

POSITION DESCRIPTION



Position Title: Jurisdictional Coordinator of Training

Purpose

The purpose of this Regulation is to describe the role and responsibilities of the Jurisdictional Coordinator of Training.

1. Scope

Each Jurisdictional Committee will nominate a Fellow to the role of Coordinator of Training to the Education and Training Committee for endorsement.

The Coordinator of Training will be appointed by the Education and Training Committee on the recommendation of the Jurisdictional Committee.

The term of office of the Coordinator of Training is **three years**.

The Jurisdictional Committee may create a Board of Studies to advise the Coordinator of Training on the delivery of specific jurisdictional training programs for Candidates. Where the Jurisdictional Committee establishes a Board of Studies, the Coordinator of Training will be an elected member of the Jurisdictional Board of Studies.

2. Role

The role of the Coordinator of Training is to:

- Establish strong relationships with jurisdictional health departments and workforce planning units to advise and develop strategies for the training of medical managers.
 - Support the processing of applications for candidacy in the fellowship training program.
 - Advise the National Office on the appropriateness of positions relating to the College requirements for supervised workplace experience.
 - Advise the National Office about the allocation of Preceptors for each Candidate within the jurisdiction.
 - Participate in accreditation of training posts.
 - Monitor the progress of Candidates within the jurisdiction.
 - Advise the National Office about the assessment of candidates in the first 12 months to determine suitability to continue.
 - Advise the Preceptors, Jurisdictional Committee and the National Office of Candidate training rotations.
 - Develop appropriate actions with Candidates and Preceptors in response to National Office Reports on Candidate assessments.
 - Review evaluations from Preceptors and Supervisors in the In-training Assessment Reports (ITA) on the progress of each Candidate and response to the College Progression Panel on Candidates assessed to be at risk.
 - Review academic and experiential training for individual Candidates and make recommendations to the National Office as required.
 - Liaise with the National Office to facilitate training rotations for Candidates as part of the Commonwealth funded Specialist Training Programs (STP).
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- Provide on-going support to Candidates in the jurisdiction.
- Assist Candidates in obtaining relevant resources as may be necessary for the examination process.
- Organise local training activities for Candidates to support the national curriculum.
- Organise trial oral examinations for Candidates from time-to-time.
- Counsel and advise Candidates who have unsatisfactory examination results or who are the subject of unsatisfactory In-Training Assessment reports.
- Liaise with Candidate preceptors and supervisors on a regular basis to:
 - Ensure preceptors and supervisors are aware of their role responsibilities.
 - Provide updates and briefings on training program matters.
 - Address Candidate issues.
- Governance:
 - Be an active member of the College Training Committee (a subcommittee of the Board's Education and Training Committee).
 - Provide such advice and reports to the Chair Education and Training and the Censor in Chief as requested.
 - Report on a regular basis to the Jurisdictional Committee and be involved with that Committee in developing education, experience, and training programs.
 - Attend by invitation the annual meeting of the Education and Training Committee.

3. Relationships

1. Jurisdictional Committees
2. RACMA Training Committees
3. RACMA National Office
4. Jurisdictional Workforce Branches/Departments of Health
5. Universities

Related Documents

Regulation: Jurisdictional Committees

Terms of Reference: Education and Training Committee

Terms of Reference: Training Committee

Terms of Reference: Credentialling Committee
