

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

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