



## **POSITION DESCRIPTION**

**Position Title: RACMA Training Supervisor**

**Responsible to: RACMA Board**

### **Introduction**

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college that provides education and training programs in medical management.

#### **1. Supervisors of Training**

The training of medical administrators is undertaken in health services workplaces that are 'recognised' by the College as training posts in the Fellowship Training Program. Training will normally take place under the supervision of the candidate's line manager/Supervisor.

The RACMA Supervisor of Training is the on-site supervisor/line manager of the Candidate, undertaking Fellowship Training Program in the supervised medical management practice. This period of workplace training is undertaken as a requirement in the RACMA Fellowship Training Program, which is the period of formative learning and is critically important for the development of the medical leadership and management competencies required of the successful specialist medical administrator.

The Candidate's line manager (on-site Supervisor) is responsible for selecting experiences and opportunities to develop competency, and evaluating Candidate's progress through observation and formative assessment of training activities undertaken in the training post.

In the event that the RACMA Supervisor of the Candidate is not a FRACMA (or not a doctor), the Preceptor and the Jurisdictional Co-ordinator of Training will provide additional oversight of the Candidate's progression and engagement in his/her experiential training.

In addition, a secondary supervisor will also be appointed who is a FRACMA to provide a more tailored guidance and training in the Fellowship Training Program (FTP). This will be coordinated through the health setting and/or the Jurisdictional Coordinator of Training. Shared supervision will be accepted, provided the College is informed, and one supervisor is nominated as the primary supervisor. This may be the case for candidates in remote locations and where additional remote supervision is required.

Candidates should not be supervised by other candidates, unless the Supervisor happens to be a senior Candidate with RPL, in a substantive position and in his/her final year of training, supervising a commencing Candidate who is in a registrar post. In such cases, the RACMA Supervisor should be in close liaison with the Preceptor of the Candidate and/or seek advice from the Jurisdictional Coordinator of Training or the National Office.

In the event of interpersonal difficulties between a candidate and supervisor, either party may seek, or be advised to seek assistance, as appropriate, of the candidate's preceptor, Jurisdictional Co-ordinator of Training, the Censor-in-Chief, or the National Office staff or the Chief Executive of the College. The Candidate / Supervisor may address these issues with HR within the organisation or forward their concerns to the College's National Office, following the College policies available:

- Policy for reconsideration, review, appeal against decisions made by the College officers or committees
- Policy for Complaints to the College
- Policy for Bullying, Harassment and Sexual Discrimination

## **2. Key Responsibilities**

The RACMA training Supervisor will be required to:

- Facilitate regular meetings to discuss Candidate's performance in the workplace and progression through the FTP
- Form familiarity with the RACMA Leadership and Management Curriculum and the College Handbook
- Ensure the candidate has at all times adequate supervision structure that enhances exposure to medical management competencies
- Provide dedicated sessions for observation and feedback on RACMA Competency tasks as per the Curriculum
- Seek progression on activities undertaken through observation and input from stakeholders engaged in the Candidate's training and work interaction
- Enable for reflective practice with the Candidate on feedback provided and deficiencies identified in relation to skills, knowledge and attitude.
- Facilitate access to workplace experiential training in line with the RACMA curriculum and relevant to the Candidate's gaps in knowledge and training
- Discuss any training or behavioural related matters with the Candidate's Preceptor and/or Jurisdictional Coordinator of Training
- Complete the In Training Assessment (ITA) report ensuring that constructive feedback and comments about Candidate's performance are well recorded and

demonstrate a true reflection of the Candidate's progression and competency development.

- Engage in the development of the Candidate's Annual Training Plan (ATP) with the candidate and his/her Preceptor so as to provide input on training and knowledge gaps and together with the preceptor address deficiencies via remediation and additional training.
- Provide support to the candidate by facilitating access to study leave for undertaking training and assessment in the Fellowship training program. Study leave should be in line with the PD policies and allowances set by the organisation.
- Encourage internal or external professional development courses so as to address deficiencies in the training post's opportunities
- Assist the Candidate with the selection of their research training program project and facilitate access to research opportunities in the workplace and guide in the ethics approval process.
- Participate in the College accreditation site-visits as required
- Participate in the College training activities and programs, such as face to face workshops, webinars and Faculty development sessions. The College will offer Supervisors training and education programs to support supervisors in their role and to discuss training issues and strategies/learning on how to improve candidate training.
- Notify the College and the JCT of any changes in the training post, employment of the Candidate, or in supervision/ training environment that may affect the quality of training

### 3. Key Relationships

- **Candidate:** ensure regular meetings and needs of candidate are met in terms of training, welfare and support through the organisation, supervision structure and support through the Fellowship Training Program
- **Preceptor:** there should be regular discussions/meetings between the Supervisor and Preceptor in relation to the Candidate's performance and training needs
- **Jurisdictional Coordinator of Training:** the Supervisor should consult on any training or behavioural matters with the JCT and seek advice on accreditation or gaps in the organisational medical management structure, in particular any issues or organisational changes such that have an impact on the Candidate.
- **Internal Stakeholders:** Such as committee chairs and departmental directors, HR, senior nursing staff or anyone who has collaboration and input into Candidates' performance and decision making

- **The National office:** The College will provide all new supervisors with an induction kit containing information on policies, curriculum Supervisor Manual.

#### **4. Method of Appointment**

Supervisors are appointed by the health setting in which the training post of a RACMA Candidate is located. The College has no say in the appointment of the Supervisor but the quality of supervision and medical management structure will be reviewed during the College accreditation process to ensure that the training post provides the appropriate training and supervision infrastructure to meet the Fellowship Training Program requirements.

#### **5. Evaluation**

- 5.1 The College annually conducts a survey to all Candidates and Supervisors to ascertain information, feedback and gaps around RACMA training posts and quality of supervision. Where possible, Supervisors will be provided with feedback on their supervision via surveys conducted by the College.
- 5.2 Candidates are asked annually to nominate their Supervisors for the award of best supervisor of the year. The award is given to a RACMA Supervisor based on the merit of nomination irrespective of whether the Supervisor is a FRACMA or not. Guidelines for nomination criteria are available on the RACMA website.
- 5.3 Supervisors are expected to attend RACMA PD programs and education webinars/workshops for certification and training purposes.
- 5.4 The level of supervision and its structure is assessed during the process of the accreditation of training posts by the RACMA Accreditation site-visit panels.
- 5.5 The guidelines on accreditation and supervision, as well as obligations of the health settings and the College in relation to accreditation and provision of training, are articulated in the College policies and regulations, in particular:
- Policy for Supervised Practice
  - Regulation for Accreditation of Training Posts

