

Preceptor Position Description

Role/Position Description

Position Title: College Preceptor

Responsible To: Chair National Training Committee

Reviewed: June 2013/Last reviewed February 2016

Next Review: June 2016 – UNDER REVIEW

Introduction

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college accredited by the Australian Medical Council (AMC) with over 800 members. It is dedicated to the education, training and professional development of medical practitioners in senior leadership, management and administrative roles, in clinical and non-clinical settings.

Role Overview

The College Preceptor (known as Preceptor) will provide support and guidance to specifically allocated to Candidates in the Standard and Clinical Specialist Pathways throughout that Candidate's RACMA Fellowship training.

Primary Objective

- To provide support and guidance to specifically allocated Standard Pathway Candidates throughout that candidate's training in the RACMA Fellowship Training Program
- To report on the overall progress of those specifically allocated Standard Pathway Candidates through the formal processes as set by the Education and Training Committee.

Key Relationships

1. Within the College Training Portfolio

a. Chair National Training Committee

Recommends with the JCT, preceptor appointment and coordinates collection of data relevant for ongoing monitoring of preceptor performance as well as primary responsibility for identification of relevant professional development opportunities for preceptors.

b. State/Territory/NZ Jurisdictional Coordinators of Training (JCT)

Recommends with the Chair National Training Committee, preceptor appointment and assists with ongoing monitoring of preceptor performance.

c. **Candidates**

The College Preceptor (known as Preceptor) will provide support and guidance to specifically allocated Standard Pathway Candidates throughout that candidate's RACMA Fellowship training. The Preceptor will report on the overall progress of those specifically allocated Standard Pathway Candidates through the formal processes as set by the Education and Training Committee.

It is expected that Preceptor will meet with its Candidate(s) FOUR times per academic year, particularly with Candidates in their first year of training in the Fellowship Training Program with RACMA.

d. **Other Preceptors**

Liaise and collaborate with other Preceptors to develop and implement policy within the Education portfolio.

2. External to the College

Candidate Supervisor

Liaise at least bi-annually with Candidate's supervisor to monitor progress.

Provide information to Candidate Supervisors regarding College education and training policies, programs, progress issues, explanation of College requirements.

Key Accountabilities and Tasks

1. Fellowship Training Program (The Program) Implementation

- a. Be familiar with the Program to be undertaken by a Candidate and assist the Candidate with the maintenance of access, design of experiential opportunities, well-being and preparation and progress towards attainment of medical management education standards by:
 - i. Monitor with the Candidate, the Candidate's internal and external environments to ensure that the objectives and policies for the training program are approached in a systematic way to enable the achievement of goals.
 - ii. Meet with the Candidate's workplace supervisor at the beginning of each new workplace situation to discuss the Candidate's duties in the workplace and liaise with the workplace Supervisor on matters and issues that arise during Candidacy.
 - iii. Conduct an audit in the Candidate's workplace, at the commencement of placement, to ensure that College standards required to support training of the Candidate, are in place or will be available to the Candidate.

- iv. Ensure that the competencies and performance standards for the medical administrator are well understood by the workplace supervisor and activities and performance standards are aligned with those of medical management education.
- b. Be responsible on behalf of the Candidate and workplace Supervisors to provide input to the appropriate JCT on the quality of workplace training experiences and resource implications of the College's education, training and evaluation activities.
- c. Recommend to the appropriate JCT whether the particular workplace is suitable for future candidates.
- d. Be responsible on behalf of the Candidate and workplace Supervisors to provide input to the appropriate Jurisdictional Coordinator of Training on the quality of workplace training experiences and resources (reference ***RACMA Accreditation of Training Posts Policy***)
- e. Be responsible for ensuring adequate communication between the Candidate and
 - a. the College Secretariat,
 - b. the relevant JCT and
 - c. their workplace Supervisor.
- f. Actively participate in continuing professional development relevant to the role of Preceptor by way of initial attendance at Induction / Orientation and regular attendance at relevant RACMA Faculty development programs
- g. Actively participate in feedback processes from the candidate

2. Candidate Progress

- a. Accept the role of preceptor for the duration of a particular candidate's fellowship journey after discussion with the relevant Jurisdictional Coordinator of Training (JCT) & candidate,
- b. Work with the candidate in the development of the Annual Training Plan which must be submitted to the College by end of February in each year of training.
- c. Assess the Candidate's suitability for a medical management career at the end of the first year of training in partnership with the relevant JCT and in line with the RACMA regulations.
- d. Report on the Candidate's progress in their workplace training, their academic studies and preparations for assessment by way of completion of the bi-annual In-Training Assessments which are to be completed in conjunction with the Candidate and the Candidate's workplace Supervisor.
- e. Guide the Candidate in selecting appropriate workplace training experiences that will contribute appropriately to attainment of the medical management competencies and provide the best opportunity to obtain the FRACMA

- f. Provide advice to the Candidate on the content and quality of the Candidate's case study, the oral presentation of the case study and the health services research assessment tasks (and any other tasks as determined from time to time), prior to submission for formal assessment. The Preceptor is required to formally sign-off the assessment tasks, at the time of submission.
- g. Support the Candidate regarding the range and status of educational, training, assessment and examination activities required by the College.
- h. Set regular meetings with their Candidate/s to monitor progress, discuss education issues, impart knowledge as appropriate, help to settle any issues and generally monitor the well-being of the Candidate.
- i. In the event of unsatisfactory performance for whatever reason, actively liaise with the JCT in order to facilitate the development of remediation strategies.

3. External Representation

Represent the College to a Candidate's workplace Supervisor and appropriate forums relating to the College's Fellowship Program.

Location Within Organisational Structure

Be responsible to the Chair National Training Committee

Tenure and Method Of Appointment

Prerequisite: Preceptors are RACMA Fellows of at least 3 years good standing

Preceptors are appointed by recommendation of the State/Territory/New Zealand Jurisdictional Coordinator of Training (JCT) and the Chair of the Training Committee to the Education & Training Committee.

Preceptors are expected to have not more than 4 Candidates at any one time.

Performance

Each Candidate will be invited bi-annually to review and report on the performance of their Preceptor as part of the In Training Assessment process.

Every three years Preceptors will be subject to performance review by the Chair of Training Committee and relevant JCT which will be informed by evidence of active engagement in various Education & Training activities within the college e.g.

- Preceptor workshops
- Review of feedback from candidates
- Review of relevant In Training Assessment forms
- Feedback from relevant JCT
- Attendance at webinars & other training fora
- Participation in training events

Unsatisfactory performance review will be managed in accordance with natural justice principles.

