

Position Title: Consumer/Community Representative on College Committees

Introduction

The Royal Australasian College of Medical Administrators 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.

The Royal Australasian College of Medical Administrators (RACMA) is governed by a Board of Directors elected by the College members in accordance with the *RACMA Constitution 2009*.

The RACMA is a company limited by guarantee and its principal objective is to deliver

comprehensive education and training programs to medical managers and other medical practitioners who are training for or occupying management roles and positions. In addition the College has the following subsidiary objects:

1.1.1 To examine Medical Practitioners seeking recognition as specialist medical administrators and to admit to Fellowship Medical Practitioners who have attained specialist qualifications and/or specialist expertise in medical administration.

1.1.2 To provide continuing education to Medical Practitioners to assist them to acquire and maintain skills and competence in medical administration.

1.1.3 To support Medical Practitioners who are not specialist medical administrators to develop leadership and management skills.

1.1.4 To assess the competence and performance of Fellows and Associate Fellows and to offer education, training, remediation and support to Fellows and Associate Fellows whose competence and/or performance is assessed as being below an acceptable standard.

1.1.5 To promote and advance the study of the principles and practice of health services leadership and management by Medical Practitioners.

1.1.6 To educate the public and other health care professionals about health leadership and management and medical administration.

1.1.7 To support research in the field of health leadership and management and medical administration.

1.1.8 To provide advice and to make submissions and representations to governments, political parties, authorities and other bodies on issues relevant to health leadership and management and medical administration.

1.1.9 To liaise with other medical colleges and representative bodies.

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1.1.10 To undertake other activities to promote the specialty of medical administration and/or to provide services to Members.

This is a nationally important role that will afford the appointee opportunity to develop broad relationships within RACMA. The appointee will work closely with the Education and Training and the Continuous Education Program Committees to provide input in the College strategic development, meaningful professional development programs for RACMA members, and to provide input and insight from the community perspective and needs into the College's planning of training programs for specialist medical administrators.

1. Organisational Relationship:

The community representative will be appointed to selected College committees operating within the education and training function of the College.

There will be community representation on all the following committees:

- Educational and Training Committee
- Continuing Education and Program Committee

The Chair of each Committee will work closely with the community representative to induct them to the Committee and will facilitate their participation within the Committee.

The Community Representative is not a voting member of the Committee.

2. Expected Outcomes of Community Representative on RACMA Committees:

- Presentation of alternative perspectives in decision making about development, design and implementation of College training programs
- Increased appreciation of the needs of community in health services delivery
- Participation in the consideration of formed and improved training programs such as the Fellowship training program and CPD programs
- Provide input in the improvement of evaluation of training strategies
- Enhance stronger accountability in College decision making and program development.

3. Core Skills of the Community Representative on RACMA Committees:

- Understands the purpose and objective of the representative role;
 - Participates effectively in decision making;
 - Makes effective use of relevant community networks and College organisations;
 - Provides evidence based community perspectives and needs to the Committee members in decision making;
 - Actively participates in College committee meetings;
 - Applies strong communication skills;
 - Identifies potential areas of conflict and puts strategies in place to address them;
 - Maintains confidentiality and discretion in relation to the College's activities and functions, Candidates and Fellows.
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4. Duties/Roles of the Community Representative on RACMA Committees:

The Role of the Community Representative includes the following responsibilities:

- Maintains an interest in current health issues relevant to the speciality of the College and to health care systems;
- Actively liaises and collaborates with Committee Chair and its members;
- Provides community informed outcomes to the Committees in their program and educational development so as to reflect community expectations in the delivery of training towards Fellowship;
- Provide input to ensure RACMA training activities have an appreciation of cultural context;
- Provide a societal perspective and objective inquiry into relevant College discussions and emerging educational issues in relation to health care;
- Having a broad community network with which to consult regularly;
- Be accessible to the community groups they represent.

5. Remuneration:

Individuals will be reimbursed for miscellaneous expenses such as travel (and where applicable, accommodation), car parking, printing, telephone calls etc. All travel arrangements are required to comply with the RACMA Travel Policy. Approval from the relevant responsible managers, Chief Executive and/or Chairs of relevant committees will be required. Community representatives are required to submit a tax invoice with the details of their expenses of their participation (rounded to $\frac{1}{4}$ hour) and committee attendance related expenses (supported by receipts). The College undertakes to make payment within 30 days.

The hourly fee for participating in a RACMA committee assumes approximately one-to-two hours of pre-reading prior to each committee meeting. Should pre-reading prove more onerous than this, individual consumer/community representative are asked to raise this with the Committee Chair so that suitable remuneration arrangements can be made.

Consumer representatives will be provided relevant Annual Committee Calendar outlining the days and times of the meetings – usually 2 hours in duration and held via tele-conference.

Remuneration will be in accordance with the following schedule of hourly fees as informed by the Health Issues Centre (as at October 2013):

Contributing to a focus group – Fee \$50

Participating in a consultation workshop – \$50

Attendance fees /Participating in a committee – \$55

Participating in RACMA structured interview panels (if required) – \$55

Participating as a panel member at a conference – \$65

Delivering a presentation at a workshop – \$100

Delivering a presentation at a conference or forum – \$120

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Fees for pre-reading, reviewing and commenting on a draft document will be advised in consultation with the Committee members and Chair.

6. Conflict of Interest

The appointee will be asked to declare any interest that is in conflict with any discussions and strategic matters of the College or that represent personal interest in accordance with the Policy for Conflict of Interest and Declaration of Interests for RACMA Directors, Officers, Committee Members and others representing the interests of RACMA.

