

MEDICAL ADMINISTRATION TRAINING PATHWAY

ENTRY

To be eligible to enter the **Royal Australian College of Medical Administrators (RACMA)** training program applicants must:

1. Have current general or specialised/vocational medical registration in Australia or New Zealand
2. Have completed a minimum of 3 years full time equivalent (FTE) clinical experience involving direct patient care in an Australasian health system or one that is comparable
3. Have secured an accredited training post in medical management practice that is in line with the RACMA Accreditation standards and Regulation.

Secure RACMA accredited training post in medical management practice

Apply for candidacy in the RACMA Fellowship Training Program

RACMA Candidate

Current fees (\$AUD)

Candidacy Application	\$1,381
Training Enrolment Fee	\$875
Candidate Membership Fee	\$524
Annual Training Fees:	
• MMPP	\$1,500
• Leadership Program	\$412
• Research Training Program	\$819

Workshop Fees (vary) approx. \$1,800 ea.
National Trial Examination Fees \$1,050
RACMA Oral Examinations \$3,200

Other fees may apply

For a full list of RACMA fees go to <https://www.racma.edu.au/page/training/fees-20182019>

TRAINING PROGRAM

The **RACMA Fellowship Training Program** is governed by a Medical Leadership and Management Curriculum built around the following *Role Competencies*:

- Medical Leader
- Medical Expert
- Communicator
- Advocate
- Scholar
- Professional
- Collaborator
- Manager

The Training Program is delivered as four continuous learning and assessment programs:

1. **Health system science (HSS)** involves the completion of an approved University Masters degree. A list of RACMA approved courses is available on the College website.
2. **Medical Management Practice (MMP)** involves three years (min) full-time (or equivalent) supervised medical management experience in an accredited training post in a health workplace. A combination of tasks and activities must be completed during this time.
3. **Research Training (RT)** requires the completion of:
 - a Master's subject related to evidence-based inquiry or research
 - a health service evaluation research project
 - an oral presentation of research in progress
 - a satisfactory written report
4. **Personal and Professional Leadership Development (PPLD)** involves a number of study themes completed through workshops, on-line resources, learning sets and formative assessments. These are aligned to the three stages of RACMA candidacy referred to as:
 - Novice (1st year)
 - Apprentice (2nd year)
 - Competent (3rd/4th year)

Candidates must perform 'satisfactorily' in each program within specified timeframes to be eligible for College Fellowship.

Associate Fellowship Training

The *Leadership for Clinicians Training Program: Associate Fellow (AFRACMA)* offers three medical management and leadership modules to support the professional development of medical practitioners.

Fees apply

For more information go to <http://www.racma.edu.au>

Min 3-4 years full-time

RACMA Fellowship Training
(3-4 years full time)

across four continuous learning and assessment programs

Complete **Reflective Case Study**

Present **Management Case Study**

Pass Oral Exam

Fellowship FRACMA

CPD

Accelerated Pathway/Recognition of Prior Learning

Doctors with demonstrated experience in medical administration in Australasia or New Zealand may apply to enter the RACMA Fellowship Training Program via an accelerated pathway.

Entry depends on the evaluation of prior experience to determine if the applicant is eligible for Recognition of Prior Learning (RPL).

Applicants must apply, and be selected, for an RPL Panel Interview with senior College Fellows. Application does not guarantee an RPL interview nor does an interview guarantee admission to the Fellowship Training Program.

Fees apply

Assessment

All RACMA assessment tools have two elements:

Formative assessment: feedback on the Candidate's progress in acquiring the knowledge, skills and attitudes required to complete the College training program without impacting on their progression e.g. In-Training Feedback Reports and the National Trial exam

Summative assessment: assessment that impacts on progression through and completion of the training program. This includes:

- Completing a Reflective Case Study
- Presenting a Management Case study
- Passing an oral examination

The assessment tools are mapped to the Role Competencies in the curriculum.

Accredited Training in Tasmania

The College accredits training posts within health service training organisations by assessing workplace information in an application form and confirming details at an accreditation site visit.

There are currently three accredited training positions in Tasmania – one at each of the Royal Hobart Hospital, Launceston General Hospital and the North West Regional Hospital.