

March 2016

Medical Leadership and Management

The Education and Training Programs of
The Royal Australasian College of Medical Administrators

Continuing Education Program Manual

Contents

1	Introduction.....	3
2	Aims and objectives.....	4
3	Scope	4
4	National Registration Standards.....	4
4.1	Medical Board of Australia	4
4.2	Medical Council of New Zealand	4
5	New curriculum innovations	5
6	RACMA CPD Program	6
7	Progression.....	6
8	Program requirements	7
8.1	Mandatory participation	7
8.2	Mandatory points required	7
8.3	CEP Standard	8
9	Maintenance of Professional Standards (MoPS).....	9
10	Program activities.....	9
11	Recording CEP activities	12
12	Learning Plans.....	12
13	Activity weighting	12
14	Certification period.....	12
15	Monitoring and evaluation	12
15.1	Key Stakeholders	12
15.2	Reports	13
15.3	Audits.....	13
15.3.1	RACMA Maintenance audit	13
15.3.2	RACMA Annual certification audit.....	13
15.3.3	RACMA Annual compliance audit.....	13
15.3.4	MBA and MCNZ Audits	13
16	Exemptions and leave of absence	14
17	Participation in other professional development programs	14
18	Overseas Fellows	14
19	Non compliance.....	14
20	Privacy and confidentiality	14
21	Governance	15
21.1	Chair Education and Training Committee (ETC)	15
21.2	Chair Continuing Education Program Committee (CEPC).....	15
21.3	Jurisdictional CEP Coordinators.....	15
21.4	Co-opted members of the CEP Committee	15
21.5	National Office & Professional Development Manager	15
21.6	Fellows, Associate Fellows and MoPS participants	15
22	Resources.....	15
23	Contacts.....	16
24	Appendices	17
24.1	Appendix 1: RACMA Medical Leadership & Management Curriculum	17
24.2	Appendix 2: How to log a CEP Activity	18
24.3	Appendix 3: Updating your details online	19

1 Introduction

The Royal Australasian College of Medical Administrators (RACMA) delivers a Continuing Education Program (CEP) that enables participants to maintain their continuing professional development as a full time medical administrator or clinician manager.

This program is governed by the Continuing Education Program Committee (CEPC) and the jurisdictional CEP Coordinators. The CEPC reports to the Education and Training Committee, who in turn report to the Board. Ongoing review and evaluation of the program is conducted through Fellow and Associate Fellow surveys and consultations.

The RACMA Continuing Education Program focuses on individual responsibility for commitment to ongoing professional development. The College recognizes the important learning that is generated in the performance of a participant's role and allows the opportunity to capture those and other structured learning activities.

As the professional development landscape for medical practitioners in Australia, New Zealand and Hong Kong continues to change, RACMA also recognises the need to provide increased support for members undertaking professional development in the speciality of medical administration.

In interpreting the Medical Board of Australia (MBA)'s Continuing Professional Development Registration Standard and determining Continuing Professional Development expectations for RACMA members, our College has consulted with its membership and benchmarked our Standards and CPD offerings against other medical Colleges in Australia and New Zealand. The RACMA CEP Standards have been reviewed having consulted and considered the:

- Standards for Assessment and Accreditation of Specialist Medical Education Programs and Professional Development Programs by the Australian Medical Council 2015
Available at http://www.amc.org.au/files/1fc718648287876af0478b09e431bd88d4d014f8_original.pdf
- Implementation of Standards for Assessment and Accreditation of Specialist Medical Programs and Professional Development Programs 2016
Available at http://www.amc.org.au/files/eb14fbac6e3edeb543afcd770e75ae1adbc1ba2_original.pdf
- The Medical Board of Australia's Registration standard: Continuing professional development
Available at <http://www.medicalboard.gov.au/documents/default.aspx?record=WD16%2f19473&dbid=AP&chksum=r3KA%2fZ0ECm3jZ1M7CfEMSw%3d%3d>
- The Medical Board of Australia's Registration standard: Recency of practice
Available at <http://www.medicalboard.gov.au/documents/default.aspx?record=WD16%2f19475&dbid=AP&chksum=c1dO2mg590igBem%2fsQqO6w%3d%3d>
- The Medical Council of New Zealand's discussion paper on Council's Vision and principles for recertification for doctors in New Zealand
Available at <https://www.mcnz.org.nz/assets/News-and-Publications/Consultations/Vision-and-principles-for-recertification-discussion-paper-August-2015.pdf>
- The Medical Council of New Zealand's Recertification and Continuing Professional Development Booklet
Available at <https://www.mcnz.org.nz/assets/News-and-Publications/Booklets/Continuing-Professional-Development.pdf>
- The Medical Council of New Zealand's Policy on regular practice review
Available at <https://www.mcnz.org.nz/assets/Policies/Policy-on-regular-practice-review.pdf>
- The Medical Board of Australia's commissioned research on revalidation
Available at <http://www.medicalboard.gov.au/Registration/Revalidation.aspx>

2 Aims and objectives

The RACMA Continuing Education Program will:

- Ensure all participants engage in a diverse range of activities throughout the certification period.
- Demonstrate to all stakeholders that participants are dedicated to continuing education.
- Provide a platform that participants can record CEP activities and archive their supporting documentation.
- Provide a standard of optional and mandatory activities that participants can adhere to and be guided by.
- Foster quality improvement and best practise through engagement in at least one *Workplace audit and peer review* activity per annum.
- Provide a framework that supports lifelong learning for its participants.

3 Scope

This manual applies to all Fellows, Associate Fellows and MOPs members. All members that are registered as specialist medical administrators must adhere to the RACMA CEP Standard. Some membership classifications are exempt from participating in CEP, such as: Life Fellows, Honorary Fellows and those Fellows and Associate Fellows that are fully retired and no longer practicing as a specialist ie. no longer registered on the specialist register.

4 National Registration Standards

4.1 Medical Board of Australia

Registration standard: Continuing professional development

The continuing professional development registration standard sets out the Medical Board of Australia's minimum requirements for continuing professional development (CPD) for medical practitioners.

Medical practitioners engaged in any form of practice are required to participate regularly in continuing professional development relevant to their scope of practice. This is in order to maintain, develop, update and enhance their knowledge, skills and their performance to ensure delivery of appropriate and safe care.

"CPD must include a range of activities to meet individual learning needs including practice-based reflective elements, such as clinical audit, peer review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning. CPD programs of specialist medical colleges accredited by the Australian Medical Council meet these requirements. The Board may issue guidance on acceptable CPD activities and evidence from time to time." Australian Medical Board Registration Standard: Continuing professional development, Effective from 1 October 2016.

Requirements

The Medical Board of Australia expects medical practitioners to comply with the continuing professional development requirements of every specialty in which they hold specialist registration.

All medical practitioners will be asked to declare annually on renewal of registration that they have met the CPD standard set by the Board. This declaration is subject to audit.

Medical practitioners on the specialists register are required to continue to comply with the Board's registration standard for CPD, this requires that they meet the standards for CPD set by the relevant AMC accredited specialist college. A RACMA member with the RACMA Fellowship qualification and NOT on the specialist register as a medical administrator may request special consideration from the College.

4.2 Medical Council of New Zealand

Recertification and continuing professional development (excerpt)

Introduction

2. The principal purpose of the Health Practitioners Competence Assurance Act 2003 (HPCAA) is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions. One of these mechanisms is a requirement that all practising doctors participate in continuing professional development so that they can be recertified (issued with a practising certificate) each year.

Scope of practice

32. Working in non-clinical practice (as defined by Council)

A College or Branch Advisory Body (BAB) recertification programme

If you are registered in a vocational scope and are no longer working in clinical practice, you are able to retain your vocational scope.

You may meet Council's recertification requirements by completing CPD through your own BAB or through RACMA. Your BAB may exempt doctors working in non-clinical practice from clinical peer review, but CPD activities must cover your non-clinical practice. The Council will propose to limit your scope of practice to 'non-clinical practice'. If you wish to return to clinical practice, you must retrain with your BAB.

Requirements for recertification

For each 12 month CPD cycle completion of a minimum of:

1. A professional development plan
2. 20 hours of continuing medical education
3. 10 hours of peer review
4. One medical audit
5. The required number of meetings with the nominated collegial relationship provider (six in the first year and four in subsequent years)

Reference: Recertification and continuing professional development booklet

26 August 2015 Medical Council of New Zealand, 13 January 2016

<http://www.mcnz.org.nz/assets/News-and-Publications/Booklets/Continuing-Professional-Development.pdf>

5 New curriculum innovations

The RACMA *Medical Leadership and Management Curriculum* is accredited by the Australian and New Zealand Medical Councils and informs the process by which a medical practitioner in Australasia attains the specialty qualification in medical administration, maintains and furthers their knowledge and skills through continuing professional development in the specialty. This curriculum also guides the training, continuing education and professional development of all doctors practicing in the medical administration scope of practice, e.g. those with Associate Fellowship of RACMA.

The curriculum aims to produce medical practitioners who use both their clinical training and experience and their specialist medical management expertise to lead and influence health service delivery. It reflects the breadth of knowledge and experience of medical practitioners educated to lead from management positions in complex health organisations. The curriculum defines the capabilities and competencies for training, attaining and enhancing the skills of the specialist medical administrator.

The RACMA *Medical Leadership and Management Curriculum* focuses on the specific competencies needed for medical management and leadership practice. These competencies are adapted from the seven CanMEDS roles. The central role is that of Medical Leader based on the foundation of medical expertise and supported by competencies embedded in the CanMEDS roles of Communicator, Collaborator, Health Advocate, Manager, Scholar and Professional.

Refer to Appendix 1.

6 RACMA CPD Program

RACMA programs a wide range of continuing professional development options for College members, other College members and external interested parties each year. From 2016 these are offered through an annual program of CPD Forums organised by the Learning and Teaching Centre (LTC) within RACMA.

The programs are designed to be accessible, relevant, of a consistent quality and appropriately priced. Forum programs are designed specifically for medical managers, to enhance skills and provide strategies that can immediately apply in the workplace. In an increasingly sophisticated health system, medical administrators are key agents for change and improvement.

The health system is increasingly sophisticated and medical administrators need to be leading their organisation through change. The RACMA CPD Forums program provides opportunities to engage with highly experienced thought leaders in the fields of medical management and leadership and to collaborate, challenge existing thinking and find new solutions to current challenges.

From 2016, RACMA will introduce an enhanced, flexible range of CPD offerings to members through the College and each forum will offer specialist workshops, courses and peer review activities by leading educators specifically related to the specialty of medical administration.

The RACMA CPD Forum activities will all be RACMA accredited and eligible therefore for the award of RACMA CPD points.

7 Progression

The Fellowship Training Program produces competent medical managers. The Continuing Education Program helps build on the fundamental knowledge and skills acquired and progresses participants through to expert specialist medical leaders and managers. This is outlined in the Dreyfus Model of Skill Acquisition (Dreyfus 1980) in Table 1.

Table 1: Dreyfus Model of Skills Acquisition: Novice-to-Expert scale

Skill Level	Knowledge	Standard of work	Autonomy	Coping with complexity	Perception of context
Novice	Minimal, or 'textbook' knowledge without connection to practice	Unlikely to be satisfactory unless closely supervised	Needs close supervision or instruction	Little or no conception of dealing with complexity	Tends to see actions in isolation
Apprentice	Working knowledge of key aspects of practice	Straightforward tasks likely to be completed to an acceptable standard	Able to achieve some steps using own judgment, but supervision needed for overall task	Appreciates complex situations but only able to achieve partial resolution	Sees actions as a series of steps
Competent	Good working and background knowledge of area of practice	Fit for purpose, though may lack refinement	Able to achieve most tasks using own judgment	Copes with complex situations through deliberate analysis and planning	Sees actions at least partly in terms of longer-term goals
Proficient	Depth of understanding of discipline and area of practice	Fully acceptable standard achieved routinely	Able to take responsibility for own work (and that of others where applicable)	Deals with complex situations holistically, decision-making more confident	Sees overall 'picture' and how individual actions fit within it

Expert	Authoritative knowledge of discipline and deep tacit understanding across area of practice	Excellence achieved with relative ease	Able to take responsibility for going beyond existing standards and creating own interpretations	Holistic grasp of complex situations, moves between intuitive and analytical approaches with ease	Sees overall 'picture' and alternative approaches; vision of what may be possible
---------------	--------------------------------------------------------------------------------------------	----------------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Source: *Professional Standards for Conservation, Institute of Conservation (London) 2003, based on the Dreyfus model of skills acquisition. The shaded skill levels above indicate the progression of the Continuing Education Program.*

8 Program requirements

8.1 Mandatory participation

Participation in the RACMA's Continuing Education Program is a mandatory requirement for Fellows and Associate Fellows of RACMA in order to remain in "good standing" with the College. This is also in accordance with the RACMA Constitution 2015, Sections 7.1 and 9.4-9.9.

CEP compliance is also an Australian Health Practitioner Regulation Authority (AHPRA) / Medical Board of Australia (MBA) and Medical Council of New Zealand (MCNZ) standard for the maintenance of specialist registration in medical administration.

Doctors who are not members of RACMA may also participate in the RACMA Maintenance of Professional Standards (MoPS) program in order to comply with CEP requirements for the maintenance of registration in medical administration.

8.2 Mandatory points required

RACMA Fellows and MoPS participants will undertake and document evidence of a minimum of 50 points per annum. RACMA Associate Fellows will undertake and document evidence of a minimum of 25 points per annum.

Participating and logging additional activities may be of personal value therefore the online recording system is configured to accept logging of activities beyond the minimum requirements.

Requirements for RACMA Fellows and MoPs participants

During each 12 month reporting period Fellows must complete a minimum of:

- A professional development plan
 - 1 audit
 - 15 points of peer review
 - 35 points of continuing medical education
- A range of activity will be achieved across three categories:
- a) Self Directed Education (minimum of 15 points)
 - b) Education Activities (minimum of 15 points)
 - c) College Meeting Attendance and Participation (minimum of 5 points)

Requirements for RACMA Associate Fellows

During each 12 month reporting period Associate Fellows must complete a minimum of:

- A professional development plan
- 10 points of peer review
- 15 points of continuing medical education

During each triennial reporting period 1 audit must be undertaken

8.3 CEP Standard

This RACMA Continuing Education Program Standard has been endorsed by the RACMA Board.

Mandatory Standard 1 - Development of Professional Practice *

RACMA Fellows and MOPS participants must complete one audit and a minimum of 15 points of peer review activity each year.

RACMA Associate Fellows must complete one audit each triennium and a minimum of 10 points of peer review activity each year.

a) Audit

Audit of medical practice may be defined as "a systematic, critical analysis of the quality of the doctor's own practice that is used to improve clinical care and/or health outcomes, or to confirm that current management is consistent with the current available evidence or accepted consensus guidelines".¹

- Audit of the RACMA Fellow's practice in medical management against an established standard (under development)
- Presentation of a professional medical management audit at a peer-reviewed quality improvement meeting or teleconference with evidence collected from the workplace and results/outcome analysis e.g. Longitudinal (e.g. 3 years) demonstrating effectiveness of operation and impact of a Quality Improvement Committee, an organizational clinical audit program, a medical workforce performance program, a RCA program and change of practice, etc. Following a peer review session and report this activity may be logged in the RACMA eCEP website
- Audit of departmental outcomes
- Medical services survey/review
- ACHS Audit

It is expected that the data collected via the annual audit(s) will be used to inform the peer review activity.

b) Peer Review

- a 360-degree audit of effectiveness in the practice of medical management using the RACMA 360 degree tool or alternate validated multisource feedback tool. Documentation of outcomes such as change to medical management practice to be logged on the RACMA website
- Completion of the client/employer's annual performance appraisal against scope or workplace goals and objects set by client/employer, review with client/employer and development of further learning and development plan/requirements. Evidence of completion and outcomes to be logged on the RACMA eCEP website.
- Critique of a video review of consultations by peer(s) (RACMA MiniMex)
- Practice visit

*** Transitional arrangements: In 2016, Fellows must complete at least one CEP Standard 1 activity, this may be either an audit or peer review activity.**

¹ Medical Council of New Zealand 2011, 'Audit of medical practice', Recertification & professional development, viewed 25 February 2016, <<https://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/audit-of-medical-practice>>.

Standard 2 - Continuing Medical Education

RACMA Fellows and MoPS participants will undertake and document evidence of 35 points of continuing medical education activity per annum. These will be in activities related to the scope of practice of medical administration. Associate Fellows must undertake and document evidence of a minimum of 15 points per annum. Activities can be separated into the following categories:

- a) Self Directed Education
- b) Education Activities
- c) College Meeting Attendance and Participation

9 Maintenance of Professional Standards (MoPS)

RACMA offers a Maintenance of Professional Standards (MoPS) program to enable doctors working in medical management an opportunity to enhance their professional development in medical leadership and management through access to the College Continuing Education Program. Doctors, who are not Fellows or Associate Fellows of the College, but working in the medical management scope are encouraged to register to participate in the RACMA program and demonstrate they are meeting the professional standards set by the College. Doctors working in the scope of practice of medical administration without this specialty qualification are required to comply with the AHPRA /Medical Board of Australia Continuing Professional Development Registration Standard or the New Zealand Recertification and Continuing Professional Development Requirements. In the New Zealand case these doctors are normally required to be 'supervised' by a RACMA Fellow. A MoPS participant must have a medical degree from a recognized Australian or New Zealand University; be a registered medical practitioner in Australia or New Zealand and may have a speciality qualification or be a vocational registered practitioner in New Zealand.

10 Program activities

TABLE: Professional Development Activities: Standards, Points and Requirements

Standard 1 – Developing Professional Practice		
1a	Audit <i>No Points - 1 audit per year for Fellows and MoPS participants</i> <i>1 audit per triennium for Associate Fellows</i>	Points
	<p>RACMA Fellows and MOPS participants must complete at least one annual audit, peer review or performance development activity each year. Below is an indicative list of activities participants may undertake:</p> <ul style="list-style-type: none"> • Audit of the RACMA Fellow's practice in medical management against an established standard (under development) • Presentation of a professional medical management audit at a peer-reviewed quality improvement meeting or teleconference with evidence collected from the workplace and results/outcome analysis e.g. Longitudinal (e.g. 3 years) demonstrating effectiveness of operation and impact of a Quality Improvement Committee, an organizational clinical audit program, a medical workforce performance program, a RCA program and change of practice, etc. Following a peer review session and report this activity may be logged in the RACMA eCEP website • Audit of departmental outcomes • Medical services survey/review • ACHS Audit 	No Points Assigned
1b	Peer Review <i>15 Points per year for Fellows and MoPS participants</i> <i>10 Points per year for Associate Fellows</i>	Points
	<ul style="list-style-type: none"> • a 360-degree audit of effectiveness in the practice of medical management using the RACMA 360 degree tool or alternate validated multisource feedback tool. Documentation of outcomes such as change to medical management practice to be logged on the RACMA website • Completion of the client/employer's annual performance appraisal against scope or workplace goals and objects set by client/employer, review with client/employer and development of further learning and development plan/requirements. Evidence of completion and outcomes to be logged on the RACMA eCEP website. • Critique of a video review of consultations by peer(s) (RACMA MiniMex) • Practice visit 	Minimum of 15 per year
<p><i>Transitional arrangements: For 2016 a minimum of one audit or one peer review activity is required.</i></p>		

Standard 2 – Continuing Medical Education		
2a	Self Directed Education <i>Minimum of 15 points per year for Fellows and MoPS participants</i>	Points
	RACMA podcasts and completion of e-quizzes	1 point per quiz
	Completion of RACMA approved surveys	1 point per survey
	Completion of RACMA Flexible Learning Packages	1 point per hour
	RACMA Accredited workshops	1 point per hour
	RACMA Jurisdictional Committee CPD sessions, journal clubs, learning sets	1 point per hour
	RACMA annual Scientific Meetings	1 point per hour
	Other provider programs accredited by RACMA <ul style="list-style-type: none"> • WFMM RACMA accredited programs • HKCCM accredited programs 	1 point per hour
	Professional reading in texts and electronic media	1 point per hour
	ACHS surveyor; AMC reviewer, etc	1 point per hour
	Attendance at hearings, external governance bodies -registration/regulatory authorities	1 point per hour
	Participation in surveys, accreditation visits, practice visits, study tours	1 point per hour
	Cultural Competency and Indigenous Health <ul style="list-style-type: none"> • RACMA IH Module • RACMA accredited courses • Niche Portal • Employer sponsored cultural competency activities 	1 point per hour
	Post graduate University studies (management related) i.e. PhD, Masters	1 point per hour
	Skills practice training, e.g. RACMA MiniMex	1 point per hour
	Grand Rounds	1 point per hour
	Clinical Briefings	1 point per hour
	General Claim (other non-RACMA/HKCCM accredited management related activity)	1 point per hour
2b	RACMA Education Activities <i>Minimum of 15 points per year for Fellows and MoPS participants</i>	Points
	Formal presentations at conferences or meetings	5 points per original paper presented
	Preparing and delivering RACMA online webinars, tutorials, teleconferences and moderating discussion forums	1 point per hour
	Publication of paper in a scientific peer review journal, book or book chapter	25 points per publication as first author 15 points per publication as subsequent author
	Reviewer of articles for scientific journals or medical publications	5 points per article
	RACMA e-module - development/ facilitation or participation RACMA Induction RACMA Communications RACMA Supervision RACMA Indigenous Health RACMA Constructive Feedback	1 point per hour Maximum of 25 points per CPD period
	Completion of RACMA Executive Medical Coaching Certification Completion of RACMA Preceptor Certification Participation in RACMA Faculty Education Webinar Series and reflective comment	6 points per annum
	Teaching Completion of RACMA evaluation of faculty evaluation survey by up to 10 participants	1 point per hour

Mentoring RACMA Supervision, Coaching and Preceptorship	25 points per annum
RACMA Jurisdictional Coordinator of Training RACMA CEP Coordinator	25 points per annum
RPL Assessment and Evaluation <ul style="list-style-type: none"> Initial application assessment Interview assessment of Candidates 	5 points per assessment 1 point per hour
IMG Assessment and Evaluation <ul style="list-style-type: none"> Initial application assessment Interview assessment of Candidates 	5 points per assessment 1 point per hour
In-Hospital Clinical Assessments Assessment of RACMA Research Proposals / Research -based written paper	5 points per Assessment/ Research Project/ Study Submission
Conduct of research with university supervision	3 points per Research Proposal
Assessment of RACMA RTP Oral Presentations Assessment of RACMA Margaret Tobin Challenge Award Oral Presentations	5 points per paper
RACMA Fellowship Oral Examination	1 point per hour
RACMA Trial Exams	1 point per hour
Evaluation of RACMA examinations and summative assessments	4 per assessment
RACMA Censors Annual Workshop Developing Questions, including standard setting	1 point per hour 4 points per question
RACMA Jurisdictional Coordinator of Training Progression Committee RTP Working Party MiniMex Working Party Curriculum Committee	25 points per year
General claim	1 point per hour
Completion of RACMA Fellowship Training Program	50 points per year
Completion of RACMA Associate Fellowship Training Program	25 points per year

2c College Meeting Attendance and Participation	Points
<i>Minimum of 5 points per year (applies to RACMA Officers and committee members)</i>	
RACMA National Annual General Meetings	1 point per hour
RACMA Jurisdictional Annual General Meetings	1 point per hour
RACMA Standing Committees of Board and Jurisdictional Committees <ul style="list-style-type: none"> Board Meetings Executive Board Meetings Finance and Audit Committee Meetings Education and Training Committee Meetings CEP Committee Meetings 	1 point per hour
RACMA Conference Organising Committees	1 point per hour
Membership of an external committee representing RACMA	1 point per hour

Notes:

- All CPD activities claimed must be evidenced
- From 2017 50%, ie 25 points of annual CPD points will come from RACMA delivered and accredited activities
- A system will be established to 'accredit' external provider activities to ensure activities meet the RACMA competency framework.
RACMA will develop and provide opportunities for audit and peer review.

11 Recording CEP activities

The RACMA CEP has an annual reporting period. Fellows, Associate Fellows and MOPS participants must document their professional development activities for a calendar year in their personal CEP record on the RACMA e-CEP website by 31 March of the following year. Relevant evidence must also be lodged on the e-CEP website or kept for 3 years in case of an audit. For educational activities organised by the National Office, the activities will be logged internally with a confirmation email generated and distributed to the participant. There is flexibility for the CEP Coordinators and Secretariat to mass load events into multiple diaries. Refer to *How to Log a CEP Activity* (Appendix 2).

Logging additional activities may be of personal value to the participant. The system has been set up to accept logging of activities beyond the minimum requirements. Participants are also responsible for the maintenance of their own personal details on the RACMA e-CEP. If a participant's details change this should be updated to reflect those changes. Refer to *Updating your Details Online* (Appendix 3).

12 Learning Plans

An individual CEP Learning Plan can be prepared using the on-line eCEP tool, whether in a learning group or using an individual plan. Learning plans are a useful tool to guide CPD learnings throughout the year.

13 Activity weighting

Activity will be measured in points. Most activities will have a simple nominated value - 1 point = 1 hour. Refer to the RACMA CEP Standard (Table 2) for a list of CEP activities that can be logged and their associated points weighting. It is expected that a range of activities will be achieved across all categories. An activity can be one provided by RACMA, required by RACMA or accredited by RACMA. The participant has the responsibility to accurately record the number of points using the guidance of the activity table and must attach supportive evidence.

14 Certification period

The RACMA CEP certification period is one calendar year from the 1st of January to the 31st of December each year. 3 x 1 year periods make a triennium and the triennial period is standardised for all members commencing with the 2011-2013 triennium. Log entries pertaining to a calendar year must be entered by March 31 of the following year. In May each year, after approval by the jurisdictional CEP Coordinator and the Chair of the CEP Committee an *Annual CEP Certificate* is emailed to all qualifying Fellows, Associate Fellows and MOPS participants who have achieved the CEP requirements for the previous calendar year.

15 Monitoring and evaluation

15.1 Key Stakeholders

The key stakeholders involved in the College CEP are surveyed regularly, and their responses inform the program's refinement. Stakeholders include Fellows, Associate Fellows and participants in the Maintenance of Professional Standards Program. The survey is circulated to ensure that the program is meeting their personal and professional requirements. The survey focuses on CEP educational activities, the eCEP logging process, CEP Committee and National Office administrative support, the quality of the RACMA CPD Forum program, access and quality of jurisdictional professional development program, and College resources, i.e. Podcasts, recordings, CEP manual and online resources.

15.2 Reports

All reports are stored in the content management system database and access is password protected. An individual Fellow, Associate Fellow or MOPS participant is able to produce a report about their participation (points and activities) at any time by printing their log of activities for any given reporting period. The National Office regularly reports on participation and compliance rates to the CEP Committee, the RACMA Board the Australian and New Zealand Medical Councils. The Chair of the CEP Committee and jurisdictional CEP Coordinators have access to a participant's log of activities in order to advise or to endorse/confirm that a participant has met their requirements.

15.3 Audits

15.3.1 RACMA Maintenance audit

A CEP participation report is generated quarterly and tabled for discussion at the CEP Committee meetings. This report details the number and percentage of participating Fellows, Associate Fellows and MoPS participants, in each jurisdiction and as an overall figure. This report alerts coordinators of non-compliant participants for follow up. A participation report on the current and preceding calendar year is generally tabled. A CEP compliance list is generated and circulated to the Jurisdiction CEP Coordinators in April each year. This follows the deadline of March 31 for the logging of CEP activities for the previous calendar year. The coordinators then encourage Fellows within their Jurisdictions to log their activities and where necessary provide training and support. This list can be generated at any time from the e-CEP system by the CEP Coordinators.

15.3.2 RACMA Annual certification audit

The closing date for participants to log activities for a CEP calendar year is March 31 of the following year. The Jurisdictional CEP Coordinator then reviews their logged activities and electronically signs off on their request if requirements are met. The Chair of the Continuing Education Program Committee gives the final approval before annual certificates are emailed to participants in May each year.

15.3.3 RACMA Annual compliance audit

The deadline for the logging of CEP activities on the e-CEP platform is March 31, with the main certification period in May of each year. In August of every year, participants who have not logged activities will be surveyed to ascertain why they have not logged their activities for the previous year. This will allow them to address this issue prior to the September registration with AHPRA that requires a current CEP certificate from their specialist medical College.

15.3.4 MBA and MCNZ Audits

Medical Board of Australia

AHPRA and the National Boards have developed a nationally consistent approach to auditing health practitioners' compliance with mandatory registration standards. Audits of random samples of practitioners from all professions will occur periodically throughout the year.

If you are selected for audit, you will receive an audit notice in the mail from AHPRA. It includes a checklist that outlines what supporting documentation is required to demonstrate that you meet the standard(s) being audited. All evidence provided must be in the format required by the college and you must demonstrate that you met the minimum annual requirements.

Additional information can be found online at <http://www.medicalboard.gov.au/Registration/Audit.aspx>

Medical Council of New Zealand

All doctors in New Zealand must participate in ongoing education in order to be eligible to renew their practising certificate every year. The Medical Council accredits the Continual Professional Development program offered by the college and audits compliance by participants.

Additional information can be found online at <https://www.mcnz.org.nz/maintain-registration/>

16 Exemptions and leave of absence

There are classes of Fellows who are exempt from mandatory CEP, such as Life Fellows, Honorary Fellows and those Fellows who are fully retired and no longer practicing as a specialist ie. no longer registered on the specialist register.

An exemption may also apply to Fellows who have been granted periods of protracted leave. Examples may include maternity leave, sick leave and long service leave.

If the absence is for a year, a Fellow may be granted exemption from CEP. If the absence is for between one and three years, they must complete a minimum of one year's CEP prior to recommencement. If the absence is for greater than three years, they must provide a plan for professional development to the MBA and participate in a College re-entry program. Refer to the MBA's Recency of Practice Registration Standard and the RACMA *Performance/Competency and Retraining Regulation and Policy*.

17 Participation in other professional development programs

Participation in another registered College's Continuing Professional Development program does not provide exemption to participate in the RACMA CEP. A certificate of completion of another registered College's Continuing Professional Development program will no longer be accepted for points towards your RACMA CEP.

However individual medical management and leadership related activity may be recorded and count towards your RACMA CEP requirements, provided it is first accredited by RACMA and accompanied by supportive evidence.

18 Overseas Fellows

Fellows and Associate Fellows who work overseas may submit activities undertaken overseas for recognition of RACMA CEP, provided these activities are undertaken to contribute to the development, or maintenance, of RACMA management competencies. Evidence of participation must be submitted to the Chair of the CEP Committee via the e-CEP tool. RACMA and the Hong Kong College of Community Medicine (HKCCM) have a reciprocal recognition of their professional development programs. All Fellows and Associate Fellows residing in Hong Kong are able to participate in the HKCCM CME program, in order to satisfy the requirements of their RACMA CEP.

19 Non compliance

If a Fellow, Associate Fellow or MoPS participant does not comply with the College's mandatory CEP they will be surveyed in the Annual Non Compliance Audit and followed up by their jurisdictional CEP Coordinator. If the participant continues to be non-compliant, the matter is directed to the CEP Chair and then the Board. This may lead to the cessation of College or MoPS membership as per the RACMA Constitution 2015, sections 9.4 – 9.9 Failure to comply with the College's continuing education program requirements.

20 Privacy and confidentiality

Access to the eCEP system is password protected. However, the Chair CEP Committee, jurisdictional CEP Coordinators, and the National Office have access to all relevant documents. Jurisdictional CEP Coordinators are given access to their jurisdictional members contact details in order to facilitate follow up and inform them of local educational activities.

21 Governance

21.1 Chair Education and Training Committee (ETC)

- Coordinate the strategic development of the College's education program
- Membership of the RACMA Board and Executive
- Provide advice to the Board on the strategic directions and development of the educational activities of the College including the Fellowship training program and the Continuing Education Program

21.2 Chair Continuing Education Program Committee (CEPC)

- Responsibility for advising ETC on strategic development of CEP
- Monitor participation, performance and compliance
- Certificate sign off
- Membership of the RACMA Education and Training and RACMA Learning and Teaching Centre Advisory Committees
- Attendance at the RACMA Board meetings

21.3 Jurisdictional CEP Coordinators

- Facilitate access to, and involvement in, CEP for their jurisdictional participants
- Membership of the CEPC
- Endorse CEP compliance of their jurisdictional participants
- Assist with reviewing processes as delegated by Chair CEPC

21.4 Co-opted members of the CEP Committee

- Participate on the CEP Committee
- Assist with reviewing and developing processes as delegated by Chair CEPC

21.5 National Office & Professional Development Manager

- Provides ongoing support to the Continuing Education Program Committee
- Assist Chair of the CEPC and CEP Coordinators with the implementation of the CEP
- College representative on the medical colleges' Continuing Professional Development Manager's Group
- Develop and maintain the eCEP program
- Provide participant support
- Coordinate survey distribution and collation
- Maintain records of CEP participation, compliance and certification.

21.6 Fellows, Associate Fellows and MoPS participants

- Participation in CEP
- Responsible for logging of activities, completing learning plans and annual reviews
- Provide guidance through consultation and evaluation processes on how to improve the College CEP

22 Resources

The College has developed an interactive website located at www.racma.edu.au. A wide range of resources and training opportunities to support CEP participants is located on the website and delivered through the RACMA LTC. An eLibrary of current links to relevant policies, reports and resources are available to College members online.

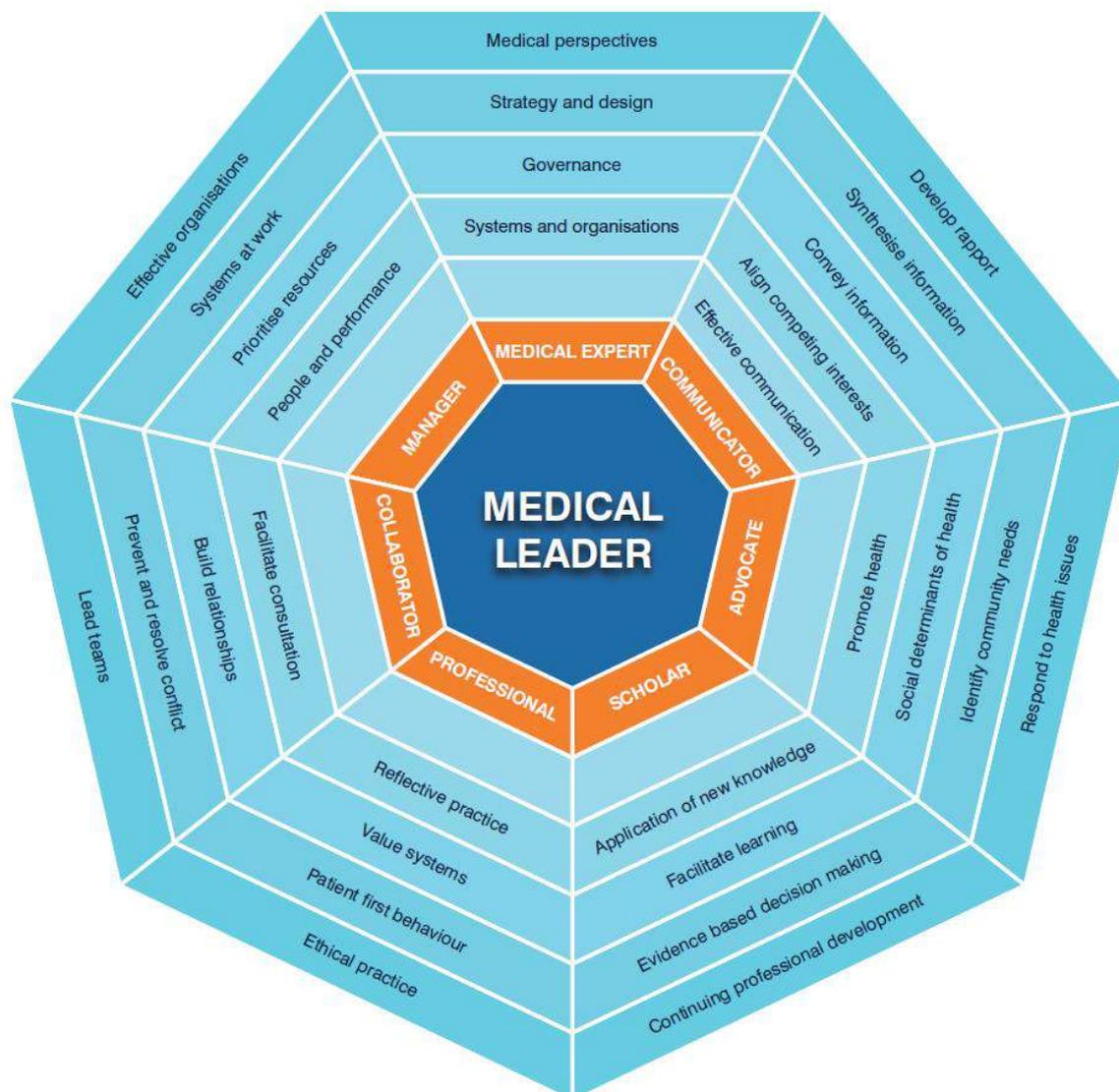
23 Contacts

For further information about the RACMA CEP and MoPS program contact Dino DeFazio at dinodefazio@racma.edu.au or +61 3 9824 4699, or refer to the RACMA website at www.racma.edu.au.

RACMA CEP Coordinators are also available for support if you wish to seek guidance from a College Fellow. For the contact details of your jurisdictional CEP Coordinator please visit www.racma.edu.au/index.php?option=com_content&view=article&id=409&Itemid=119

24 Appendices

24.1 Appendix 1: RACMA Medical Leadership & Management Curriculum



The Royal Australasian College of Medical Administrators has developed the *Medical Leadership and Management Curriculum* to govern the direction and scope of the College's education and training programs.

The RACMA *Medical Leadership and Management Curriculum* informs the process by which a medical practitioner in Australasia attains the accredited specialty qualification in medical administration and maintains and furthers their knowledge and skills by continuing professional development in the specialty. The curriculum aims to produce medical practitioners who use both their clinical training and experience and their specialist medical management expertise to lead and influence health service delivery.

The *Medical Leadership and Management Curriculum* focuses on the specific competencies needed for medical management and leadership practice. These competencies are organised around the seven CanMEDS roles. The central role is that of Medical Leader based on the foundation of medical expertise and supported by competencies embedded in the CanMEDS 2015 roles of Communicator, Collaborator, Health Advocate, Manager, Scholar and Professional.

The RACMA Medical Leadership and Management Curriculum can be found online at:

http://racma.edu.au/index.php?option=com_docman&task=doc_view&gid=1077

24.2 Appendix 2: How to log a CEP Activity

 <p>The screenshot shows a 'Member Login' form with a 'Username' input field, a password field with four dots, a 'Remember me' checkbox, a 'Login' button, and a 'Forgot Password?' link.</p>	<ul style="list-style-type: none">• Visit the RACMA home page at www.racma.edu.au• Enter your username and password to log into the RACMA site• If you don't have your login details utilize the username/password recovery system by selecting the <i>Forgot Password</i> link and follow the prompts, alternatively contact the Secretariat on +61 3 9824 4699
 <p>The top screenshot shows a 'User Menu' with items: eCEP, Document Repository, Your Profile, Submit Weblink, and Search Members. The bottom screenshot shows a navigation menu with 'CEP' selected, containing: eCEP, CEP Manual, Policy & Procedure, and Curriculum for CEP.</p>	<ul style="list-style-type: none">• Once you are logged in, a user menu will appear left of screen• Select the menu item eCEP from the user menu• Alternatively you can navigate via the main site menu under the page banner• This will allow you to select items from the eCEP menu• Read through the CEP Manual to familiarize yourself with recent changes made to the RACMA CEP Program• Select the menu item <i>Activity Options</i> to view the Activities Weighting Table. The general principal employed with the weighting is that 1 hour of CEP is equivalent to 1 point
 <p>The screenshot shows an 'eCEP Menu' with items: CEP Manual, Activity Options, My Activity Log, My Learning Plan, New Activity, New Conjoint Activity, New Annual Review, and Certificate Request.</p>	<h3>Entering an activity</h3> <ul style="list-style-type: none">• Select the menu item <i>New Activity</i> from the eCEP menu• Enter your activity details in the form and click on the <i>Save</i> icon• Avoid navigating to another page until you have saved your activity• Activity Date: Click on the button or date field to select a date from the popup calendar. If the date of your activity spans over multiple days, you can note this in the description text box.• Category: Select the appropriate category for your activity• Activity: The activity dropdown box will automatically populate according to the category selected in the previous step. Select an item that matches your activity, if you feel no listed item is suitable then select <i>Other</i> (the last option in the list) and enter a description in the description text box• Points Claimed: Enter the points you wish to claim. The points weighting guide (in green - right of the points' text box) is automatically updated when an activity item is selected.• Attachment: Click on the <i>browse</i> button and locate the supportive document for your activity from your computer. Please note the allowed file size, attempting to save too large a file will result in an error• Saving your activity: To save the details you have entered click on the <i>Save</i> icon. A message will indicate the activity saved successfully or alert you to any errors• Cancel: To exit the form without saving any of the details you have entered click on the <i>Cancel</i> icon

24.3 Appendix 3: Updating your details online

 <p>The screenshot shows a 'Member Login' form with a 'Username' field containing four dots, a 'Remember me' checkbox, a 'Login' button, and a 'Forgot Password?' link.</p>	<ul style="list-style-type: none">• Visit the RACMA home page at www.racma.edu.au• Enter your username and password to log into the RACMA site• If you don't have your login details utilize the username/password recovery system by selecting the <i>Forgot Password</i> link and follow the prompts, alternatively contact the Secretariat on +61 3 9824 4699
 <p>The screenshot shows a 'User Menu' with four items: 'eCEP', 'Document Repository', 'Your Profile' (highlighted with a blue dot), and 'Submit WebLink'.</p>	<ul style="list-style-type: none">• Once you are logged in, a user menu will appear left of screen• Select the menu item <i>Your Profile</i> from the user menu• This will allow you to view and edit details to ensure the College has your most up to date details
 <p>The screenshot shows a 'User's Profile' page with tabs for 'Membership' and 'Edit Your Profile'. Under 'Edit Your Profile', there are links for 'Update Your Profile' and 'Update Your Image'.</p>	<ul style="list-style-type: none">• Select the tab <i>Edit Your Profile</i> and click the link <i>Update Your Profile</i>• Scroll through each tab and update your details at will• The College would appreciate if you would enter a short bio, this field can be found under the <i>Profile</i> tab
 <p>The screenshot shows a 'Profile Update' form with tabs for 'Portrait' and 'Login Details'. Fields include 'Preferred Email:', 'Username:', and 'Password:'. There are 'Update' and 'Cancel' buttons at the bottom.</p>	<ul style="list-style-type: none">• To save any changes you have made ensure you click on the <i>Update</i> button• Similarly if wish to cancel any edits click the <i>Cancel</i> button• If you require any assistance don't hesitate to contact the College Secretariat on +61 3 9824 4699 or email Dino DeFazio on dinodefazio@racma.edu.au