

## Thinking of Medical Administration?

Medical Administration is administration or management utilising the medical and clinical knowledge, skill, and judgement of a registered medical practitioner, capable of affecting the health and safety of the public or any person. This may include administering or managing a hospital or other health service, or developing health operational policy, or planning or purchasing health services.

[Click here](#) for further information on the range of roles undertaken by medical administrators or managers.

## Overview of Medical Administration

Vocational training in the specialty of Medical Administration is undertaken through The Royal Australasian College of Medical Administrators (RACMA). Training requirements include completion of an approved university Master's degree (AQF/NZQF level 8) in health services management. This provides the theoretical underpinning to the experiential components of the Fellowship Training Program in Medical Administration. This Master's degree may be completed before commencing as a Candidate, or undertaken during candidacy. The Master's degree (or a selection of papers as applicable) must be undertaken at a recognised Australian or New Zealand University. In addition to the theoretical requirements, there is a requirement to complete a minimum period of full time equivalent medical management practice in a supervised and appropriate training post. In parallel with this practice, there are assessment tasks (both summative and formative), face to face workshops, learning sets, and written tasks. Candidates are allocated a College's preceptor, who is a College Fellow/Mentor and whose key role is to provide support and training guidance to the Candidates.

The Candidate's line manager (on site Supervisor) will guide the Candidate in selecting experiences and opportunities to develop competency. During this period, the Candidate's progress will be observed by their line manager (Supervisor) and regular meetings will facilitate discussion for feedback and reflection by the Candidate.

The Fellowship Training Program is defined by a set of training experiences and role competencies defined in the RACMA Medical Leadership and Management Curriculum.

Satisfactory completion of all training requirements including the RACMA Pre-Fellowship Oral examination is required before the award of Fellowship.

## Training

### Pre-requisites to entry

- Minimum 3 years equivalent full time clinical experience prior to application to the programme
- Medical qualification/MBBS
- Current general or specialist medical registration with AMC or NZMC

### Duration of vocational training

- A minimum of 3 years full time equivalent
- Subject to any award of Recognition of Prior Learning (RPL) by the RACMA RPL Assessment panel, Candidates will be awarded an exemption/reduction of their minimum period of supervised medical management practice subject to their full time equivalent component in medical administration.

**It is unlikely that you need to complete placements in multiple DHBs whilst completing vocational training. Although rotation and experience outside of the DHB environment is desirable, this is usually achieved without having to move DHBs.**

## **Personal qualities required to be a (specialist)**

- excellent attributes of a Leader, Communicator and Collaborator
- an interest in the broader issues of healthcare
- a commitment to clinical and medical professional governance;
- a commitment to positively influencing health outcomes in Australasia

## **Specialty Training Programme Information**

### **Medical College**

The Royal Australasian College of Medical Administrators [RACMA](#).

### **Fellowship/Qualification**

Fellowship in Medical Administration (FRACMA)

### **Recognition of Prior Learning**

Medical practitioners with pre-existing substantial experience in health services management can apply for Recognition of Prior Learning (RPL) by applying for entry to RACMA Candidacy via an accelerated pathway.

### **Entry requirement**

To be eligible for entry to a RACMA Candidacy programme medical practitioners must show evidence of the following requirements:

- An undergraduate medical degree from a recognized Australian or New Zealand university, or equivalent.
- Current general or specialist medical registration in Australia or New Zealand.
- A minimum of three years full time equivalent of clinical experience involving direct patient care.

An accredited medical management post in Australia or New Zealand, i.e. a registrar post or a substantive position that will allow the Candidate to develop appropriate medical management competencies as per the RACMA Medical Leadership and Management Curriculum.

### **Application process**

Submit an [application](#) for candidacy

### **Selection criteria**

Selection requires the applicant to:

- If applying for RPL, attend a selection interview to determine RPL levels
- Meet all standard entry prerequisites
- Submit referee reports as required
- Have an accredited post in medical administration at a minimum of 0.5 FTE
- Provide evidence of prior learning if seeking credit or RPL

Please see here for [Additional information](#)

### **Examination requirements**

All RACMA assessments have formative elements (i.e. they provide candidate with feedback on their progress) and summative assessment (i.e. impacts on progression through and completion of training programme).

### **Transferability of registration to other countries/across training sites**

There is no transferability to other countries other than Australia. Transferability to another training post may be possible, but is subject to the new post being suitable fellowship training and being accredited for training purposes.

## Resident Medical Officer (RMO) Information

### Demand for vocational Training Posts

| Year | Number of applications for training year | Number of applicants for training year selected |
|------|--|---|
| 2016 | 3  | 3   |
| 2015 | 4  | 4   |
| 2014 | 6  | 6   |
| 2013 | 3  | 3   |
| 2012 | 2  | 2   |
| 2011 | 9  | 5   |
| 2010 | 3  | 2   |
| 2009 | 2  | 2   |

### RMO training registrar positions contracted

(September 2016 RMO census)

| Northern      | Midland       | Central       | South Island  | Total         |
|---------------|---------------|---------------|---------------|---------------|
| Not available |

## The need for this specialty in New Zealand

There is a constant need for medical practitioners to assume leadership roles in the New Zealand health sector, and these individuals occupy a wide range of roles.

The broad content knowledge of a medical degree provides great assistance in health system decision making. Historically the conscious acquisition of managerial skills has not been a pre-requisite for appointment to management positions. However this traditional practice is slowly changing as is apparent in parts of Australia where FRACMA equivalent is mandatory for career progression.

In New Zealand we already see job applicants with management qualifications being considered for senior roles ahead of doctors without these, and this trend is expected to intensify in the future.

## Senior Medical Officer (SMO) Information

| Year | Number of NZ New Fellows |
|------|--------------------------|
| 2016 | 2                        |
| 2015 | 5                        |
| 2014 | 3                        |
| 2013 | 2                        |
| 2012 | 4                        |
| 2011 | 1                        |
| 2010 | 5                        |
| 2009 | 0                        |

| Average Age of SMOs | Number registered with the Medical Council | % of international medical graduates in the workforce |
|---------------------|--|---|
| 59                  | 29   | 38  |

### Number by Region (September 2016 SMO census)

| Northern |           | Midland |           | Central |           | South Island |           | Total |           |
|----------|-----------|---------|-----------|---------|-----------|--------------|-----------|-------|-----------|
| FTE      | Headcount | FTE     | Headcount | FTE     | Headcount | FTE          | Headcount | FTE   | Headcount |
| 0.0      | 0         | 0.0     | 0         | 7.2     | 8         | 4.7          | 10        | 11.9  | 18        |

## Regions

### **Northern:**

Northland, Waitemata, Auckland, Counties Manukau DHBs

### **Midland:**

Lakes, Tairāwhiti, Bay of Plenty, Waikato, Taranaki DHBs

### **Central:**

Hawke's Bay, Wanganui, MidCentral, Wairarapa, Capital and Coast, Hutt Valley DHBs

### **South Island:**

Nelson Marlborough, Canterbury, South Canterbury, Southern, West Coast DHBs