

Orientation Guide

NSW Medical Administration Training Program

July 2026

Acknowledgement of Country

Health Education and Training Institute acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

Copyright and disclaimer

© 2026 HETI (Health Education and Training Institute) NSW, Australia. All rights reserved.

This program is covered by NSW Health's Disclaimer Policy. To view this policy, please visit www.health.nsw.gov.au/pages/disclaimer.aspx

Contents

Acknowledgement of Country	2
Copyright and disclaimer.....	2
Contents	2
1 Introduction.....	4
Intended audience	4
Program overview.....	4
2 State - NSW	5
Medical Administration State Training Council.....	5
Candidate involvement.....	5
Relational structure.....	5
Wellbeing and workplace issues	6
Annual Medical Recruitment.....	6
Frequently asked questions.....	6
Annual Medical Recruitment.....	6
Prerequisites.....	6
NSW Positions.....	7
Advocacy and support.....	7
Frequently asked questions.....	8
3 Post – Individual Sites	9
Post overview	10
Alignment to RACMA Foundation Workplace Based Assessments	10
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	11
Post overview	12
Alignment to RACMA Foundation Workplace Based Assessments	12
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	13
Post overview	15
Alignment to RACMA Foundation Workplace Based Assessments	15
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	16
Post overview	17
Alignment to RACMA Foundation Workplace Based Assessments	17
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	18

Post overview.....	20
Alignment to RACMA Foundation Workplace Based Assessments.....	20
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	21
Post overview.....	23
Alignment to RACMA Foundation Workplace Based Assessments.....	23
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	24
Post overview.....	26
Alignment to RACMA Foundation Workplace Based Assessments.....	26
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	27
Post overview.....	29
Alignment to RACMA Foundation Workplace Based Assessments.....	29
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	30
Post overview.....	32
Alignment to RACMA Foundation Workplace Based Assessments.....	32
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	33
Post overview.....	35
Alignment to RACMA Foundation Workplace Based Assessments.....	35
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	36
Post overview.....	37
Alignment to RACMA Foundation Workplace Based Assessments.....	37
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	38
Post overview.....	39
Alignment to RACMA Foundation Workplace Based Assessments.....	39
Alignment to RACMA Advanced Phase Workplace Based Assessments.....	40
Weekly schedule.....	42
Key meetings / committees.....	42
Access requirements.....	42
Day-to-day responsibilities.....	42
Useful resources.....	42
Tips for the next trainee.....	42

1 Introduction

Intended audience

This document provides a guide to Medical Administration trainees commencing employment within New South Wales. The guide includes tips relating to the Royal Australasian College of Medical Administrators (RACMA) from past and current trainees, as well as information regarding HETI-aided medical administration training posts.

Program overview

HETI works collaboratively with Local Health Districts and Specialty Health Networks (LHDs/SHNs) to support and coordinate training for medical administration trainees, aligned to the training requirements of the Royal Australasian College of Medical Administrators (RACMA). The program aims to enhance the delivery and quality of training and support the provision of accessible state-wide educational resources. It facilitates educational opportunities such as training forums and courses, as well as state-wide eLearning and blended learning initiatives.

A number of medical administration training posts are recruited through HETI and thus are referred to as HETI-aided posts. Specific information regarding these posts, including supervisors, contact details, a brief description of the post and how it aligns to the RACMA Annual Training Plan can be found in this guide. This section may be particularly useful for those considering applying for a medical administration training position through the HETI centralised annual medical recruitment campaign.

2 State - NSW

Medical Administration State Training Council

The Medical Administration State Training Council (MASTC) has been established to provide state-wide leadership and strategic direction in vocational training for the Medical Administration Training Program. The council will facilitate the coordination and reporting of a quality training program across NSW.

The MASTC provides strategic direction for the delivery and administration of Medical Administration education and training in NSW hospitals and health services. It offers advice to support planning and workforce development for the training of Medical Administrators in NSW and serves as a formal forum for liaison and coordination with key stakeholders, including RACMA.

The Council also advocates for and seeks feedback from trainees to implement solutions to important issues raised.

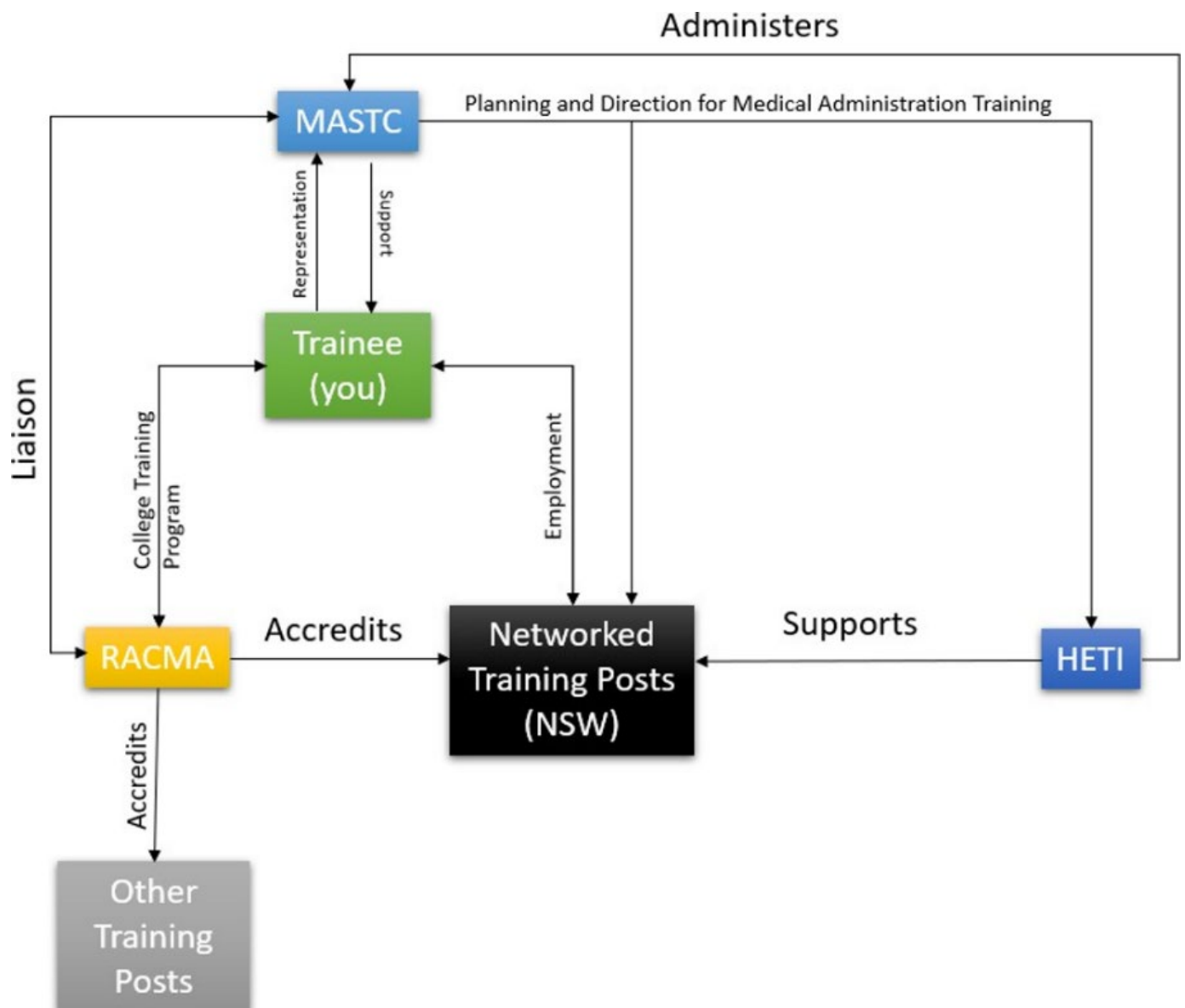
Candidate involvement

Several committees offer candidate involvement in NSW. These include:

- NSW Scientific Committee
- MASTC

Your site or local health district may also have specific opportunities available which site directors of training may be able to advise.

Relational structure



Wellbeing and workplace issues

NSW Health is strongly committed to junior doctor wellbeing and has implemented a range of resources to support JMOs across the state. These include the JMO Wellbeing & Support Plan and the JMO Support Line.

These resources support more localised activities or other projects specific to RACMA and each Local Health District. For information regarding your local Employee Assistance Program (EAP) or other available support initiatives, please contact your sites Medical Workforce Department or Manager.

NSW Health's policy relating to bullying and harassment can be found here. Please note that non-NSW Health supported sites will have their own procedures.

Annual Medical Recruitment

HETI supports the allocation of Medical Administration trainees to designated training positions across NSW by coordinating an annual, centralised recruitment process for both new and existing positions. These trainees form the HETI Medical Administration Training Program, with dedicated positions confirmed on an annual basis.

Please note that additional Medical Administration training positions may exist outside of the HETI Medical Administration Training Program.

The centralised recruitment process occurs in July/August every year as a part of the NSW JMO Annual Medical Recruitment campaign.

Frequently asked questions

Annual Medical Recruitment

Q: How do I apply?

A: Submit an application at the time of Annual Medical Recruitment which takes place in July/August each year. More information on the recruitment process can be found online.

Q: Do I need to be a member of the College to apply?

A: No. You will need to apply to the College once you have been offered a position in an accredited training role and hold membership at the time you commence the position.

Q: If I am successful, will I be granted a contract for the duration of training?

A: No. Contracts are currently limited to a single clinical year and trainees are required to apply for a new position annually.

Q: Are there other positions outside of the HETI-auspiced ones? If so, how do I find them?

A: Please contact RACMA for information relating to positions that are not recruited through HETI's Annual Medical Recruitment campaign.

Q: Once I have started on the training program, am I guaranteed a position for each year that I apply?

A: No. However, the interview panel—comprising training network supervisors—will take into account your status as a current trainee.

Prerequisites

Q: What prerequisites do I need to apply?

A: To be eligible to apply, candidates must have completed a minimum of three years' clinical experience in Australia or New Zealand, or an equivalent level of service elsewhere. Applicants must also hold general registration with the Medical Board of Australia or New Zealand

Q: I have already done a Masters, will this be counted?

A: If you have already completed a Masters, you will need to apply to RACMA and request Recognition of Prior Learning of your Master's degree. More information on this process can be found via the RACMA website.

Q: I have previously worked in a senior medical administration role – will this be counted?

A: Prior experience may be considered regarding training time. More information can be found via the RACMA website.

Q: What does “primary pathway” refer to?

A: By applying for a training post through the Annual Medical Recruitment process, you are entering the RACMA Fellowship Training Program (FTP), which is the primary pathway to Fellowship. There are alternative entry arrangements for medical practitioners already working in substantive medical administration roles who wish to become RACMA candidates. These may involve applying to RACMA for accreditation of their current position and/or recognition of prior learning and experience. More information is available on the RACMA website.

NSW Positions

Q: Why do I have to apply every year?

A: The medical administration training program in NSW relies on individual districts and hospitals to fund training positions and have an appropriate supervisor available for each position. Some of the training posts are externally funded and continuing funding cannot be guaranteed.

Q: Why can't/shouldn't I complete all my training in one location?

A: RACMA requires its candidates to have a broad knowledge of the healthcare system, both to complete College requirements and to equip trainees for their future career. The broader the training exposure, the more knowledge and experience will be gained.

Q: What mix of training should I do/how much time should I spend in each role?

A: Generally speaking, most trainees spend 1 year in 'specialist' or niche roles (e.g. HETI or Medical Council NSW) and the remainder in hospital-based, 'core' roles. We recommend getting experience across different facilities including public, private, rural and metropolitan.

Q: Do I have to/should I complete all my training in HETI positions/NSW?

A: No. You are not required to complete your training in HETI-coordinated positions or within NSW. There are many training opportunities available across the state.

Advocacy and support

Q: How can I connect with other trainees in NSW?

A: Several avenues exist for connecting with other medical administration trainees across NSW. These include through the:

Trainee representatives on MASTC

Trainee-run WhatsApp groups for current trainees

Trainee and Fellow-run weekly online tutorial sessions

Social events and face-to-face workshops

Q: Who/What is a Jurisdictional Coordinator of Training (JCT)?

A: JCTs are Fellows who are nominated by the Jurisdictional Committee to support candidates and their supervisors with training requirements. The JCT also participates in accreditation of training posts. They are appointed by the college to oversee training program.

Q: What is the role of my supervisor?

A: Information regarding your supervisor's role can be found here.

Q: What is the role of my preceptor?

A: The preceptor will have primary responsibility for acting as a guide to candidates for the duration of their training program, demonstrate professional behaviors as a positive role model for candidates, provide opportunities for candidates to self-reflect on their performance and provide support and encouragement to candidates.

Q: What do I do if I have an issue in the workplace?

A: Workplace resources – Immediate supervisor, Medical Workforce Manager

RACMA resources – supervisor, preceptor, JCT and/or the College.

Q: What do I do if I have an issue with my supervisor or preceptor?

A: If you have an issue with your supervisor, get in touch with your preceptor in the first instance to discuss your concerns and work through an agreed way forward. If this remains unresolved, you may want to escalate to the JCT and/or RACMA.

If you have an issue with your preceptor, we suggest contacting your JCT and/or /RACMA.

Q: Who can I talk to about my training?

A: Several people are available to discuss your training at times throughout your candidature.

These include:

- Supervisor / line manager
- Training supervisor (if different to line manager)
- RACMA appointed Preceptor
- RACMA appointed Jurisdictional Coordinator of Training
- Other Candidates for peer-to-peer support
- College personnel

Frequently asked questions**Q: Why should I choose medical administration training?**

A: Medical administration is a dynamic and rewarding specialty that enables doctors to apply their expertise to influence healthcare delivery across a wide range of settings—from individual services and units to hospitals, Local Health Districts, and at state or national levels. It is recognised as a specialty field of practice under the Health Practitioner Regulation National Law.

Q: What career opportunities are available after completing medical administration training?

A: Many career opportunities are available to new Fellows. Hospital roles include Director of Medical Services (DMS) and Deputy DMS positions. There are also opportunities across public and private healthcare organisations at a facility, district, state and national level. The skills and experience gained through medical administration (FRACMA) training can be applied to specialist areas such as digital health, health education and regulatory agencies, as well as the corporate sector. A RACMA Fellowship can lead to a range of senior positions, including:

- Chief Medical Officers
- Director of Medical Services
- Chief executives of hospitals and universities
- Heads of divisions of medical services
- Heads of health authorities
- Chief health officers of government jurisdictions
- Consultants to governments and private sector health services, and;
- Public policy and health program management in information technology and pharmaceuticals.

3 Post – Individual Sites

Please note that, whilst this guide includes all HETI-auspiced medical administration training posts, not every position will be recruited to during the Annual Medical Recruitment Campaign each year. Other substantive medical administration positions may also be available within NSW outside of the HETI-auspiced training posts listed in this guide. Trainees seeking information about these opportunities should contact RACMA directly.

Central Coast Local Health District - Medical Leadership and Governance Trainee

Central Coast Local Health District

Gosford Hospital, 75 Holden Street, Gosford NSW

Supervisor	Contact / Line Manager
Prof. Steevie Chan District Director Medical Services	Maggie Robinson Manager, Medical Workforce & Education Unit
T (02) 4320 9429	T (02) 4320 3243
E Steevie.Chan@health.nsw.gov.au	E Maggie.Robinson1@health.nsw.gov.au

Post overview

The Medical Administration Trainee supports the District DMS in advocating for clinical governance, quality and safe delivery of health services and achieving these goals in a collaborative, analytical and inclusive manner, offering the candidate access to a variety of experiences in Medical Administration whilst studying for the FRACMA. The role works under the direction of DDMS, supporting the incumbent to develop key RACMA core competencies of medical leadership, analysis of complex medical workforce governance and management issues to discern risks and benefits of actions and plan appropriately to deliver an effective workforce management solution to support CCLHDs strategic direction and clinical service plan. The role involves working in a complex environment with several key stakeholder groups, including both professionals and general administration, across all CCLHD hospitals and services. It also requires highly developed communication, negotiation and conflict management skills. The Trainee will also have opportunities to work closely with Directors of Medical Services and Directors of Clinical Services on initiatives across all facilities within the district.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	Active District Aboriginal Health Unit with multiple programs across directorates
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	RMOA and Medical Workforce Units have a strong focus on JMO and IMG wellbeing and retention
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	Diverse catchment area
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	Many performance management opportunities in SMO and JMO space
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	Active and engaged consumer engagement team
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Opportunities for investigation and response to HS2, 3, and 4 incidents. HS1 more rare but also available
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	Opportunities to observe once good relationship established between reg and clinical team
F10	Develop a plan for a service delivery applicable to your workplace	Meets	Many

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F11	Develop and implement quality and process improvements	Meets	Many
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	Regular budget and finance meetings at Unit and JMO levels
F13	Attend and observe credentialing SoCP meetings	Meets	MDAAC meetings monthly on a Monday evening
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Opportunities to do this with HITH team

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	Complex patient meeting great source for this WBA
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	Annual PMES is a focus for management
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Does not meet	Central Coast Local Health District doesn't have its own HREC
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	Annual exercise in District + multiple other opportunities
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Partially meets	
	Responses are usually formally managed through the Clinical Governance Unit, Trainee could work together with the CGU to develop		
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	Health Technology Assessment (HTA) committee
A10	Manage a patient flow issue to improve healthcare performance	Meets	Daily opportunities/responsibility
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	MDAAC meetings monthly on a Monday evening
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	

Health Education and Training Institute

Health Education and Training Institute

1 Reserve Road, St Leonards

Supervisor	Contact
Dr Jo Burnand Medical Director	Stacey Turnbull Manager, Medical Training Networks Development Unit
T 02 9844 6549	T 02 9844 6514
E Jo.Burnand@health.nsw.gov.au	E heti-medicaladministrationtraining@health.nsw.gov.au

Post overview

This full-time position is based within the Health Education and Training Institute (HETI), a NSW Health pillar organisation. It offers a unique opportunity to gain experience in medical education, workforce planning and health system leadership while working toward Fellowship of the Royal Australasian College of Medical Administrators (FRACMA).

HETI is the prevocational training accreditation authority for NSW and supports the education and training needs of junior doctors enrolled in certain specialty college training programs. As part of the Medical Portfolio team, the successful candidate will have the opportunity to lead and contribute to projects related to prevocational and vocational medical training, including accreditation, allocation and strategic workforce initiatives.

Key competencies developed in this role include Project management, Stakeholder engagement, Health system analysis and Leading change in complex environments. This position provides a broad exposure to medical administration across NSW Health settings and supports the development of leadership capabilities aligned with FRACMA training requirements.

This position is limited by RACMA to one year full time for any one candidate.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Partially meets	This WBA can be completed in conjunction with a hospital site.
F4	Identify the social economic index for your area and discuss related health impacts	Partially meets	This WBA can be completed in conjunction with a hospital site.
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and their RACMA Supervisor.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Does not meet	
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and their RACMA Supervisor.
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and their RACMA Supervisor.
F14	Review relevant industrial award and contribute to development of staff roster	Does not meet	
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor. This WBA can be completed by a first-year trainee as part of Foundation WBAs.
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	This WBA can be completed by a first-year trainee as part of Foundation WBAs.
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor. This WBA can be completed by a first-year trainee as part of Foundation WBAs.
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor. This WBA can be completed by a first-year trainee as part of Foundation WBAs.
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	This WBA can be completed by a first-year trainee as part of Foundation WBAs.
A10	Manage a patient flow issue to improve healthcare performance	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor.
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor.
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Partially meets	This WBA could be coordinated with a hospital site, subject to agreement with the Local Health District and RACMA supervisor.
A14	Conduct a difficult management conversation	Meets	

Medical Council of NSW

Health Professional Councils Authority, Medical Council team

Gladesville Hospital, Gladesville

Supervisor	Contact / Line Manager
Dr Jo Burnand Medical Director, HETI	Dr Penelope Elix Medical Director
T (02) 9844 6549	T (02) 9879 2267 / 0492 017 589
E Jo.Burnand@health.nsw.gov.au	E Penelope.Elix@health.nsw.gov.au

Post overview

This position provides a unique opportunity to gain medical administration experience in professional regulation whilst studying for the Fellowship of RACMA (FRACMA). The position reports to the Medical Director of the Medical Council of NSW and will be involved in reviewing and risk assessing complaints about medical practitioners in NSW. The successful candidate will also undertake research projects on behalf of the Council, gain experience in data analysis and review of operational imperatives, assist in the development of briefing documents to support effective regulatory decision making and participate in active stakeholder engagement in our co-regulatory environment. This is a unique role in health practitioner regulation that will allow the trainee to gain valuable experience in the management of health impairment, conduct and performance matters involving medical practitioners in NSW.

This position is most suitable for trainees in their 1st year of training and trainees in their 2rd year of training subject to WBA availability.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Does not meet	
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Does not meet	
F10	Develop a plan for a service delivery applicable to your workplace	Does not meet	
F11	Develop and implement quality and process improvements	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Partially meets	This WBA could be coordinated with a hospital site in our Local Health District catchment, subject to agreement with the LHD.
F14	Review relevant industrial award and contribute to development of staff roster	Does not meet	
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Partially meets	This WBA could be coordinated with a hospital site in our Local Health District catchment, subject to agreement with the Local Health District.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Partially meets	This WBA could be coordinated with a hospital site in our Local Health District catchment, subject to agreement with the Local Health District Health District.
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Does not meet	
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Does not meet	
A10	Manage a patient flow issue to improve healthcare performance	Does not meet	
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Does not meet	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Does not meet	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Does not meet	
A14	Conduct a difficult management conversation	Meets	

Royal North Shore Hospital

Northern Sydney Local Health District
Reserve Rd, St Leonards

Supervisor	Contact / Line Manager
Dr Daryl-Anne Elias Director Medical Services	Brianna Gerrie JMO Manager
T 0487 094 817	T 02 9463 1295
E darylanne.elias@health.nsw.gov.au	E Brianna.Gerrie@health.nsw.gov.au

Post overview

This position is best suited to a clinically experienced senior trainee. The registrar will work on reform of systems of care and governance, in partnership with clinical divisions and (what improvement specifically?) (insert word here) improvement experts. A particular focus is joining up the clinical, general management and financial management worlds, with the intention of building the trainee's confidence in contributing to the hospital's overall operations. The trainee will also have graded, supported exposure to complex issues management, including patient management matters, legal issues, pandemic response and risk management.

This post is most suitable for trainees in their 2nd and/or 3rd year of training.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	Chair RNSH Wellbeing Committee and participate in NSLHD Wellbeing Committee
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Participate in Serious Adverse Event Reviews as part of incident management
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Involved in management of complaints
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	
A10	Manage a patient flow issue to improve healthcare performance	Meets	Via involvement in Front Door, Daily Escalation, and Whole of Health committee meetings
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	Via participation in Medical and Dental Appointments Advisory Committee (MDAAC)
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	Chair Roster Advisory Committee
A14	Conduct a difficult management conversation	Meets	

*Experiences in this role may vary depending on the seniority of the incumbent.

The following are some examples of activities that the current trainee has participated in throughout their candidature to date:

- Have initiated a project to improve quality of documentation and siting of PIVC and have created a shared vision for the project.
- Have contributed to development of LHD's ICT strategy.
- Have been involved in the management of a few harm score 1 incidents.

- Chair or take part in the JMO Wellbeing committee and advocate for health and wellbeing of JMO's.
- Leading a project on developing a new medical handover module on eMR

Southeast Regional Hospital, Bega

Southern NSW Local Health District

4 Virginia Drive, Bega, NSW, 2550

Supervisor	Contact / Line Manager
Dr Elizabeth Mullins Director Medical Services, Bega Hospital, SNSWLHD	Dr Elizabeth Mullins Director Medical Services, Bega Hospital, SNSWLHD
T 0402035334	T 0402035334
E Elizabeth.Mullins@health.nswgov.au	E Elizabeth.Mullins@health.nswgov.au

Post overview

This position at Southeast Regional Hospital (SERH) in Bega is suitable for all levels of training. Although a relatively small hospital, with 100 bed, it is a flat structure so that the trainee gets to experience a number of key medical administration tasks on a daily basis. For a first-year trainee, this helps them understand how hospitals work; the structure and the interactions. For a second-year trainee they can start to refine their skills in terms of review, investigation, engagement, medical workforce management, leading a project, etc. and for a final year, every day is a new set of exam questions for them to be able to manage in real time.

Importantly, Bega is a flat structure where the DMS has a key operational role. We have a great set of Heads of Departments in the following specialties: pediatrics, obstetrics, anaesthetics, intensive care, emergency medicine, orthopaedic surgery and internal medicine with some subspecializing in cardiology, renal medicine, gastroenterology and general surgery. The team meets every month and works very collaboratively across the hospital.

We have an innovative SRMO programme that is funded by the Commonwealth and is seen as a bridge to inspiring young doctors to undertake rural generalist training. We have a mixture of traditional specialist and rural generalist staff who are able to provide a breadth of experience. The junior medical staff are partly our own and partly on secondment from Canberra and Sydney.

We have accredited training positions in general medicine, general surgery and orthopaedics and we have rural generalist accreditation in those as well as in anaesthetics, emergency medicine. We will and will also soon have the same in palliative care. This is a great role for a medical Admin Trainee in learning and experiencing many situations in a well-supported environment.,

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	MEETS	Routine task / opportunity
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	MEETS	Routine task / opportunity
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	MEETS	7% ATSI population Jehovah's Witnesses

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F4	Identify the social economic index for your area and discuss related health impacts	MEETS	Overall low socio-economic area and pocked of real deprivation
F5	Provide effective performance related feedback to someone in your workplace	MEETS	Routine task / opportunity
F6	Analyse patient/consumer feedback and present to a relevant audience	MEETS	Routine task / opportunity
F7	Participate in a clinical incident investigation and contribute to its findings	MEETS	Routine task / opportunity
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	MEETS	Routine task / opportunity
F9	Observe a senior clinician deliver bad news and reflect on this interaction	MEETS	Routine task / opportunity
F10	Develop a plan for a service delivery applicable to your workplace	MEETS	Routine task / opportunity
F11	Develop and implement quality and process improvements	MEETS	Routine task / opportunity
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	MEETS	Routine task / opportunity
F13	Attend and observe credentialing SoCP meetings	MEETS	Routine task / opportunity
F14	Review relevant industrial award and contribute to development of staff roster	MEETS	Routine task / opportunity
F15	Develop a business case using the methodology and format appropriate to your workplace	MEETS	Routine task / opportunity

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	MEETS	Routine task / opportunity
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	MEETS	Routine task / opportunity
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	MEETS	Routine task / opportunity
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	From a distance	
A5	Review your disaster management plan and participate in a desktop exercise or activation	MEETS	Routine task / opportunity
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	MEETS	Routine task / opportunity
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	MEETS	Routine task / opportunity
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	MEETS	Routine task / opportunity
A9	Develop a proposal for introducing an innovation to improve healthcare	MEETS	Routine task / opportunity
A10	Manage a patient flow issue to improve healthcare performance	MEETS	Routine task / opportunity

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	MEETS	Routine task / opportunity
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	MEETS	Routine task / opportunity
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	MEETS	Routine task / opportunity
A14	Conduct a difficult management conversation	MEETS	Routine task / opportunity

Clinical Services Integration and Population Health

Sydney Local Health District

Missenden Road, Camperdown

Supervisor	Contact / Line Manager
Ms Lou-Anne Blunden Executive Director CSIPH	Dr Kim Hill Executive Clinical Advisor Sydney Local Health District
T 02 9515 9635	T 02 9515 4021
E LouAnne.Blunden@health.nsw.gov.au	E SLHD-MedicalAccreditation@health.nsw.gov.au

Post overview

This training position covers opportunities within Sydney Local Health District Clinical Services Integration and Population Health (0.8 FTE) and Sydney local Health District Executive Medical Services (0.2FTE).

In Clinical Services Integration and Population Health, the Trainee will report directly to the Executive Director Clinical Services Integration and Population Health, who is a Tier 2 Executive Director of Sydney Local Health District. They will work across the Directorate, which comprises services that focus on integrated care, vulnerable communities and population health, acting in a clinical advisory capacity. Training opportunities include exposure to senior management and governance at varying levels, service delivery planning, priority population and integrated care projects. Organisations may include the NSW Ministry of Health, Central and Eastern Sydney Primary Health Network and other government human service agencies and non-governmental organisations.

In Executive Medical Services, the Trainee reports directly to the Executive Clinical Advisor Sydney Local Health District, a RACMA Fellow, in Medical Services governance and operations, including the Medical and Dental Appointments Advisory Committee, credentialing, accreditation and recruitment.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney local Health District Clinical Governance Unit will be facilitated.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Human Research Ethics Committee will be facilitated.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A10	Manage a patient flow issue to improve healthcare performance	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Demand Management Unit will be facilitated.
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
A14	Conduct a difficult management conversation	Meets	

Digital Health and Innovation

Sydney Local Health District

Missenden Road, Camperdown

Supervisor	Contact / Line Manager
Dr Kim Hill Executive Clinical Advisor Sydney Local Health District	Associate Professor Angus Ritchie Chief Medical Information Officer Sydney Local Health District, Clinical Director, Digital Health and SDPR
T 02 9515 4021	T 02 9767 6447
E SLHD-MedicalAccreditation@health.nsw.gov.au	E Angus.Ritchie@health.nsw.gov.au

Post overview

This position is a full-time role that provides Medical Informatics expertise and support to all hospitals and health services within Sydney Local Health District (SLHD). The role is physically based across Royal Prince Alfred and Concord Repatriation General Hospitals, however includes Balmain Hospital, Canterbury Hospital and other health services where required.

This position integrates clinical expertise with computer and information sciences to advise on clinical information systems development, supports the medical workforce in utilising these systems safely and productively and drives adoption and effective translation of clinical practice within these systems. It facilitates the integration of evidence, research, health information analytics, clinical best practice and industry knowledge of successful implementations to support patients, clinicians and other providers in their use of the electronic medical record and other clinical information systems.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Human Research Ethics Committee will be facilitated.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A10	Manage a patient flow issue to improve healthcare performance	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Demand Management Unit will be facilitated.
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	
A14	Conduct a difficult management conversation	Meets	

Executive Medical Services

Sydney Local Health District

Supervisor	Contact / Line Manager
Dr Kim Hill Clinical Advisor Sydney Local Health District T 02 9515 4021	Dr Kim Hill Clinical Advisor Sydney Local Health District T 02 9515 4028
E Kim.Hill@health.nsw.gov.au	E SLHD-MedicalAccreditation@health.nsw.gov.au

Post overview

The Medical Administration Trainee in Sydney local Health District Executive Medical Services will gain extensive experience in medical management and leadership, reporting directly to the Executive Clinical Advisor Sydney local Health District, a RACMA Fellow.

Executive Medical Services supports Sydney Local Health District through functions relating to the governance and management of the medical and dental workforce across the District. This involves senior medical and dental officer recruitment, credentialing and appointments including through Local Health District governance committees, policy and procedure development and the introduction and management of novel clinical procedures and/or workforce models.

They will liaise directly with senior medical and executive stakeholders in this and develop their expertise in credentialing, scope of practice models, practical medical workforce management, visiting medical officer management, medical accreditation, medical leadership and governance, and change management at an Executive level.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with Sydney Local Health District Finance will be facilitated.
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Human Research Ethics Committee will be facilitated.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Disaster Response team will be facilitated.
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	
A10	Manage a patient flow issue to improve healthcare performance	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Demand Management Unit will be facilitated.
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
A14	Conduct a difficult management conversation	Meets	

Public Health Unit

Sydney Local Health District

Missenden Road, Camperdown

Supervisor	Contact / Line Manager
Dr Kim Hill Executive Clinical Advisor Sydney Local Health District T 02 9515 4021	Dr Leena Gupta Clinical Director Sydney Local Health District – Public Health Unit T 02 9515 4021
E SLHD-MedicalAccreditation@health.nsw.gov.au	E Leena.Gupta@health.nsw.gov.au

Post overview

This training position covers opportunities within the Sydney Local Health District (SLHD) Public Health Unit (0.8 FTE) and Sydney Local Health District Executive Medical Services (0.2FTE).

In the Public Health Unit, the Medical Administration Trainee has an excellent opportunity to experience Public Health practice from a leadership perspective and apply management and organisational skills to developing strategy and aligning resources, systems and staffing in operational management.

Specifically, the role provides learning experiences in strategic planning with the Ministry of Health, Local Health District and statewide policy development and review, field work across various Public Health disciplines, participation in high level committees, emergency management planning, exposure to Aboriginal Health, culturally and linguistically diverse communities and vulnerable groups and how social determinants impact population health.

In Executive Medical Services, the Trainee reports directly to the Executive Clinical Advisor Sydney Local Health District, a RACMA Fellow, in Medical Services governance and operations, including the Medical and Dental Appointments Advisory Committee, credentialing, accreditation and recruitment.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Human Research Ethics Committee will be facilitated.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Clinical Governance Unit will be facilitated.
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	
A10	Manage a patient flow issue to improve healthcare performance	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Demand Management Unit will be facilitated.
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	This will occur in Executive Medical Services.
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with a facility Medical Workforce Unit will be facilitated.
A14	Conduct a difficult management conversation	Meets	

Royal Prince Alfred Hospital

Sydney Local Health District

Missenden Road, Camperdown

Supervisor	Contact / Line Manager
Dr Kim Hill Executive Clinical Advisor Sydney Local Health District	Associate Professor Eileen Rogan Director Medical Services RPAH
T 02 9515 4021	T 02 9515 1862
E SLHD-MedicalAccreditation@health.nsw.gov.au	E Eileen.Rogan@health.nsw.gov.au

Post overview

Royal Prince Alfred Hospital (RPAH) is a large quaternary public health facility based in Sydney, NSW. Since opening in 1882, RPAH has a long tradition of leading clinical care, teaching and research in conjunction with The University of Sydney.

RPAH is recognised as a world leader in healthcare excellence and innovation. The Medical Administration Trainee will work directly with the Director Medical Services and Deputy Director Medical Services and will have exposure to experiential learning through a wide range of activities in Medical Services. These include, but are not limited to, medical workforce planning, junior and senior medical recruitment, clinical governance, project management, and disaster planning. The Trainee will also be involved in hospital operational activities with opportunities to assist in incident management, financial planning, specialty medical college and NSQHS accreditation.

This role will allow you to develop your teamwork, leadership and collaborative leadership skills.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Should it be necessary for the Candidate to complete this WBA during this Training Post, coordination with the Sydney Local Health District Human Research Ethics Committee will be facilitated.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	
A10	Manage a patient flow issue to improve healthcare performance	Meets	
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	
A14	Conduct a difficult management conversation	Meets	

Executive Medical Services

Western Sydney Local Health District

Westmead Hospital, Corner of Hawkesbury and Darcy Roads, Westmead NSW 2145

Supervisor	Contact / Line Manager
Dr Brett Gardiner Acting Director Medical Services	Chandrika Paramanandarajah JMO Manager
T 0418 809 516	T (02) 8890 6282
E Brett.Gardiner@health.nsw.gov.au	E Chandrika.Paramanandarajah@health.nsw.gov.au

Post overview

Western Sydney Local Health District is in the process of establishing a training network for RACMA trainees. The network will establish pathways to support core education and training needs in expanded

settings across Western Sydney Local Health District in accordance with the trainee's level and experience.

This new position is yet to be accredited by RACMA for the 2024 Clinical Year and is advertised as an unaccredited Medical Administration Trainee. It is envisaged that Network trainees will undertake work placements on rotation at the WSLHD Medical Services Directorate, hospitals and in LHD-wide services such as Integrated and Community Health, Mental Health, Drug and Alcohol Services, Oral Health, and the Research and Education Network to support their training in accordance with the FRACMA Medical Leadership and Management Curriculum.

The Western Sydney Local Health District Medical Services Directorate responsibilities include professional leadership for both senior and junior medical and dental staff, professional leadership for the District.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	
F4	Identify the social economic index for your area and discuss related health impacts	Meets	
F5	Provide effective performance related feedback to someone in your workplace	Meets	
F6	Analyse patient/consumer feedback and present to a relevant audience	Meets	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	Via Westmead Hospital rather than District
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	Via Westmead Hospital rather than District

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Meets	
F10	Develop a plan for a service delivery applicable to your workplace	Meets	
F11	Develop and implement quality and process improvements	Meets	
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	
F13	Attend and observe credentialing SoCP meetings	Meets	
F14	Review relevant industrial award and contribute to development of staff roster	Meets	Via Westmead Hopital rather than District
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Meets	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	
A10	Manage a patient flow issue to improve healthcare performance	Meets	
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Meets	
A14	Conduct a difficult management conversation	Meets	

Specialist Medical and Dental Workforce

Western Sydney Local Health District

Cumberland Campus, 5 Fleet Street, North Parramatta NSW 2151

Supervisor	Contact / Line Manager
Dr Yogendra Narayan Senior Medical Advisor	Richa Prasai JMO Workforce and Operations Manager
T 0419 680 961	T 02 8890 7013
E Yogendra.Narayan@health.nsw.gov.au	E Richa.Prasai@health.nsw.gov.au

Post overview

Western Sydney Local Health District is in the process of establishing a training network for RACMA trainees. The network will establish pathways to support core education and training needs in expanded

settings across Western Sydney Local Health District in accordance with the trainee's level and experience.

This new position is yet to be accredited by RACMA for the 2024 Clinical Year and is advertised as an unaccredited Medical Administration Trainee. It is envisaged that Network trainees will undertake work placements on rotation at the WSLHD Medical Services Directorate, hospitals and in LHD-wide services such as Integrated and Community Health, Mental Health, Drug and Alcohol Services, Oral Health, and the Research and Education Network to support their training in accordance with the FRACMA Medical Leadership and Management Curriculum.

The Western Sydney Local Health District Medical Services Directorate responsibilities include professional leadership for both senior and junior medical and dental staff, professional leadership for the District.

This post is suitable for a 3rd year trainee, or 2nd year trainee who has already completed 12 months of acute hospital-based training.

Alignment to RACMA Foundation Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F1	Evaluate a relevant cultural safety policy from the point of view of the First Nations group it is designed to protect	Meets	The candidate will be a member of the district policy and procedure committee, and take part in regular policy reviews. The candidate can select a relevant policy and review, and work with other committee members to identify gaps and update where required.
F2	Participate in a program that supports positive workplace culture and reflect on its impacts	Meets	HoDs program, via MSC, collaboration with P&C and HoD meetings.

Code	Workplace Based Assessment	Delivery capability	Comments / examples
F3	Identify, reflect on and discuss the health needs of one of the diverse communities within your catchment	Meets	Western Sydney Local Health District services one of the most diverse populations in Australia. There are opportunities to work with the Population Health Unit to better understand the needs of communities within the district.
F4	Identify the social economic index for your area and discuss related health impacts	Meets	Western Sydney Local Health District services one of the most diverse populations in Australia. There are opportunities to work with the Population Health Unit to better understand the needs of communities within the district.
F5	Provide effective performance related feedback to someone in your workplace	Meets	Observe SMADR team member performance and provide feedback with SMADR operations manager.
F6	Analyse patient/consumer feedback and present to a relevant audience	Does not Meet	
F7	Participate in a clinical incident investigation and contribute to its findings	Meets	The candidate will have access to join a critical incident review, organised through the district quality and safety committee.
F8	Respond to a clinical complaint in line with organisational clinical complaint management policy	Meets	The candidate will have access to complaints management, organised through the district quality and safety committee.
F9	Observe a senior clinician deliver bad news and reflect on this interaction	Does not Meet	
F10	Develop a plan for a service delivery applicable to your workplace	Does not Meet	
F11	Develop and implement quality and process improvements	Meets	The candidate will be able to complete a quality improvement project, organised through the district quality and safety committee.
F12	Analyse monthly financial reports, identify variance and consider implications for annual budget	Meets	Participate in Medical Services monthly finance performance review meetings.
F13	Attend and observe credentialing SoCP meetings	Meets	The candidate will be directly involved in senior medical and dental recruitment processes and will attend the senior medical and dental advisory committee meetings each fortnight.
F14	Review relevant industrial award and contribute to development of staff roster	Does not Meet	
F15	Develop a business case using the methodology and format appropriate to your workplace	Meets	Business case for centralized governance of JMO unit (example).

Alignment to RACMA Advanced Phase Workplace Based Assessments

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A1	Analyse ethical considerations and resulting decisions in a patient case history and identify ethical dilemmas and options that inform decision making	Does not Meet	
A2	Analyse organisation culture survey in a health setting and identify evidence-based strategies and actions for improvement	Meets	People Matters Survey

Code	Workplace Based Assessment	Delivery capability	Comments / examples
A3	Identify and reflect on personal cultural bias and assumptions, and how these may impact on interactions with staff and patients from diverse backgrounds	Meets	The candidate can reflect on personal experience and bias during the placement.
A4	Observe and analyse the Human Research Ethics Committee (HREC) decision making and management of applications	Meets	Able to attend district HREC meetings and choose cases throughout the placement.
A5	Review your disaster management plan and participate in a desktop exercise or activation	Meets	External simulation/training
A6	Develop a proposal for a governing committee or person in response to the recommendations from the coroner or jurisdictional agency relevant to your organisation	Meets	The candidate can complete this task between SMADR and the office of the Executive Director of Quality and safety.
A7	Review patient complaints over several months, analyse trends, correlate with incidents, and develop an action plan	Meets	Attend meetings with central governance unit who manage complaints.
A8	Develop a 2–5-year plan to address an emerging issue in your workplace	Meets	The candidate will have options to join a working group to address issues relating to medical workforce and recruitment. For example, the 2026 Trainee has joined the Quinquennium Appointment Committee/Working Group and has taken part in planning, analysis and development of recommendations.
A9	Develop a proposal for introducing an innovation to improve healthcare	Meets	The candidate can attend the Western Sydney Local Health District New Interventions and Procedures Committee (NIPAC) and review applications for new interventions and procedures within the health district. The candidate can then choose a case to review and comment on the governance requirements to implement within the district, and link to facility operational management.
A10	Manage a patient flow issue to improve healthcare performance	Does not Meet	
A11	Prepare a report for the governing body about credentialing activities over a minimum period of 60 days	Meets	The candidate will be part of the Medical and Dental Appointments Advisory Committee (MDAAC) and will be actively involved in planning and producing follow-up documentation. A report can be completed as part of this.
A12	Manage recruitment, appointment, onboarding, and retention of senior medical staff (SMS)	Meets	The candidate will be part of the Medical and Dental Appointments Advisory Committee (MDAAC), and will have opportunities to assist facilities with recruitment, appointment and onboarding.
A13	Develop a roster for a category of medical staff based on regulatory, industrial and service requirement	Does not Meet	
A14	Conduct a difficult management conversation	Meets	Regular opportunities to facilitate discussions with senior clinicians relating to credentialing and contracting.

Trainee Rolling Handover (ROVER) Template

This section is intentionally portrait. Use it as a handover template for each post/term.

Weekly schedule

Day	Regular activities	Notes / links
Monday	[Add activities]	[Add notes]
Tuesday	[Add activities]	[Add notes]
Wednesday	[Add activities]	[Add notes]
Thursday	[Add activities]	[Add notes]
Friday	[Add activities]	[Add notes]

Key meetings / committees

[Paste content here]

Access requirements

[Paste content here]

Day-to-day responsibilities

[Paste content here]

Useful resources

[Paste content here]

Tips for the next trainee

[Paste content here]