

FELLOWSHIP TRAINING PROGRAM

MEDICAL MANAGEMENT PRACTICE DOMAIN

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPLE)

PLEASE READ THIS FORM CAREFULLY

Before applying, you need to know the following:

- This form should be used by applicants seeking Recognition of Prior Learning and Experience (RPLE) for the Medical Management Practice Domain.
- This form must be saved on your computer before you start filling it in.
- To save this form, right click on the form and click Save as and select the destination where you would like to save it.
- Send the completed form together with required supporting documentation via email to applications@racma.edu.au

What is RPLE?

RPLE is designed to provide formal recognition to individuals based on their prior skills, knowledge, and experience. Prior to applying for RPLE, applicants should familiarise themselves with the requirements for Fellowship as outlined in the four key domains of the Fellowship Training Program [here](#).

Application Process:

1. Upon submission of application and supporting evidence, the RPLE application fee will be invoiced and must be paid in order for the application to be progressed.
2. The applicant must be available to attend the interview at the time and place advised by RACMA.
3. The RPLE assessment panel will make recommendation for the award of RPLE and provide feedback to the applicant at the end of the interview. Applicants will be advised of the outcome of their interview in writing following the approval process.

Applicants will *not* be informed of the outcome at the interview.

1. PERSONAL DETAILS

RACMA ID

Title

Surname

Given Names

Date of Birth

Home Address

Mobile

Personal Email

Are you of Aboriginal and/or Torres Strait Islander background?	No	Aboriginal	Torres Strait Islander
Are you of Māori and/or Pacific Islander background?	No	Māori	Pacific Islander

2. EMPLOYMENT DETAILS

Employer Information

Employer Organisation

Position Title

Supervisor Name

Supervisor Title

Work Address

Work Telephone

Commencement Date

Position Details

Time Fraction	Total FTE	Clinical FTE		Management FTE
Location	Metropolitan	Rural	Regional	Remote
Industry Sector	Public	Private		
Sector Type	Hospital	Government – Health		Tissue / Blood
	Defence	Government – Non-Health		Law / Legal
	Research	Management Consultancy		IT / IS
	Teaching/Training	Pharmaceuticals		Other

3. REFEREE REPORTS

Please provide the full name and email address of your three referees. Referees should be your direct line managers from your last (most recent) 3 roles, preferably FRACMA. The Interview Panel may contact your referees for further discussion if required.

Referee 1:

Full Name

Email Address

Referee 2:

Full Name

Email Address

Referee 3:

Full Name

Email Address

4. MEDICAL MANAGEMENT & LEADERSHIP EXPERIENCE

Describe your key achievements in Medical Management and Leadership undertaken in the last 3 years (up to 500 words)

5. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Please outline in the table below any management coaching, courses, or other CPD activities undertaken in the last 3 years that are related to Medical Management and Leadership.

Categorise your CPD activities according to RACMA CPD Standards:

- Standard 1 – Professional Development Plan, Peer Review and Self-Audit Including self-review, performance review and/or 360-degree activity
- Standard 2 – Continuing Medical Education Activities

Further information can be found in the [RACMA CPD Handbook](#).

Should you require additional space, please add extra entries onto a separate sheet and include it with your application submission.

Activity (Title/Description)	Year

Additional Comments:

6. ASSESSMENT OF CAPABILITIES

The **Medical Leadership and Management Curriculum** focuses on the specific competencies needed for medical management and leadership practice. These competencies are organised around the seven CanMEDS roles.

The central roles are those of Medical Leader and Manager, supported by competencies embedded in the CanMEDS roles of Communicator, Collaborator, Manager, Health Advocate, Scholar, and Professional.

Please record on the following pages a summary demonstrating your competence in line with the RACMA core competencies, including:

- Information to further support your case for application for RPLE and Candidacy in addition to what has been requested and listed in previous parts of this application form
- Key publications for the panel's review, preferably in Health Service Research. Please provide title(s) and link(s) to the document if available, **do not** provide copies of publications.

Competency & Examples of Experience and Activities

Evidence-Based Decision-Making

- Evidence-based decision-making demonstrated e.g. QI projects undertaken or policy development

Competency & Examples of Experience and Activities

Research

- Key publications for the panel's review, preferably in Health Service Research
Please provide title(s) and link(s) to the document if available. *Do not* submit the actual paper with this application.
- List of peer-reviewed journal(s)
- Confirmation of ethics approval from your organisation's Human Research Ethics Committees (HREC) for a research project you have led as a principal investigator
- Confirmation of participation in an HREC at your current/previous organisation or another research institute

Competency & Examples of Experience and Activities

Teaching

- Teaching in an academic institution
- Facilitating/delivering training for medical workforce
- Supervising junior staff at the workplace

Competency & Examples of Experience and Activities

Written Work Derived from the Workplace

- Ministerial briefing
- Business cases / project proposals
- Service plans
- QI plans and quality accreditation reports
- Policies
- Performance reports

Competency & Examples of Experience and Activities

Advocacy

- Public speaking, e.g., abstracts, video/audio clips
- Media appearances
- Position papers

Competency & Examples of Experience and Activities

Cultural Competency

- Participation in an Indigenous Health module at another medical specialty college
- Work with indigenous communities e.g. testimonials, media publications, etc.
- Facilitating/delivering cultural competence training for medical workforce in other organisations

Competency & Examples of Experience and Activities

Professionalism

- Implement 'patient first' protocols
- Acting consistently, with integrity according to relevant codes of conduct
- Be prepared to be accountable
- Being an effective doctor and manager (in situations other than patient care)
- Participating in service audits and personal peer review processes
- Engaging in self-directed learning
- Maintaining CPD
- Maintaining work-life balance
- Demonstrated reflective practice
- Demonstrating sound judgement

7. REFLECTIVE PRACTICE

Identify a workplace related event that occurred in the last three (3) years. In no more than 500 words, describe:

- What was the event and its context?
- What happened?
- How did you manage it at the time?
- What did you learn about yourself as the person managing the event?
- What have you determined that could have been managed better or differently?
- What have you decided to do differently next time?
- If there has been a next time, how have you managed the event differently?

For Reflective Journal Writing Guidelines, click [here](#).

8. PRIVACY NOTICE & CONSENT FORM

Personal information (including sensitive and health information) collected in this form or in connection with your RACMA membership will be used to assess and process your application, to administer your RACMA membership and to send you information about programs, services and events that may be of interest.

If you do not provide the personal information RACMA requires you to provide, RACMA may not be able to process your application or provide some or all the benefits of RACMA membership.

The information RACMA collects about you may be disclosed to your nominated referees, to training settings and to individuals and organisations that provide training related services, to persons appointed to perform support, mentoring and assessment functions. Such information may also be disclosed to AHPRA and other regulatory bodies for regulatory purposes, to bodies carrying out credentialing or quality assurance activities, to hospitals or other organisations to which you apply for employment or accreditation, to organisations seeking to source expert advice or consultancy services, to organisations seeking to identify applicants for appointments and awards, to RACMA's external service providers (for example 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.

If you are a Fellow or Associate Fellow, your name and the jurisdiction with which you are associated will be published on RACMA's website and in RACMA publications.

RACMA conducts activities in Australia, New Zealand and Hong Kong. Personal information collected in Australia 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, refer to RACMA website [here](#).

CONSENT AND ACKNOWLEDGMENT

I, _____,

1. consent to RACMA collecting personal information about me from my nominated referees for the purpose of considering my application for RPLE;
2. consent to RACMA disclosing such information to the types of organisations described in the above Privacy Notice, for the purposes of considering my application and administering my membership of RACMA (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 nominated referee, employer or emergency 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 but understand that if my consent is not provided or is revoked, I may not obtain any or all the benefits of RACMA membership.

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