

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

### POSITION DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>Position Title:</b>    | Fellowship Training Program (FTP) Coordinator               |
| <b>Business Area:</b>     | Education   |
| <b>Reporting To:</b>      | Director of Education                                       |
| <b>Employment Status:</b> | Fixed-term until early 2022, 1.0 FTE (parental leave cover) |
| <b>Date Reviewed:</b>     | November 2019   |

#### 1. Royal Australasian College of Medical Administrators

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college with the objective of influencing health systems management and educating medical practitioners in the specialty of medical administration. The College has Fellows throughout Australia, New Zealand, Hong Kong and other overseas posts.

Four core values underpin all RACMA endeavors:

- Professionalism: Demonstrating self-governance, high standards and ethical behaviour
- Integrity: Doing the right thing in all situations
- Excellence: Striving for outstanding achievement despite constraints
- Respect: Acknowledging and valuing others' thoughts, opinions and feelings

#### 2. Business Area Overview

Contributing to the strategic goals of RACMA the Education division will be responsible for the development, delivery, evaluation and assessment of all education programs delivered by RACMA including with the Fellowship Training Program, short programs such as the Leadership for Clinicians and Management for Clinicians Programs, CPD programs and the Annual Scientific Meeting. This unit will support and provide strategic advice to the Chief Executive, key education committees such as the Academic Board, ETC and Board of Censors and ensure key compliance with regulatory requirements such as the Australian Medical Council.

#### 3. The Position

The Fellowship Training Program (FTP) Coordinator is a frontline role that provides administrative support for the FTP. The role will coordinate the FTP training and assessment requirements and is the first point of contact for Candidate queries about their training. The role also provides support for various aspects of the candidate life-cycle.

#### 4. Key Responsibilities

- Be the first point of contact for Candidate enquiries related to FTP responsibilities
- Coordinate the Candidate life-cycle including generating accurate invoices and monitoring of training requirements for completion and eligibility for election to Fellowship, monitoring Candidate progress to check compliance with training program requirements
- Communicate with Candidates regarding completion of their training and assessment requirements
- Coordinate FTP training and assessment requirements including assignments, online materials, online events and workshops. Ensure resources and information are up-to-date
- Provide administrative support for FTP training and assessment requirements including oral examinations
- Maintain accurate records and produce accurate reports of Candidate progress
- Contribute to the review of training related processes, policies and regulations
- Liaise with the College Faculty/Assessors/Censors and College staff to ensure that assessments, reports and training information is documented and communicated appropriately
- Coordinate committees including the scheduling of meetings and preparation of documents including agenda, minutes, reports, action items
- Other duties as required

## 5. Selection Criteria

- Tertiary qualification and relevant experience in an education setting (Higher Education Sector, Specialist Medical College) or membership organisation
- A high standard of written and oral communication skills and the ability to develop reports and templates for reporting and submissions to College committees and College senior staff
- Excellent administrative skills, particularly with respect to accuracy, multitasking and attention to detail
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups
- Demonstrated initiative and a capacity to work independently and as a member of a team
- Ability to prioritise tasks in a high-volume work environment working with flexibility and positive attitude
- Demonstrated ability to approach tasks with a quality improvement perspective
- Ability to seek clarity and escalate issues when necessary
- Experience with providing administration support to committees including writing minutes and reports
- High level computer literacy, including Microsoft Office, membership databases and learning management systems (eg Canvas)

## 6. Organisational Relationships

|                  |                              |
|------------------|------------------------------|
| Reports to       | Director of Education        |
| Internal Liaison | RACMA Members and Candidates |

|                   |   |
|-------------------|---|
|                   | RACMA Management and staff  |
| Committee Liaison | Jurisdictional Committees<br>Education and Training Committee<br>Board of Censors<br>Training Progress Committee<br>ASM Steering/ASM Program Committees<br>Candidate Advisory Committee<br>College panels and/or working groups |
| External Liaison  | External Stakeholders and service providers   |

## 7. Other

This role may involve work outside normal business hours and travel within Australia and New Zealand.