**RACMA Fellowship Training Program (FTP)**

**2020 Annual Training Calendar**

| ***Academic Year***  ***2020*** | ***Commencing/***  ***1st Year***  ***of Training*** | ***2nd Year of Training*** | ***Final/***  ***3rd Year of Training*** | **Comments** |
| --- | --- | --- | --- | --- |
| ***3 Feb*** | Enrolment into recognised University \*Master’s Program | Continuing recognised University  \*Master’s Program | | Information about Masters Program requirements in available [online](https://racma.edu.au/training/fellowship-training-program/university-masters-requirements/). Evidence of enrolment must be uploaded via the MyRACMA Dashboard |
| ***3 Feb*** | Commencement of Medical Management Practice (MMP) | Continuing  Medical Management Practice (MMP) | | Commencement of practical experience and training under supervision in [Medical Management Practice (MMP)](https://racma.edu.au/training/fellowship-training-program/domain-overview/medical-management-practice-domain-mmpd/) |
| ***Early Feb*** | Commence discussion with Preceptor regarding Annual Training Plan | | | Preceptors are allocated by the College |
| ***Early Feb*** | Commence activities in the 2020 Online FTP Induction Module  *(Commencing Candidates ONLY)* |  |  | FTP Induction Module provides an overview of the FTP requirements  *(incl. Online Candidate Forum, Webinar recordings, Workshop registration etc.)* |
| ***Feb*** |  |  | Participation in the College  360 Peer Review  Registration opens in February (date TBA) for | Candidates will be required to register for the 360 Peer Review |
| ***14 Feb*** | **RTD Webinar Program:**  Overview of Research Training Domain, Types of Project Proposal, Oral Presentation, Written Work and Webinar Support | | | A series of webinars to support the Research Training Domain (RTD). |
| ***19 - 21 Feb*** |  |  | **Workshop: Advanced Medical Management**  *(3rd/Final Year Candidates)*  *(Venue: Holiday Inn Hotel, Melbourne Airport)* | 3rd/Final Year Workshop for Candidates sitting the 2020 RACMA Oral Exams |
| ***22 Feb*** |  |  | **Oral Presentations of Research**  *(Venue: Holiday Inn Hotel, Melbourne Airport) Registration information to follow* | Candidates who have a RACMA endorsed Research Proposal are eligible and will be invited to the Oral Presentation. |
| ***Feb/Mar*** |  |  | **1st Learning Set Webinar**  **Dates TBC** | Dates for each Learning Set group will be advised. Candidates continue in their designated groups for Learning Sets throughout their candidacy. |
| **MARCH** | | | | |
| ***13 Mar*** | **RTD Webinar Program:**  Overview of Acceptable Research Projects | | |  |
| ***Mar*** |  |  | Completion of 360 Peer Review Report date to be advised |  |
| ***Mar/Apr*** | **Learning Set Case Studies**  are provided by the College date TBC | **Submission**  of Case Studies for Learning Set Webinar date TBC | **Submission**  of Case Studies for Learning Set Webinars date TBC | Case Studies for Learning Set Webinars on College prescribed topics are to be submitted via your MyRACMA Dashboard. |
| ***27 Mar*** | **Submission- via MyRACMA Dashboard**  Annual Training Plan (ATP) – all Candidates | | | The ATP must be developedin consultation with the Supervisor and Preceptor |
| ***30 Mar*** |  | **Submission**  of Research Proposal |  | Proposal for a suitable health service project (1,000 words) to be submitted assessment via your MyRACMA Dashboard |
| ***26 Mar- 28 Mar*** | **Workshop:**  **Medical Leadership & Clinical Governance Systems**  *(Venue: Holiday Inn Hotel, Melbourne Airport) Registration information to follow* |  |  |  |
| **APRIL** | | | | |
| ***April*** |  | **1st Learning Set Webinar**  **Dates TBC** |  |  |
| ***17 Apr*** | **RTD Webinar Program:**  Quality Improvement (QI) Project- Overview of Acceptable QI Projects | | |  |
| ***April*** | **1st Learning Set Webinar**  **Dates TBC** |  |  |  |
| **MAY** | | | | |
| ***8 May*** | **RTD Webinar Program:**  Literature Reviews and Other Projects – What are the Minimum Requirements | | |  |
| ***May*** |  |  | **2nd Learning Set Webinar** |  |
| ***May*** |  | **2nd Learning Set Webinar**  **Dates TBC** |  |  |
| **JUNE** | | | | |
| ***5 Jun*** | **RTD Webinar Program:**  Data Management and Analysis | | |  |
| ***12 Jun – 13 Jun*** |  | ***2nd Year Workshop***  *(Venue: Holiday Inn Hotel, Melbourne Airport) Registration information to follow* |  | 2nd Year Candidates’ Workshop |
| ***Jun*** | **2nd Learning Set Webinar**  **Dates TBC** |  |  |  |
| ***29 Jun*** | **Submission via MyRACMA Dashboard**  Mid-Year In-Training Performance Report (ITPR) | | | The In-Training Performance Report (ITPR) is used to review the Candidate’s work experience and progress toward attainment of RACMA’s medical management competencies. |
| **JULY** | | | | |
| ***3 Jul*** | **Indigenous Health Program Webinar**:  Indigenous Health Program Orientation |  |  |  |
| ***10 Jul*** | **RTD Webinar Program:**  Qualitative Methods | | |  |
| ***16 Jul - 18 Jul*** |  |  | **3rd Learning Set Webinar**  **Dates TBC** |  |
| ***31 Jul*** | **Submission**  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 via the MyRACMA Dashboard |
| **AUGUST** | | | | |
| ***31 Jul, 1 & 2 Aug*** |  |  | **2020 RACMA Oral Examination**  Venue: Australian Medical Council – National Test Centre, Melbourne | Only eligible final year Candidates will be able to sit the 2020 RACMA Oral Examinations.  Candidates may contact the College Office for queries regarding their eligibility. |
| ***14 Aug*** | **RTD Webinar Program:**  Ethical Issues in Projects and Dealing with Ethics Committee | | |  |
| ***Aug*** |  | **3rd Learning Set Webinar**  **Dates TBC** |  |  |
| **SEPTEMBER** | | | | |
| ***11 Sep*** | **RTD Webinar Program:**  Topic - To Be Advised | | |  |
| ***Sep*** | **3rd Learning Set Webinar**  **Dates TBC** |  |  |  |
| **OCTOBER** | | | | |
| ***9 Oct*** | **RTD Webinar Program:**  Topic - To Be Advised | | |  |
| **NOVEMBER** | | | | |
| ***27 Nov*** | **Submission**  of Indigenous Health Program Module Tasks |  |  | Completion of the six (6) module tasks and participation in the online forum must be completed.  This assessment task will be marked as complete in the MyRACMA Dashboard once the module completion certificates are uploaded to the MyRACMA Dashboard. |
| ***13 Nov*** | **RTD Webinar Program:**  Requirements for Project Proposal & Preparation for Oral Presentations | | |  |
| ***27 Nov*** | **Submission via MyRACMA Dashboard**  of Year End In-Training Performance Report (ITPR)– all Candidates | | | The In-Training Performance Report (ITPR) is used to review the Candidate’s work experience and progress toward attainment of RACMA’s medical management competencies. |
| **DECEMBER** | | | | |
| ***4 Dec*** |  |  | **Submission**  of Research Project Paper/Report as a requirement for Research Training Domain (RTD) | Research Paper/Report to be submitted via the MyRACMA Dashboard |
| ***4 - 6 Dec*** |  | **2020 RACMA Trial Oral Examination**  Venue: Australian Medical Council – National Test Centre, Melbourne  *(Eligible 2nd Year Candidates only)* |  |  |
| ***18 Dec*** | Review of 2020 ATP  plan 2021 ATP with the Training Supervisor and Preceptor | | | For review of the 2020 ATP and development of the 2021 ATP for submission in line with the timelines in the 2021 FTP Training Calendar. |