APPLICATION FOR ACCREDITATION OF TRAINING POST

THIS FORM IS TO BE COMPLETED BY THE TRAINING ORGANISATION THAT IS SEEKING ACCREDITATION OF A TRAINING POST IN THE SPECIALTY OF MEDICAL ADMINISTRATION

How to Complete this Form:

- It is essential that all parts of this application form are completed and that all requested documentation is included at the time of submission.
- This form must be saved on your computer before you start filling it in.
- To save this form, right click on the form, click Save As, and select the destination where you would like to save it.

1. Applying Officer

The form must be completed and signed by the relevant representative of the setting requesting accreditation of the training post.

2. Supervision

Detailed information of supervisory arrangements must be provided as follows:

- **Medical Administration Registrar Position**

    The Candidate's line manager *must* be specified as the primary Supervisor. For Medical Administration Registrars, the primary Supervisor should be a FRACMA or hold a senior medical management position and be based on-site with the Candidates.

- **Substantive Position**

    For those training posts other than registrar posts, the primary Supervisor *must* be the Candidate's line manager. If the line manager is not a FRACMA, then a Secondary Supervisor *must* be specified and *must* be a FRACMA. They may be based off-site.

3. Supporting Documentation

The following documentation must be included and submitted with this application form:

- **Position Description**

    A copy of the current position description that clearly outlines the role and duties to be performed. This should also include the breakdown in EFT of medical management and non-medical management time fraction e.g. 0.6EFT medical management and 0.4EFT clinical. Please note that the minimum EFT required for a training post to be considered for accreditation is 0.5EFT in medical management.

- **Performance Review Process**

    Information regarding the organisation's performance review process is required.

- **Organisation Chart**

    A copy of the current organisational structure that clearly indicates the post that is to be accredited, reporting lines, and names of staff in those positions is required.

- **Evidence of External Funding**

    If the post is supported by external funding such as STP, IRTP, or other jurisdictional program funding, evidence of funding is required.

- **Policies**

    A copy of relevant policies must be provided including: Discrimination, Harassment, Bullying and Victimisation; Access to Professional Development; and Study Leave.

4. Privacy Notice

The Privacy notice at the end of this form (page 21) must be signed by the applying officer.

Further information for Supervisors including responsibilities, can be found here.
All queries should be directed via email to accreditation@racma.edu.au.

Email application and attachments to: OR   Complete all sections and submit with attachments via post to:
accreditation@racma.edu.au
RACMA
Suite 1, 20 Cato Street
Hawthorn East VIC 3123
AUSTRALIA

1. ORGANISATION DETAILS

Organisation Name

Street Address

Postal Address

Applying Officer (not Candidate)

Position

Phone

Email

Organisation Website

Sector   Public   For Profit

                                Private   Not-for-Profit

Candidate Name

Title of Post for Accreditation

Signature

Date

How would you classify the organisation?

Public Tertiary Teaching Hospital

Public — Defence

Private Practice

Community (Public)

Day Surgery Facility

Non-clinical Setting

Government Department

Other (please clarify)

Other Public Hospital

Private Hospital (including not-for-profit)

Primary Care Network / PHO

Community (Private including not-for-profit)

Diagnostic Service (Laboratory / Radiology)

Aboriginal and/or Torres Strait Islander Health Service

Statutory Authority

Based on the Australian Statistical Geography Standard (ASGS), which area classification applies to your organisation?

Metropolitan	Rural Zone	Remote Zone
RA1 Major Capital Cities	RA2 Inner Regional Australia	RA4 Remote Australia
	RA3 Outer Regional Australia	RA5 Very Remote Australia

Please indicate your hospital or hospital network size. If you are not in a hospital setting or hospital network, please select N/A.

< 10 beds	51-100 beds	201-500 beds	> 750 beds
11-50 beds	101-200 beds	500-750 beds	N/A

Additional Comments:

Is your organisation quality accredited? Please select as many options as are applicable:

National Safety and Quality Health Service (NSQHS) Standards

RACGP — Standards for General Practices

Australian Council on Healthcare Standards (ACHS)

International Standardisation Organization (ISO) Standards

National Association of Testing Authorities (NATA)

Medical Council of New Zealand (MCNZ) Prevocational Medical Training Accreditation

NZ Health & Disability Services Standards

Other (provide details)

Please select all appropriate patient services provided by your organisation:

Service	Supplied		Further Information
Surgery	Yes	No	
Surgical Sub-specialties (please detail)	Yes	No	
Medicine	Yes	No	
Medicine Sub-specialties (please detail)	Yes	No	
Oncology	Yes	No	
Emergency Medicine	Yes	No	
Obstetrics & Gynaecology	Yes	No	
Paediatrics	Yes	No	
Rehabilitation	Yes	No	
Mental Health	Yes	No	
Alcohol & Other Drugs	Yes	No	
Indigenous/Māori Health	Yes	No	
Sexual Health	Yes	No	
Primary Health Care	Yes	No	
Oral Health	Yes	No	
Community Health	Yes	No	
Public Health	Yes	No	
Other	Yes	No	

2. HUMAN RESOURCES

Please indicate current human resources policies or committees at your organisation:

Credentialing and Appointment of Medical Staff

Training and Professional Development

Occupational Health and Safety (OH&S)

Occupational Health and Safety (OH&S) Committee

Indigenous Health Committee / Māori Health Services

Bullying Discrimination Harassment and Victimisation Policy

Human Resources Committee

Performance Reviews

Leave

Other (provide details)

Is there an orientation or induction program for new employees?   Yes   No

If yes, please indicate which of the following areas are covered in this program:

Facilities and Infrastructure

Employment Conditions

Bullying Discrimination Harassment and Victimisation

Indigenous Health / Māori Health

Human Resources Policies

Organisational Structure

Occupational Health and Safety

Patient Safety and Quality

Health Policies and Legislation

Other (provide details)

Is there a designated study area or room available away from busy clinical areas?   Yes   No

Please identify Information & Communications Technology (ICT) and other support available for training purposes:

Library

Teleconferencing

Videoconferencing

Other (please clarify)

Does your organisation offer structured education programs and continuing medical education sessions which are accessible to the Candidate?   Yes   No

Do the above programs include Indigenous/Māori Health Programs provided on-site?   Yes   No

If you are based in a rural or regional location, what training and educational opportunities are provided to the Candidate in the provision of health care to Aboriginal and Torres Strait Islander peoples in Australia and/or Māori peoples in New Zealand?

Does your training organisation have support for Indigenous staff/patients?   Yes   No
If yes, what does the support cover?

Does your organisation provide an Employee Assistance Program (EAP) Service for staff?   Yes   No

Is access to the EAP extended to include doctors in specialty training?   Yes   No

3. TRAINING POST

Is this training post a: Substantive Position   Registrar Training Position

> 📑 **Supporting Documentation Required**
>
> **Please attach a current copy of the Position Description.**

Is this training post 1.0 FTE?   Yes   No

If no, please indicate the time fraction:

When was the position description last reviewed?

Is this training post 1.0 FTE in medical administration?   Yes   No

If no, what percent is medical management?

What activity is the non-medical management component devoted to?

Is there an established medical management structure headed by a Medical Director?   Yes   No

> 📑 **Supporting Documentation Required**
>
> **Please attach a current organisation chart that indicates reporting lines and where the training post is situated. Names should be clearly outlined in the organisational structure.**

Where is this post in the organisational structure?

CEO Level   Senior Management Level

Middle Management Level   Junior Management Level

Other (please clarify)

Are the reporting relationships, accountability, and delegation of authority for the position clearly stated?   Yes   No

Comments:

To what position does this post report (please include names)?

Board

Chief Executive

Chief Medical Officer

General Manger

Chief Medical Information Officer

Director/Executive Director

Assistant/Deputy Director

Clinical Specialist

Consultant

Senior Medical Advisor

Other (please specify)

Indicate the number of medical practitioners reporting to the training post:

Employed Medical Practitioners   Contracted Medical Practitioners

Other Medical Practitioners   Other Staff

N/A

Is this training post subject to:

Contract Agreement   Enterprise Bargaining Agreement (EBA)

An Award   Other

If the training post is a registrar position, is it part of a rotation/run or networked training program?   Yes   No

Comments:

4. SUPERVISOR

Please note that a FRACMA _must_ be part of the supervisory structure.

Name of Supervisor (Line Manager)

Position

Email

Phone Number

Is the Supervisor on-site?   Yes   No
If no, please indicate how far away the Supervisor is located.

Is the Supervisor a Medical Practitioner?   Yes   No
Is the Supervisor a:

    FRACMA   AFRACMA

    Affiliate of RACMA   Other

What would be the approximate weekly hours of interaction between Candidate and Supervisor?

Are meetings between Supervisor and Candidate:

    Weekly   Fortnightly

    Monthly   Other

5. SECONDARY SUPERVISOR

A Secondary Supervisor must be nominated for the training post to ensure continuity in the support and supervision of training. If the Line Manager is not a FRACMA, the Secondary Supervisor must be a FRACMA.

Name of Secondary Supervisor

Position

Email

Phone Number

Is the Secondary Supervisor on-site?
If no, please indicate how far away the Secondary Supervisor is located.   Yes   No

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What would be the approximate regularity and hours of interaction between the Candidate and Secondary Supervisor?

Is the Secondary Supervisor a Medical Practitioner?   Yes   No
Is the Secondary Supervisor a:

FRACMA   AFRACMA

Affiliate of RACMA   Other

If a Secondary Supervisor has not been identified, what are your provisions for support and supervision of the Candidate if the Supervisor is absent?

What information and support are required as a Supervisor of a RACMA Candidate?

RACMA provides/offers training to support Supervisors of training posts. Please indicate if the Supervisor of this training post would be available to participate: Yes   No

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6. PERFORMANCE REVIEW — SUBSTANTIVE ONLY

Is there a regular performance review available for the post?   Yes   No

> 🗎 **Supporting Documentation Required**
>
> **Please any relevant documentation about the performance review process.**

7. FUNDING — REGISTRAR ONLY

Is this position an externally funded training position?   Yes   No
If so, please indicate the funding source:

Specialist Training Program (STP)	Training More Specialist Doctors in Tasmania (STP TAS)
Health Workforce New Zealand	Integrated Rural Training Pipeline (IRTP)
NSW Health	QLD Health
VIC Health	WA Health
District Health Board	Other

8. STP AND IRTP FUNDED POSTS — RURAL LOADING SUPPORT FUNDS

If the post is STP or IRTP funded, based in an ASGS RA2 – RA5 region, the STP rural loading support is available in accordance with the terms of funding.

> 🗎 **Supporting Documentation Required**
>
> **Please attach evidence of external funding**

Please identify from the options below how the rural loading allowance will be used to support and sustain the training post. Rural loading can be allocated against provisions that will improve support of the Candidate in their specialty training in a rural, regional, or remote setting as well as the sustainability of the post.

Candidate relocation costs to rural, regional, or remote setting

Candidate travel and accommodation related to training requirements set by the College e.g. workshops, etc.

Improvements to technology access and equipment, such as videoconferencing or teleconferencing capability

On-site resources

Other (please specify)

9. PROFESSIONAL DEVELOPMENT

Is time available for professional development and study leave?	Yes	No
How much time is allocated for these activities each week or each year?		
Is a professional development allowance available for doctors in specialty training?	Yes	No
Is the organisation able to release Candidates for RACMA activities including compulsory workshops and completing components of assessments?	Yes	No
Is the organisation committed to providing regular contact between Candidates, Supervisors, and RACMA Preceptors?	Yes	No

10. TRAINING PLAN

Access to medical management opportunities in the workplace will develop the skills and knowledge required for successful completion of the Fellowship Training Program.

Examples of workplace activities that contribute toward the development of competency for Candidate training can be found in the following pages.

11. RACMA WORKPLACE EXPERIENTIAL ACTIVITIES AT A HEALTH SETTING

For a position to be accredited, the setting must ensure that the Candidate's training time in the workplace enables any gaps in knowledge or experience to be addressed with appropriate supervision in order to support the Candidate in moving from a novice to a competent practitioner.

Examples of workplace activities that contribute toward the development of competency for Candidate training can be found in the following pages.

Please list any gaps (pages 13 - 20) within your health setting against the RACMA competencies that would prevent the Candidate from the full breadth and depth of training opportunities and/or experience.

For a position to be accredited for 4 years for a Candidate's training, gaps need to be addressed with appropriate supervision in order to enable movement from a novice to a competent practitioner.

Role Competency & Workplace Activities
LEADER

- Lead service business and quality planning processes
- Manage a major change process
- Create a vision that others endorse
- Observe leaders' styles and effective leaders
- Conduct self-assessment/self-audit e.g. 360°, Enneagram. Reflect on the outcomes of self-audit and apply them to leadership style
- Demonstrate engagement in self-directed learning e.g. reviewing literature to enhance theoretical knowledge of leadership, completion of postgraduate studies in leadership and management
- Resolve personal conflicts in relation to others
- Liaise with different stakeholder groups both internal and external to the organization
- Liaise with relevant local communities, organisations and individuals in the Indigenous Health or Māori sector to develop and maintain partnerships
- Consult widely e.g. through staff/patient satisfaction surveys and focus groups before initiating change
- Participate and encourage participation in health enhancement projects and initiatives for practitioners and other staff
- Create a vision that others endorse

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

MEDICAL EXPERT

- Participate in or chair key committees e.g. peak executive/Board, patient satisfaction, resources, patient advocacy, stakeholders, patient safety, complaints
- Review, develop, and promulgate internal policies and procedures of the organisation and be able to communicate these to various stakeholders within and outside the organisation
- Conduct an organisational impact assessment or needs analysis for the introduction of a new technology or process
- Research process improvement cases from other hospitals
- Conduct a patient impact assessment into the introduction of new processes
- Actively participate in an organisational quality committee, preferably the peak executive or Board quality committee.
- Be involved in Coronial reports and/or investigations, FOI requests, insurer notifications, medico-legal reports, and subpoenas
- Be involved in one or more of:
  - clinical Risk Management training or activity
  - review of a clinical incident
  - quality improvement activity.
- Gain experience in operational activities such as:
  - unit or divisional operational committees
  - service development
  - service review
  - planning activities e.g. strategic, capital, business, operational, or quality
  - other committees e.g. infection control, medical advisory, or blood transfusion

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

COMMUNICATOR

- Chair or actively participate in a range of health service committees e.g. complaints, adverse events, consumers and Indigenous Health or Māori services
- Represent the organisation on committees with external organisations
- Where possible, participate in:
  - SMS credentials committee
  - SMS appointment processes
  - JMS appointment processes
  - IMG appointment processes
  - performance management of SMS/JMS
  - education and training of medical staff especially JMS
- Generate policy and procedures based on best evidence and involvement with relevant stakeholders
- Write briefing documents and responses to government policy for the advice of CEO's, heads of government departments, and ministers
- Experiences in operational activities such as:
  - unit or divisional operational committees
  - service development
  - service review
  - planning activities e.g. strategic, business, operational, or quality
  - other committees e.g. infection control, medical advisory, or blood transfusion
- Prepare business cases, rationales for decisions, and actions
- Converse and negotiate with clinicians on management issues, and decisions
- Use performance review feedback to inform and identify appropriate professional development activities for staff members
- Engage in human resources management activities both as the manager and the subject e.g. performance reviews, credentialing, resolving conflict
- Demonstrate attentiveness and enhanced listening skills to negotiate consensus on a course of action

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

COLLABORATOR

- Chair meetings, facilitate interaction between clinicians and managers
- Engage in formal communication with minister/heads of government departments
- Engage in formal and informal communication with heads of departments, senior clinicians, non-clinical staff, and community representatives
- Use emotional intelligence when working with diverse stakeholders
- Develop political alliances to ensure success of initiatives
- Develop communication systems e.g. to inform SMOs and community services about patient discharges
- Manage a complex complaint
- Identify potential conflicts and issues, and work with the protagonists to remove them e.g. through team meetings, open-door policy, networking
- Undertake inter-professional consultation to determine course of action or alternative practice
- Participate in key committees, stakeholder groups, professional Colleges and bodies to form strategic, productive, and supportive alliances
- Develop an understanding of Aboriginal and Torres Strait Islander peoples and/or Māori history and culture and address health issues
- Network with stakeholders on joint projects
- Prepare a business case that involves multiple stakeholders
- Plan a new service or facility
- Introduce a change project or activities

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

MANAGER

- Manage a crisis, be involved in disaster management planning or critical incident management
- Respond to consultations and discussions in progress with a complex group of people
- Participate in a relevant project taking a holistic approach, enunciate impacts of plans and proposals on your organisation or on individuals
- Facilitate a process improvement team and description of process and outcomes
- Facilitate accreditation processes and description of learning
- Manage a work unit
- Review a monthly unit/divisional budget
- Participate in a unit/divisional annual budget building process
- Participate in strategic planning and implementation
- Prepare a business case
- Participate in a new technology committee or introduction of a new technology process
- Manage a budget
- Prepare a cost estimate for a project or new initiative
- Where possible, manage an individual or unit. Medical staff management is one of the key roles of a medical manager. All Candidates should, where possible, participate in:
  - SMS and JMS credentials committee and appointment processes
  - performance management of SMS/JMS
  - education and training of medical staff especially JMS
  - be involved in the recruitment of Aboriginal and Torres Strait Islander or Māori trainees

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

HEALTH ADVOCATE

- Be aware of and/or participate in cultural committees and other processes that allow for cultural diversity to be recognised within the organisation
- Provide for cultural needs of major groups in the local community and develop models to meet these needs e.g. prayer mats for Muslims, outdoor space for Aboriginal relatives to grieve, decisions about service design
- Work with a media advisor on an issue
- Present the case for alternative viewpoint
- Recognise, and where possible, support the public advocacy role of clinicians in the organisation
- Act as an advocate for medical staff where appropriate
- Liaise with patient reference groups, advocacy groups, and other community action groups
- Keep abreast of political initiatives relating to health care using a variety of media
- Access and read a variety of on-line and offline resources in the areas of ethics, consumerism, public policy, and population health
- Be involved in policy and procedure development
- Prepare submissions or policy advice
- Conduct patient surveys to inform quality improvement

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

SCHOLAR

- Actively participate in an organisational quality committee, preferably the peak executive or Board quality committee
- Participate in individual and organisation-sponsored continuing professional education. Attend skill development workshops and courses and keep up to date with relevant literature.
- Be involved in one or more of:
  - clinical risk management training or activities
  - review of a clinical incident
  - undertake or lead a quality improvement activity
- Critically review a peer reviewed management journal article
- Participate in evidence-based management training
- Contribute to and participate in the organisation's education program
- Write a media release on behalf of the organisation, responding to an issue of public interest
- Participate in research as the primary investigator or collaborator
- Present at public forums, conferences, etc.

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

Role Competency & Workplace Activities

PROFESSIONAL

- Reflect on non-research ethical decision-making use of a real case study
- Keep a journal of reflections
- Study ethics
- Implement strategies to enhance patient care within the work environment
- Use patient feedback and community input in decision-making
- Identify values and ethical issues and how these impact on work
- Demonstrate reflective analysis in oral and written form
- Modify behaviour following reflection
- Encourage reflective interpretation in others
- Participate and encourage participation in health enhancement projects and initiatives
- Maintain an effective work/life balance by monitoring time and stress levels

Organisational Identified Gaps in this Workplace

How Will these Gaps be Addressed?

12. PRIVACY NOTICE & CONSENT FORM

Personal information (including sensitive information) collected in this form or in connection with RACMA medical administration training will be used to assess, process, and administer this application for accreditation of a training post. RACMA may send you information about the Fellowship Training Program and accreditation of training posts from time to time.

If the organisation does not provide the personal information RACMA requires, RACMA may not be able to process the application for the accreditation of a training post.

The information RACMA collects about the health setting may be disclosed to RACMA Members (for the purpose of assessing the application for accreditation of training posts), to individuals that provide training related services, and to persons appointed to perform support, mentoring, and assessment functions. Such information may also be disclosed to the Australian Health Practitioner Regulation Agency (AHPRA) and other regulatory bodies for regulatory purposes, to bodies carrying out credentialing or quality assurance activities, to hospitals or other organisations, to RACMA's external service providers (e.g. IT contractors and event organisers), and otherwise as required or authorised by law.

In particular, RACMA may collect information about a Candidate from the Candidate's training setting or Supervisor, including information about the Candidate's progress, performance and conduct, and other information relating to the Candidate's employment at the training setting.

RACMA conducts accreditation activities in Australia and New Zealand. Personal information collected in Australia or New Zealand about a RACMA Member may be disclosed to a recipient in one of those countries. RACMA may be unable to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to such information.

For further information about privacy at RACMA, including information about how to access or correct your personal information and about how to make a privacy complaint, see RACMA's Privacy Policy.

CONSENT AND ACKNOWLEDGMENT

I, _____, an applying officer for the accreditation of a training post for the purpose of specialist medical administration training in the Royal Australian College of Medical Administrators ('**RACMA**') Fellowship Training Program:

1. Consent to RACMA collecting personal information about me for the purpose of considering this application for accreditation of a training post;

2. Consent to RACMA disclosing such information to the types of organisations described in the above Privacy Notice, for the purposes of processing the application for accreditation of a training post (including to a recipient in a country outside Australia, notwithstanding that RACMA may be unable to ensure that the recipient does not breach the Australian Privacy Principles in relation to the information);

3. State that any personal information about another individual (including a Secondary Supervisor contact) that I have provided with this application is provided with that individual's knowledge and consent; and

4. Acknowledge that I am not required to provide this consent and may revoke it at any time.

By selecting this box, you agree and acknowledge the terms of this document.	Date

RELEVANT POLICIES AND REGULATIONS

- Accreditation of Training Posts Regulation
- Reconsideration, Review and Appeal of Decisions of the College Committees and Officers Policy
- Deferment, Taking Leave and Withdrawal/Resignation from Fellowship Training Program Policy
- Supervised Practice in the RACMA Fellowship Training Program Policy
- Regulation for Training in Settings Other than an Accredited Training Post
- Privacy Policy
- Discrimination, Harassment, Bullying & Victimisation Policy

APPLICATION CHECKLIST & SUBMISSION

📑 Supporting Documentation to be Sent with Application
Application completed in full and signed by applying officer. *The applicant must be a relevant officer of the health setting (not the Candidate).*
Current position description indicating where the training post is situated and reporting lines including names against roles.
Organisation chart clearly indicating where the training post is situated and reporting lines including names against roles.
Supporting documentation regarding performance review process
Evidence of external funding if STP, IRTP, or other jurisdictional program (e.g. Health Workforce New Zealand)
Acceptance of Privacy and Consent
Policies (*must* be included):
Discrimination, Harassment, Bullying and Victimisation
Access to Professional Development
Study Leave

Email application and attachments to:
accreditation@racma.edu.au

OR   Complete all sections and submit with attachments via post to:

RACMA
Suite 1, 20 Cato Street
Hawthorn East VIC 3123
AUSTRALIA