IMPLEMENTING CHANGE IN THE COLLEGE TRAINING PROGRAMS

POLICY

1. POLICY

Any changes in the RACMA Fellowship Training Program (FTP) must be assessed against a set of criteria to determine if they are a "significant change" as defined in Section 4 of this policy. If any of these criteria apply to the change then the change is deemed significant.

The Board has agreed that any/all significant changes to the curriculum and Fellowship Training Program will be advised to Candidates and Faculty at least 12 months in advance of the implementation date.

Significant change will apply at the commencement of a training calendar year to a new cohort of Candidates and not be made retrospective without consultation with the Candidate Advisory Committee (CAC).

All significant changes will be recorded in the College 'e-Handbook' and in revised guidelines, forms, templates and manuals. The e-Handbook published on the RACMA web site will be the only accepted current information and will apply in all circumstances. Continuing and new Candidates will be expected to meet the training requirements outlined in the College e-Handbook.

The Board anticipates that significant changes will be considered in the context of curriculum within a 3 year cycle although planning for such change may be undertaken annually. All changes will be reviewed after three years.

2. SCOPE

This policy and procedure applies for all College Committees including their Subcommittees and any other committees set up under the aegis of RACMA and its Board.

3. PROCEDURE

Procedures for the Implementation of Change:

- All proposed changes to the structure and delivery of the Medical Leadership and Management Curriculum and its assessment program, will be evaluated against the criteria, will be signed off by the Education and Training Committee and recommended to the Board.

- All proposed changes with significant impact will be discussed with the Candidate Advisory Committee before finalisation and provide for Candidate input and communication. Any changes will be incorporated in the final change proposal to the Education and Training Committee.

- If budget is required to be allocated for a proposed change such estimate should be advised to the Finance and Audit Committee for endorsement, through the CEO and the relevant Sub-Committee of the Education and Training Committee. The following will apply:
  - o If the change has a one off financial implication the Board may approve additional funds for the change.
  - o If the change has ongoing budget and fee implications, then resource allocation will become part of the following financial year budget planning process which commences in February. Such changes need to be advised to Finance and Audit Committee by December for endorsement for the preceding year and recommendation to the Board. Budget allocated will relate to the following financial year when the change can be implemented.
  - o If resources are allocated to the change the requirement to give Candidates 12 months advance notice will still need to be met.
- Following Board approval of a significant change the proponent will formally communicate the change to the Candidates and Faculties.
- Significant change will be advised to Candidates, Jurisdictional Co-ordinators of Training and faculty at least 12 months in advance of the implementation date.
- Significant change will apply at the commencement of a training calendar year to a new cohort of candidates and not be made retrospective.
- Planning and/or implementing change that may have significant impact on Candidates will be done in consultation with the Candidate Advisory Committee.
- All significant change will be recorded in the College 'e-Handbook' and in revised guidelines, forms, templates, etc. Until the new e- Handbook is on the website, the change will not be considered operational.
- The e-Handbook that is on the RACMA website will be the current information and will apply in all circumstances.
- Continuing and new Candidates will be expected to meet the training requirements outlined in the College e-Handbook.

4. DEFINITION OF SIGNIFICANT CHANGE

Changes that affect any of the following criteria:

- Impacts on the tasks existing Candidates need to complete prior to the RACMA Oral Examination
- Impacts on the preparation existing candidates will need to make for the RACMA Oral Examination.
- Increases compulsory requirements for Candidates in the Fellowship Training Program. Impacts on the current annual budget for the College by requiring additional resources to design and/or implement within the current budget
- Will require increases in Candidate training fees

- Lead to the extension of the FTP period for Candidates to complete their FTP requirements beyond the minimum 3 year period for full time equivalent candidates
- Likely to lead to existing candidates appealing decisions if they are not successful in the task or examination as a result of the impact of change to their training
- The significant change needs to be within three years of following another significant change

5. RELATED DOCUMENTS

- RACMA Medical Leadership and Management Curriculum
- Policy for Reconsideration, Review and Appeals against decision made by the College Officers and Committees
- RACMA Constitution
- Terms of Reference of Committees: Finance and Audit Committee, Education and Training Committee, Board of Censors, CEP Committee,
- Jurisdictional Committees, Training Progress Committee, and Candidate Advisory Committee (CAC)
- Delegations Authority Manual
- Current year Board-approved budget