

Before completing this section, please review the Fellowship Training Program - Workplace Based Assessment Guide including the task summaries for each of the Workplace Based Assessments. The task summaries provide information about what is required to complete each assessment.

Foundation Workplace Based Assessments

F1. Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

    Yes

    No – but access would be provided through special arrangements within the organisation

    No – but access would be provided through special arrangements outside of the organisation

    No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F2. Participate in a program that supports positive workplace culture and reflect on its impacts

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F3. Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F4. Identify the socioeconomic index for your area and discuss related health impacts

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

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F5. Provide effective performance related feedback to someone in your workplace

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Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F6. Analyse patient / consumer feedback and present to a relevant audience

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F7. Participate in a clinical incident investigation and contribute to its findings

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

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F8. Respond to a clinical complaint in line with organisational clinical complaint management policy

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Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F9. Observe a senior clinician delivering bad news and reflect on this interaction

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F10. Develop a plan for a service delivery applicable to your workplace

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F11. Develop and implement quality and process improvements

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F12. Analyse monthly financial reports, identify variance and consider implications for annual budget

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F13. Attend and observe credentialing scope of clinical practice meetings

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F14. Review relevant industrial award and contribute to development of staff roster

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

F15. Develop a business case using the methodology and format appropriate to your workplace

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

    Yes

    No – but access would be provided through special arrangements within the organisation

    No – but access would be provided through special arrangements outside of the organisation

    No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

Advanced Workplace Based Assessments

A1. Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

    Yes

    No – but access would be provided through special arrangements within the organisation

    No – but access would be provided through special arrangements outside of the organisation

    No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

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A2. Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement

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Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

    Yes

    No – but access would be provided through special arrangements within the organisation

    No – but access would be provided through special arrangements outside of the organisation

    No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A3. Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A4. Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

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A5. Review your disaster management plan and participate in a desktop exercise or activation

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Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A6. Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A7. Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

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A8. Develop a 2–5-year plan to address an emerging issue in your workplace

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Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A9. Develop a proposal for introducing an innovation to improve healthcare

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A10. Manage a patient flow issue to improve healthcare performance

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A11. Prepare a report for the governing body about credentialing activities over a minimum period of 60 days

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A12. Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A13. Develop a roster for a category of medical staff based on regulatory, industrial and service requirement

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

A14. Conduct a difficult management conversation

Does the Training Position provide access to experiential training that will allow RACMA Candidates to complete this Workplace Based Assessment?

Yes

No – but access would be provided through special arrangements within the organisation

No – but access would be provided through special arrangements outside of the organisation

No – access cannot be provided in any way

If the Training Position is unable to provide the breadth of experiences required, describe how the Workplace Based Assessment will be managed. Please provide any supporting evidence such as letters of support from another unit or external service.

6. STANDARD 2: TRAINING AND EXPERIENCE – PART 3

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

Is there an established medical management structure headed by a Medical Director (or equivalent)?	Yes	No

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

Is professional development and study leave available for this Training Position?	Yes	No

Annual professional development or study leave allowance for this Training Position

Will the organisation release the RACMA Candidate to complete training requirements such as workshops and assessments	Yes	No
Will the organisation support regular contact between the RACMA Candidate, Training Supervisor, Line Manager and Preceptor?	Yes	No
Will the organisation support external rotations if required to complete Workplace Based Assessments	Yes	No

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📑 **Supporting documentation required for this standard**

Relevant organisation policies addressing access to Professional Development and Study Leave

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7. STANDARD 3: INFRASTRUCTURE AND ACCESS

Designated workspace

Please describe the Candidate's designated work or study area

Is the designated work or study area away from busy clinical areas   Yes   No

Is there private space for confidential discussions   Yes   No

Available Infrastructure

    Library   Reliable internet   Teleconferencing   Videoconferencing

    Other (please specify)

8. PRIVACY NOTICE

Personal information (including sensitive information) collected in this form or in connection with the RACMA Fellowship Training Program will be used to assess, process, and administer this application for accreditation of a training post. RACMA may send you information about the Fellowship Training Program and accreditation of training posts from time to time.

If the organisation does not provide the personal information RACMA requires, RACMA may not be able to process the application for the accreditation of a training post.

The information RACMA collects about the health setting may be disclosed to RACMA Members (for the purpose of assessing the application for accreditation of training posts), to individuals that provide training related services, and to persons appointed to perform support, mentoring, and assessment functions. Such information may also be disclosed to the Australian Health Practitioner Regulation Agency (Ahpra) and other regulatory bodies for regulatory purposes, to bodies carrying out credentialing or quality assurance activities, to hospitals or other organisations, to RACMA's external service providers (e.g. IT contractors and event organisers), and otherwise as required or authorised by law.

In particular, RACMA may collect information about a Candidate from the Candidate's training setting or Supervisor, including information about the Candidate's progress, performance and conduct, and other information relating to the Candidate's employment at the training setting.

RACMA conducts accreditation activities in Australia and New Zealand. Personal information collected in Australia or New Zealand about a RACMA Member may be disclosed to a recipient in one of those countries. RACMA may be unable to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to such information.

For further information about privacy at RACMA, including information about how to access or correct your personal information and about how to make a privacy complaint, refer to the RACMA Privacy of Personal Information Policy.

CONSENT AND ACKNOWLEDGMENT

I, _____ , applying officer for the accreditation of a training post for the purpose of the RACMA Fellowship Training Program:

- Consent to RACMA collecting personal information for the purpose of considering this application for accreditation of a training post

- Consent to RACMA disclosing such information to the types of individuals and organisations described in the above Privacy Notice, for the purposes of processing the application for accreditation of a training post (including to a recipient in a country outside Australia, notwithstanding that RACMA may be unable to ensure that the recipient does not breach the Australian Privacy Principles in relation to the information)

- State that any personal information about another individual (including a Training Supervisor or Line Manager) that I have provided with this application is provided with that individual's knowledge and consent

- Acknowledge that I am not required to provide this consent and may revoke it at any time.

> By selecting this box, I agree and acknowledge the terms of this Privacy Notice.

9. DECLARATION

I, _____, applying officer for the accreditation of a training post for the purpose of the RACMA Fellowship Training Program:

- declare that the information provided in this application and any supporting documentation is true and correct
- acknowledge that the provision of false or misleading information or the omission of information relevant to this application may result in the cancellation of this application
- understand that the application will not progress until all necessary information has been provided
- authorise RACMA to verify any information provided

Signature   Date