

## 2019 CALENDAR FOR RACMA FELLOWSHIP TRAINING PROGRAM (FTP)

**Note: For the most up-to-date version of the Fellowship Training Calendar, please consult the RACMA website.**

2019	Candidacy via Standard & Clinical Specialist Pathways <i>COMMENCING/1<sup>ST</sup> YEAR OF TRAINING</i>	Candidacy via Standard & Clinical Specialist Pathways <i>2<sup>ND</sup> YEAR OF TRAINING</i>	Candidacy via Standard & Clinical Specialist Pathways <i>FINAL/3<sup>RD</sup> YEAR OF TRAINING</i>	Candidacy via Medical Executive Pathway	Comments
<b>FEBRUARY</b>					
<b>4</b>	<b>Start of Academic Year for Fellowship Training Program</b>				
<b>4</b>	Enrolment into recognised University <b>*Master's Program</b>	Continuing recognised University <b>*Master's Program</b>	Continuing recognised University <b>*Master's Program</b>		Candidates are required to undertake specified *Masters units to meet RACMA theoretical requirements. Evidence of enrolment <b>must</b> be provided to the College at the start of the Academic Year
<b>4</b>	Commencement of <b>Medical Management Practice (MMP)</b>	Continuing of <b>Medical Management Practice (MMP)</b>	Continuing of <b>Medical Management Practice (MMP)</b>		Commencement of practical experience and training under supervision in Medical Management Practice (MMP)  (47 weeks at 1 FTE to be completed per annum. Part-time MMP will vary with the Candidate's FTE in medical administration)
<b>4</b>	Participation in Preceptorship	Participation in Preceptorship	Participation in Preceptorship	Participation in Executive Coaching	The College allocates Preceptor/Executive Coach for each Candidate.  Commencing Candidates are to seek an initial induction and set regular meetings with their allocated Preceptor/Executive Coach
<b>4</b>	Start of <b>Online FTP Induction Module (2019 Commencing Candidates ONLY)</b>			Start of <b>Online FTP Induction Module (2019 Commencing Candidates ONLY)</b>	Online FTP Induction Module provides an overview of the FTP requirements <i>(incl. Online Candidate Forum, Annual Training Plan (ATP) Webinar recording, Workshop registration form)</i>
<b>4 Feb - 15 Feb</b>			<b>REGISTRATION</b> for 360 Peer Review		Upon registering with the College, an external organisation will contact Candidates to provide the link for access to this tool.

<b>4 Feb - 15 Feb</b>		<b>SUBMISSION</b> of Case Studies for Learning Set Webinar	<b>SUBMISSION</b> of Case Studies for Learning Set Webinars	<b>SUBMISSION</b> of Case Studies for Learning Set Webinars	Case Studies for Learning Set Webinars on College prescribed topics are to be submitted via the e-ETP (College electronic submission tool).
<b>8 Feb</b>	<b>RTD Webinar Program</b> - Overview of Research Training Domain (RTD): Types of Project Proposal, Oral Presentation, Written Work & Webinar Program Support	<b>RTD Webinar Program</b> - Overview of Research Training Domain (RTD): Types of Project Proposal, Oral Presentation, Written Work & Webinar Program Support	<b>RTD Webinar Program</b> - Overview of Research Training Domain (RTD): Types of Project Proposal, Oral Presentation, Written Work & Webinar Program Support		A series of webinars are programmed to outline the requirements of the Research Training Domain (RTD) and the scope of projects that are considered acceptable.
<b>14 Feb - 16 Feb</b>			<b>WORKSHOP: ADVANCED MEDICAL MANAGEMENT</b> (3 <sup>rd</sup> /Final Year Candidates)		3 <sup>rd</sup> /Final Year Workshop for Candidates sitting the 2019 RACMA Oral Exams
<b>16 Feb</b>			<b>ORAL PRESENTATIONS OF RESEARCH</b> Requirement for Research Training Domain (RTD) (3 <sup>rd</sup> /Final Year Candidates)		Only Candidates who have a RACMA endorsed Research Proposal are eligible and will be invited for the Oral Presentation for summative assessment.
<b>16 Feb - 28 Feb</b>		<b>SUBMISSION</b> of Annual Training Plan (ATP)	<b>SUBMISSION</b> of Annual Training Plan (ATP)	<b>SUBMISSION</b> of Annual Training Plan (ATP)	The Annual Training Plan (ATP) has to be developed in consultation with the Preceptor and Supervisor and submitted to the College via the e-ETP (College electronic submission tool).
<b>26 Feb - 28 Feb</b>			<b>LEARNING SET WEBINAR (No 1)</b> Topic: Performance Management and Difficult conversations - Dr Jo Burnand (3 <sup>rd</sup> /Final Year Candidates)	<b>LEARNING SET WEBINAR (No 1)</b> Topic: Performance Management and Difficult conversations - Dr Jo Burnand (Medical Executive Candidates)	Learning Set Webinar dates for each group will be advised.
<b>MARCH</b>					
<b>4 Mar - 15 Mar</b>				<b>SUBMISSION</b> of Management Case Study Proposal (Medical Executive Candidates ONLY)	Proposal (1000 words) for an appropriate subject for study to be discussed with the Executive Coach and submitted for formative assessment by the College via the e-ETP (College electronic submission tool).
<b>8 Mar</b>	<b>RTD Webinar Program</b> - Research Project: an overview of an acceptable research project	<b>RTD Webinar Program</b> - Research Project: an overview of an acceptable research project	<b>RTD Webinar Program</b> - Research Project: an overview of an acceptable research project		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>11 Mar - 22 Mar</b>	<b>SUBMISSION</b> of Annual Training Plan (ATP) – Commencing Candidates ONLY				The Annual Training Plan (ATP) has to be developed in consultation with the Preceptor and

					Supervisor and submitted to the College via the e-ETP (College electronic submission tool).
<b>18 Mar – 29 Mar</b>		<b>SUBMISSION</b> of Research Proposal as a requirement for Research Training Domain (RTD)			Proposal for a suitable health service project (1,000 words) to be submitted for formative assessment via the e-ETP (College electronic submission tool).
<b>20 Mar</b>		<b>WEBINAR</b> on Reflective Writing - Dr James Oldham			Webinar for completing Reflective Writing by the Candidates for workplace assessment by their Supervisor
<b>28 Mar- 29 Mar</b>	<b>WORKSHOP: MEDICAL LEADERSHIP &amp; CLINICAL GOVERNANCE SYSTEMS (Commencing/1st Year Candidates)</b>			<b>WORKSHOP: MEDICAL LEADERSHIP &amp; CLINICAL GOVERNANCE SYSTEMS (Commencing Candidates)</b>	Registration Form available for download and submission on the Online FTP Induction Module
<b>APRIL</b>					
<b>5 Apr</b>		<b>WEBINAR</b> on Ministerial Briefing - Dr Bennie Ng			Webinar for completing Ministerial Briefing by the Candidates for workplace assessment by their Supervisor
<b>9 Apr - 11 Apr</b>		<b>LEARNING SET WEBINAR (No 1)</b> Topic: Building Teams/Collaboration - Dr Paul Eleftheriou (2 <sup>nd</sup> Year Candidates)			Candidates will continue in their designated groups for Learning Sets throughout their candidacy.
<b>12 Apr</b>	<b>RTD Webinar Program - Quality Improvement (QI) Project: an overview of an acceptable QI project</b>	<b>RTD Webinar Program - Quality Improvement (QI) Project: an overview of an acceptable QI project</b>	<b>RTD Webinar Program - Quality Improvement (QI) Project: an overview of an acceptable QI project</b>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>16 Apr - 18 Apr</b>	<b>LEARNING SET WEBINAR (No 1)</b> Topics: Change and Project Management for Medical Administrators - Dr David Rankin (Commencing Candidates)				Learning Set groups will be formed during/after the 1 <sup>st</sup> Year Workshop and the Learning Set dates for each group will be advised.
<b>May</b>					
<b>10 May</b>	<b>RTD Webinar Program - Literature review and other projects: what are the minimum requirements</b>	<b>RTD Webinar Program - Literature review and other projects: what are the minimum requirements</b>	<b>RTD Webinar Program - Literature review and other projects: what are the minimum requirements</b>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.

<b>14 May - 16 May</b>			<b>LEARNING SET WEBINAR (No 2)</b> Topic: Responding to medico-legal issues - Dr Tamsin Waterhouse (3 <sup>rd</sup> /Final Year Candidates)	<b>LEARNING SET WEBINAR (No 2)</b> Topic: Responding to medico-legal issues - Dr Tamsin Waterhouse (Medical Executive Candidates)	Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.
<b>17 May - 29 May</b>				<b>SUBMISSION</b> of Management Case Study Paper	The Management Case Study Paper (2500 – 3000 words) to be submitted for summative assessment by the College via the e-ETP (College electronic submission tool).
<b>28 May - 30 May</b>		<b>LEARNING SET WEBINAR (No 2)</b> Topic: Managing a complaint against a Clinician - Dr Darrell Duncan (2 <sup>nd</sup> Year Candidates)			Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.
<b>June</b>					
<b>3 Jun - 28 Jun</b>			Completion of 360 Peer Review Report		Candidates are required to have completed their 360 Peer Review activity
<b>14 Jun</b>	<b>RTD Webinar Program</b> - Data Management and Analysis	<b>RTD Webinar Program</b> - Data Management and Analysis	<b>RTD Webinar Program</b> - Data Management and Analysis		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>17 Jun - 28 Jun</b>		<b>SUBMISSION</b> of Ministerial Briefing			Candidates are required to submit their Ministerial Briefing for assessment by their workplace Supervisor as part of the mid-year ITP Report Submission
<b>17 Jun - 28 Jun</b>		<b>SUBMISSION</b> of Reflective Journal Writing 1			Candidates are required to submit their Reflective Journal 1 for assessment by their workplace Supervisor as part of the mid-year ITP Report Submission
<b>17 Jun - 28 Jun</b>	<b>SUBMISSION</b> of Mid-Year In-Training Performance (ITP) Report	<b>SUBMISSION</b> of Mid-Year In-Training Performance (ITP) Report	<b>SUBMISSION</b> of Mid-Year In-Training Performance (ITP) Report		The In-Training Performance (ITP) Report is a reporting tool to review the Candidate's work experience and progress toward attainment of RACMA's medical management competencies.
<b>18 Jun - 20 Jun</b>	<b>LEARNING SET WEBINAR (No 2)</b> Topic: Credentialing - Dr Annette Pantle (1 <sup>st</sup> Year Candidates)				Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.

<b>21 Jun - 22 Jun</b>		<b>WORKSHOP: WORKFORCE ENGAGEMENT AND PERFORMANCE (2<sup>nd</sup> Year Candidates)</b>			2 <sup>nd</sup> Year Workshop for Candidates sitting the 2019 Trial Oral Exams
<b>July</b>					
<b>9 Jul (TBC)</b>	<b>WEBINAR:</b> Indigenous Health Program Orientation – <i>Presenter (TBC)</i>				The aim of this program is to equip Medical Leaders with the knowledge, skills and attitudes to provide a health care environment that is culturally appropriate
<b>12 Jul</b>	<b>RTD Webinar Program</b> <i>- Qualitative Methods</i>	<b>RTD Webinar Program</b> <i>- Qualitative Methods</i>	<b>RTD Webinar Program</b> <i>- Qualitative Methods</i>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>16 Jul - 18 Jul</b>			<b>LEARNING SET WEBINAR (No 3)</b> Topic: Disaster Management and Leadership - A/Prof Colin Myers <i>(3<sup>rd</sup> /Final Year Candidates)</i>	<b>LEARNING SET WEBINAR (No 3)</b> Topic: Disaster Management and Leadership - A/Prof Colin Myers <i>(Medical Executive Candidates)</i>	Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.
<b>August</b>					
<b>3 &amp; 4 Aug</b>			<b>2019 RACMA ORAL EXAMINATIONS - AMC-NTC, Melbourne</b> <i>(Eligible Final Year Candidates ONLY)</i>		Only eligible final year Candidates will be allowed to sit the 2019 RACMA Oral Examinations. Candidates may contact the College Office for queries regarding their eligibility.
<b>5 Aug - 16 Aug</b>	<b>SUBMISSION</b> of Indigenous Health Program Webinar Assessment Task				Candidates are required to submit a Webinar Assessment Task (300 – 500 words) following the Introductory Webinar on Indigenous Health Program for College formative assessment by the College via the e-ETP (College electronic submission tool).
<b>13 Aug - 15 Aug</b>		<b>LEARNING SET WEBINAR (No 3)</b> Topic: Cultural Competence and Safety - Dr Kelvin Billingham <i>(2<sup>nd</sup> Year Candidates)</i>			Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.
<b>9 Aug</b>	<b>RTD Webinar Program</b> <i>- Ethical Issues in Projects</i>	<b>RTD Webinar Program</b> <i>- Ethical Issues in Projects</i>	<b>RTD Webinar Program</b> <i>- Ethical Issues in Projects</i>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.

September					
<b>3 Sep - 13 Sep</b>	<b>SUBMISSION</b> of Case Studies for Learning Set Webinars (No. 3)				Case Studies for Learning Set Webinars on the College prescribed topic/s are to be submitted via the e-ETP (College electronic submission tool).
<b>13 Sep</b>	<b>RTD Webinar Program</b> – <i>Dealing with Ethics Committee</i>	<b>RTD Webinar Program</b> – <i>Dealing with Ethics Committee</i>	<b>RTD Webinar Program</b> – <i>Dealing with Ethics Committee</i>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>17 Sep - 9 Sep</b>	<b>LEARNING SET WEBINAR (No. 3)</b> Topic: Information Management - Dr Monica Trujillo (1 <sup>st</sup> Year Candidates)				Candidates will continue in their designated groups for Learning Sets throughout their candidacy. Learning Set Webinar dates for each group will be advised.
October					
<b>1 Oct - 26 Oct</b>	<b>SUBMISSION</b> of Indigenous Health Program Module Tasks				Candidates must show evidence of having attended all the above modules for this training requirement to be considered as completed by the College.
<b>11 Oct</b>	<b>RTD Webinar Program</b> <i>Topic TBA</i>	<b>RTD Webinar Program</b> <i>Topic TBA</i>	<b>RTD Webinar Program</b> <i>Topic TBA</i>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>18 Oct</b>			<b>ADDITIONAL 2019 RACMA ORAL EXAMINATIONS AMC – NTC, Melbourne</b> <i>(Eligible Final Year Candidates ONLY)</i>		Only eligible final year Candidates will be allowed to sit the 2019 RACMA Oral Examinations. Candidates may contact the College Office for queries regarding their eligibility.
<b>19 Oct - 20 Oct</b>		<b>2019 RACMA TRIAL ORAL EXAMS AMC – NTC, Melbourne</b> <i>(Eligible 2<sup>nd</sup> Year Candidates ONLY)</i>		<b>2019 RACMA TRIAL ORAL EXAMS AMC – NTC, Melbourne</b> <i>(Medical Executive Candidates ONLY)</i>	Only eligible 2 <sup>nd</sup> year Candidates can sit the RACMA Trial Oral Exams. Candidates may contact the College Office for queries regarding their eligibility.
<b>21 Oct - 4 Nov</b>			<b>SUBMISSION</b> of Research Project Paper/Report as a requirement for Research Training Domain (RTD)		Candidates may submit this requirement <u>within 6 months of sitting and passing the Oral Examinations prior to election to Fellowship.</u> Application for Extension should be submitted one month prior if this is planned.
November					
<b>1 Nov - 29 Nov</b>	Participation in Indigenous Health Program: Final Module & Open Forum				Completion of the program and the final module is required for the issue of certificate as evidence of completion.

<b>8 Nov</b>	<b>RTD Webinar Program</b> <i>Topic TBA</i>	<b>RTD Webinar Program</b> <i>Topic TBA</i>	<b>RTD Webinar Program</b> <i>Topic TBA</i>		A series of Webinars are programmed to outline the requirements of the RTD and the scope of projects that are considered acceptable.
<b>15 Nov - 29 Nov</b>		<b>SUBMISSION</b> of Reflective Journal Writing 2			Candidates are required to submit their Reflective Journal 2 for assessment by their workplace Supervisor as part of the mid-year ITP Report Submission
<b>15 Nov - 29 Nov</b>	<b>SUBMISSION</b> of Year End In-Training Performance (ITP) Report	<b>SUBMISSION</b> of Year End In-Training Performance (ITP) Report	<b>SUBMISSION</b> of Year End In-Training Performance (ITP) Report		The In-Training Performance (ITP) Report is a reporting tool to review the Candidate's work experience and progress toward attainment of RACMA's medical management competencies.
<b>December</b>					
<b>2 Dec - 30 Dec</b>	Review of 2019 ATP to plan 2020 ATP with Preceptor	Review of 2019 ATP to plan 2020 ATP with Preceptor	Review of 2019 ATP to plan 2020 ATP with Preceptor	Review of 2019 ATP to plan 2020 ATP with Preceptor	For the preparation and development of the 2020 ATP for submission in line with the timelines in the 2020 FTP Training Calendar.

**Notes:**

Candidates undertaking Part Time study should contact the Assessment & Administration Manager, Soundra Subramanian (ssubramanian@racma.edu.au) for information regarding their timelines for submission of assessment tasks, participation in workshops and assessment activities.

\*Masters' degree including specified RACMA Masters subjects is a requirement unless credit has been awarded for existing formal academic studies. Evidence of enrolment and transcript on completion of the Masters subjects will be required for submission to the College.

Credit is available to Candidates for study and academic components of the FTP if evidence is provided demonstrating currency, comparability and that meets the core requirements of the FTP. This includes Masters Units and Research Training Program components. Applications should be submitted at the time of commencement with the College otherwise a credit application fee is applicable. Refer to the College website for fees.

Candidates may apply for Credit for the Research Training Domain (RTD) by submitting a request for credit to the College to assess previous study and its suitability in lieu of some of the RTD components.

**Additional Activities:**

RACMA Interact Webinar Series will be held throughout the year and Candidates are highly recommended to participate in this as additional learning activity. Information on the dates and program will be available on the RACMA Calendar on the College website.

The RACMA Learning and Teaching Centre will be holding CPD Forums throughout the year and Candidates are advised to refer for dates for these on the Events Calendar which is available on the College website.

The College website provides information on the College policies, College position descriptions and roles and reading resources under:

**RACMA Disclaimer:** Dates are subject to change. Additional dates may be added as they are confirmed.