



Management for Clinicians

Thursday 27th & Friday 28th April 2017

Stamford Plaza Hotel

Sydney Airport, NSW

This two day program is aimed at medical practitioners who are involved in or interested in leadership and management in the health care setting.

At the end of this workshop participants will be able to:

- Understand the competencies required to fulfill a managerial role
- Understand the broader context in which clinician managers operate
- Develop strategies to manage the transition from clinician to clinician manager
- Develop effective communication skills
- Detail the components of good clinical governance frameworks
- Identify the skills necessary to lead and work effectively with teams

For all enquiries please contact Nicky Jacob on 03 9824 4699 or e: m4c@racma.edu.au

Day One Thursday 27th April 2017

8.00 - 8.30 am Registrations – Tea and Coffee on arrival
Introductions
Understanding Health Care Systems and Financial Management
Clinician to Clinician Manager – Making the transition
Social Program - drinks and canapés.

Day Two Friday 28th April 2017

8.30 Clinical Governance
Leadership and Building Effective Teams
Reflection and evaluation

Registration Form (Please use block letters)

Name _____
Position _____
Organisation _____
Add _____
Postcode _____
Phone (W) _____ Mobile _____
Email _____

Course fees (Includes morning tea, lunch & afternoon tea)

- \$1650 per person Full Registration
 \$1500 per person Early Bird Registration
Early Bird registrations must be made prior to 15 April 2017.

Notes

- Tax receipt forwarded following the processing of registration.
- Parking is available at the venue at participant cost.
- Cancellations made before 9th April 2017 are entitled to a full refund. Cancellations **between 10 April and 20 April 2017 will incur 50% of the fee.** Cancellations **after 20 April 2017** will relinquish the full fee or can be transferred to another delegate.

Payment Options (please tick)

Total Amount \$ _____

Credit Card (fax to RACMA on 03 9824 6806)

Visa Mastercard

Please Fax or email back BOTH payment and privacy form

Credit card number

_____ - _____ - _____ - _____

Signature _____ Expiry Date _____ / _____

Name on card _____

Mail or fax completed registration form to:

The Royal Australasian College of Medical Administrators
10/1 Milton Parade Malvern Victoria 3144
Fax +61 3 9824 6806
Phone +61 3 9824 4699
Email m4c@racma.edu.au

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PRIVACY NOTICE

Personal information (including sensitive and health information) collected in this form or in connection with this application may be used to assess and process your application to join the Management for Clinicians workshop to administer or organise the program or event and to send you information about other programs, services and events that may be of interest.

If you do not provide the personal information RACMA requires you to provide, you may not be able to participate in the program or event fully or at all.

The information RACMA collects in connection with this application may be disclosed to your nominated referees, previous employees and/or placements (if this is necessary to assess your suitability to participate in the program or event), to training settings and to individuals and organisations that provide training related services for the program or event, to persons appointed to perform support, mentoring and assessment functions in relation to the program or event and to RACMA's external service providers (including for example IT contractors, event organisers and accommodation and transport providers).

Information about your participation in the program or event may also need to be disclosed to AHPRA or other regulatory bodies for regulatory purposes, to bodies carrying out credentialing or quality assurance activities, to hospitals or other organisations to which you apply for employment or accreditation and otherwise as required or authorised by law.

RACMA conducts activities in Australia, New Zealand and Hong Kong. Personal information collected in Australia in connection with a RACMA program or event that is conducted outside Australia may be disclosed to a recipient in that country. RACMA may be unable to ensure that an overseas recipient does not breach the Australian Privacy Principles in relation to such information.

For further information about privacy at RACMA, including information about how to access or correct your personal information and about how to make a privacy complaint, see RACMA's privacy policy http://www.racma.edu.au/index.php?option=com_content&view=article&id=9:privacypolicy&catid=1:college-policies&Itemid=132.

CONSENT AND ACKNOWLEDGMENT

I,(insert name), an applicant for acceptance into the Management For Clinicians Workshop ('**Program**') of the Royal Australian College of Medical Administrators ('**RACMA**):

1. consent to RACMA collecting personal information about me from my nominated referees for the purpose of considering this application;
2. consent to RACMA disclosing personal information about me to the types of organisations described above for the purpose of considering my application and administering the program or event (including to a recipient in a country outside Australia, notwithstanding that RACMA may be unable to ensure that the recipient does not breach the Australian Privacy Principles in relation to the information);
3. state that any personal information about another individual (including a nominated referee, employer or emergency contact) that I have provided with this application is provided with that individual's knowledge and consent; and
4. acknowledge that I am not required to provide this consent and may revoke it at any time, but understand that if my consent is not provided or is revoked, I may not be able to participate in the program or event fully or at all.

Signature:

Date: