

FELLOWSHIP BY TRAINING PROGRAM

A Guide for Candidates



Welcome

Welcome to the Australasian College of Health Informatics (ACHI) Fellowship by Training program.

This is an exciting time to be a Health Informatician as technology is increasingly being used to improve health outcomes. The Health Informatics (HI) discipline is essential to good clinical practice, from artificial intelligence systems in medicine and 3D printing generating body parts, to gamification and digital disease prevention, tracking and control.

A first of its kind, the Fellowship by Training (FbT) program was established to meet the growing demand for highly trained professionals capable of taking leadership roles within the health informatics workforce. It attracts candidates from a diverse range of backgrounds, interests and experiences. The College looks forward to sharing with you as we continue to grow and develop the FbT Program, and yourselves as candidates, to ensure a sustainable and flourishing health informatics sector into the future.

This booklet provides a broad introduction to the program and its components and highlights where to find information and support as you need during your candidacy.



The Fellowship by Training Program is supported by the Centre for Health Informatics, Australian Institute of Health Innovation.

Contents

Welcome	2
Contents.....	3
Program Introduction	4
Understanding Health Informatics.....	4
Connecting to ACHI and the Sector	4
PhD Studies	5
Supplementary Learning.....	5
Journal Clubs.....	6
Master Classes	6
Annual Colloquium.....	7
Work Placements.....	8
Career Meeting	8
Candidate Profile	8
Matching	9
Placement	9
Mentoring & Supervision	10
Reporting	10
Progression through the Program	11
Point Accrual.....	11
Recognition of prior and additional activities.....	12
Fellowship	12
Program Administration	13
iLearn: Online Learning Platform	13
Privacy.....	13

Program Introduction

The FbT Program creates career pathways for health informatics research doctorate students and increases leadership capability in the Australasian health informatics workforce. As an FbT Program candidate you are required to complete:

- A Health Informatics research doctoral program at an Australasian University
- A supplementary learning program
- Two paid health informatics work placements (6 months per placement fte)

Candidates progress through the program during, and up to 24 months after the completion of, their PhD.

A welcome meeting is conducted in January and July each year to provide an orientation for new candidates. If you are not able to attend the welcome meeting for your cohort, a recording of the meeting will be available shortly afterwards.

Your contacts for the program are:

Frances Cook
Fellowship Program Manager
Centre for Health Informatics, Australian
Institute of Health Innovation
Faculty of Medicine and Health Sciences Level 6,
75 Talavera Road Macquarie University NSW
2109 Australia
T: +61 2 9850 2488
Email: frances.cook@mq.edu.au

Dr Juanita Fernando, FACHI
Convener
School of Public Health & Preventive Medicine
Monash University
553 St Kilda Rd
Melbourne VIC 3004
Mobile: +61 408 131 535
Email: Juanita.fernando@monash.edu.au

Understanding Health Informatics

The discipline of health informatics (HI) is broad, drawing together health clinicians, computer science experts and a range of business and humanities backgrounds. For those candidates with a narrow field of focus, broader HI concepts may be an emerging area of knowledge or expertise. We encourage you to utilise the structures in place in your own university to expand your knowledge and understanding as you progress through the FbT program. You may also find the reading lists located in iLearn a useful starting point if you wish to learn more.

Connecting to ACHI and the Sector

The Program Convener and Program Manager will post news and opportunities from the broader HI sector in the general announcements section of iLearn.

ACHI Student Membership

As an FbT candidate you are now an ACHI Student Member and have been added to the ACHI fellow and member email database. You will receive fellowship and member email communications from ACHI. This is an excellent opportunity to be a part of the discussion amongst Australasia's HI experts.

HISA Membership

FbT program candidates are eligible to apply for HISA Student Membership. To register please go to this link and complete the online form. HISA membership will also entitle you to discounted registration to the annual conference hosted by HISA, HIC. Other discounts to HIC are available to student volunteers during the event. We recommend you explore options for attending the HIC event to learn from and network with industry experts.

PhD Studies

Your PhD forms a crucial part of your candidacy in the FbT program. However, your studies are managed directly with the university you are enrolled in and ACHI will not play a direct role in your PhD.

The FbT Program will contact your supervisor when you first join the program to confirm your candidacy. The program may on occasion make other contact with your PhD supervisor directly if required.

However, the Program will have no responsibility in supervising your PhD progress. We advise all candidates to keep their supervisor(s) up to date with the requirements of the FbT program and their progress throughout their studies. The onus lies with the candidate to ensure that FbT program requirements can be met during their PhD candidature.

You will be required to submit annual reports from your university showing satisfactory progress or completion of your PhD and proper integration of FbT requirements in PhD planning. You can upload the reports at the end of each calendar year through the 'assignment' function in iLearn. If your university has not required an annual progress report, please discuss with the FbT Program Manager what may be an appropriate alternative.

If your circumstances change at any time in relation to your PhD, please let the Fellowship Program Manager know. This could include changes to your study load or anticipated submission timeframe or taking a leave of absence.



Supplementary Learning

As a guide, candidates will be required to complete 150 hours of supplementary learning over the four years of the program. This equates to approximately 38 hours per calendar year (not including PhD studies). The volume of learning has been converted to a points system to allow for ease of tracking your completed learning activities. Refer to section 6.4 'Point Accrual' of this guide for more information.

If a candidate does not complete (or provide equivalent evidence of) the required volume of learning they will not meet the requirements of the Fellowship by Training Program and will jeopardise their opportunity to be awarded an ACHI Fellowship.

The resources you need to complete the Supplementary Learning Program (SLP) can be found in the online iLearn Unit. This includes session times, access links, session details, pre-session materials and post-session discussion activities.

Attendance at virtual sessions is only a small part of the SLP. Your engagement with content, expert presenters, and with your fellow candidates, are key to successful progression in the Program. It is important, for yourself and for your fellow candidates, that you actively participate in the SLP activities on a regular basis.

Journal Clubs

Journal Clubs facilitate the review, debate and critical evaluation of relevant literature in health informatics and promote discussion of implications and applications.

Journal Clubs are run monthly and are typically 60 minutes in duration. Journal Clubs are led by a fellowship candidate with support from an ACHI representative as needed. Selected ACHI Members and Fellows may also be invited to attend.

Planning for Journal Clubs, including allocation of leaders, occurs in February and monthly sessions are usually run from March to October each year. During each session one or two papers will be discussed. These papers may be authored by the candidate leading discussion and/or be of direct relevance to their PhD studies and area of expertise.

Candidates are required to attend and participate in a total of twelve Journal Clubs over the duration of a four-year program and lead one Journal Club.

Further information and guides to assist you in leading and participating in a Journal Club can be found on iLearn. You can also contact the Fellowship Program Manager if you require support in preparing for the Journal Club.

Participating in Journal Clubs

To meet participation requirements candidates must attend 3 journal clubs each year. To be awarded a point for participating in a Journal Club, candidates must:

- Prepare appropriately including pre-reading and any assigned activities
- Attend the session and actively participate

- Complete the post-session activity via iLearn within the timeframe provided.

Points are only allocated for sessions if all requirements have been met. Points are not partially awarded for incomplete participation.

You should allow approximately 4 – 5 hours to prepare for, participate in and contribute to post session discussion activities for each journal club.

While candidates are encouraged to attend as many Journal Clubs as they are able, to promote their own development and support their fellow candidates, points will only be awarded for the 3 required journal clubs.

Leading Journal Clubs

Candidates will be required to lead one journal club during their candidacy. To be awarded 6 points for leading a journal club a candidate must:

- Prepare an appropriate session including presentation and facilitation of discussion
- Provide information to other candidates necessary to prepare for the session
- Lead the 60-minute session.

Candidates should allow approximately 10 hours to select articles, prepare for presentation and discussion, and lead the session.

Master Classes

Master Classes are interactive and engaging; session leaders include FACHI experts and eminent colleagues from our HI community. Each session is facilitated by an ACHI representative, inviting candidates to interact

and engage with the presenter and each other.

Candidates are required to participate in three Master Classes per calendar year of their candidacy. To meet participation requirements, candidates must:

- Prepare for the session including any prescribed reading or activities
- Attend and participate in the session
- Complete the post-session activity via iLearn within the timeframe provided.

Points are only allocated for sessions if all requirements have been met. No points are awarded for incomplete participation. You are welcome and encouraged to attend more than three Master Classes each year for your own professional development and to support other candidates, however you will not receive points for the extra sessions.

You may be able to contact the Master Class presenter after the session. The presenter and/or the facilitator will advise the best mode of contact post Master Class.

Master Classes are recorded and will be available to candidates who are unable to attend the session live. However, this is a limited experience and we encourage you to participate in the session.

Annual Colloquium

The Annual Colloquium is an opportunity for candidates to present to their FbT peers, ACHI Members and Fellows, as well as network with the HI professionals and clinicians in attendance.

Each year the colloquium is held in conjunction with the HISA and HiNZ annual conferences. The colloquium is facilitated by an ACHI Fellow and ACHI Members and

Fellows will be invited to attend. Specific details and arrangements are posted on iLearn at least 60 days prior to the event.

Colloquium Participation Requirements

To participate in the Annual Colloquium, candidates are required to submit a paper to the scientific stream of either the HIC or HiNZ conference for that year.

If unsuccessful in being included in the main program for the year, candidates may be given the opportunity to present during a supplementary stream specific to the Annual Colloquium.

It is compulsory for all candidates to submit a paper presentation for consideration to the Annual Colloquium or make a submission to the Program Manager to present at another conference of equal or better ranking during the year.

Attendance at the Annual Colloquium



Unfortunately, ACHI is unable to contribute to costs for candidates to attend the annual colloquium. We recommend that you explore funding opportunities through your university. The Fellowship Program Manager can provide you with supporting documentation including confirmation of your participation in the FbT program. Any opportunities for scholarship or travel grants will be shared as they arise. If you are unable to attend the Colloquium due to known or unforeseen circumstances, please contact the Fellowship Program Manager as soon as possible to discuss your options.

Work Placements

Work placements provide candidates with valuable professional experience, develop sector contacts and demonstrate your skillset, attitude and work ethic to potential employers

Candidates are required to complete two paid work placements as part of the FbT Program. Your first work placement must be completed with 12 months (EFT) of your PhD being awarded and both work placements must be completed within 24 months (EFT) of your PhD being awarded.

It is anticipated that for most candidate work placements will occur once you have completed your PhD studies. You may apply for a work placement earlier than this, although we recommend the earliest point of time to commence a work placement is at the conclusion of Year 2 of your PhD.

All early placements are subject to ACHI approval and will take in to consideration the circumstances of the candidate and the availability of work placements. We recommend that you consult with your PhD supervisor prior to making any request for early placement so that you can fully understand the potential impact on your studies, scholarship arrangements and your ability to complete you PhD on time.



Figure 1. Work Placement Process



Career Meeting

As part of the candidate matching process (with the right organisation and the right project), you will be invited to a career meeting with a representative from ACHI. This meeting offers an opportunity to explore your

own career goals and assists in matching you with appropriate work placements to best align with your skills and objectives.

Candidate Profile

Candidates are asked to complete a candidate profile template which outlines their skills, experiences and career goals, similar to a short, non-academic resume. These profiles are used to promote each candidate in discussions and matching with host organisations. Candidate profiles are also shared with FbT program stakeholders through inclusion on the ACHI website and in the quarterly program e-newsletter.

Program staff may edit the content of profiles before they are shared or published. Candidates will have the opportunity to review final copy and can request to have information in their profile changed for future sharing or on the ACHI website at any time.

Matching

Candidates are matched with appropriate work placements, taking into consideration their skills, areas of professional interest, location and availability, and current work placement opportunities.

We work closely with candidates to match you to an appropriate host organisation that can offer a project or work environment that best suits your areas of interest and expertise. As the program is designed to broaden your HI experience the role/project may not necessarily be directly related to your PhD topic.

You were asked to nominate organisations or government departments that you would like to work for as part of the application process and will have an opportunity to review this during your candidacy. While ACHI will take your preferences into consideration, we cannot guarantee a placement with a preferred employer.

We also encourage candidates to be proactive in seeking work placements. Independently arranged placements must meet the requirements set out by ACHI and host employers must agree to a sufficient level of engagement with the ACHI program to enable the candidate's performance to be assessed.

Non-approved or non-accredited positions may not meet the criteria for an FbT work placement. In these circumstances, you may be able to accrue points for the work experience as part of the RPL process (5 points per year). Previous work experience cannot be included as a work placement but may be considered as part of the recognition of prior learning process.

Please note that ACHI cannot guarantee that a certain type of placement (e.g. hours, skill requirements, location) will be available when the candidate is available. We encourage you to come into the Fellowship by Training Program with an open mind about the opportunities that may be presented to you to maximise opportunities for placement. If ACHI is unable to offer two work placements to you within two years of being awarded your PhD, your participation in the FbT Program will come to an end and you will not be eligible to receive Fellowship via this Program. In this instance you will be directed to the Fellowship by Application process.

Placement

Placements can be 6 months full time, or equivalent part time, as long as 12 months FTE is completed within 24 months of completing your PhD.



Both 6-month placements can be undertaken with the one employer if, across the 12 months (full time equivalent), the candidate has been able to demonstrate working in two different contexts. This might mean, but is not necessarily restricted to:

- Working in two different teams
- Working under different supervisors
- Focusing on two separate projects or functions, using different skills
- New responsibilities and position descriptions.

For each work placement you will receive a Job Description from the host organisation and enter into an agreement with them. As these are paid placement positions with employment contracts, it is your responsibility to ensure that the conditions of employment (e.g. hours, codes of conduct etc.) meet the terms of any visa, scholarship, benefit or other restrictions you may have on your ability to work. You will also be responsible for your conduct as an employee during a work placement and will need to raise employment related issues directly with the host organisation and your supervisor(s).

Details of intellectual property (IP) rights will be outlined in the contract with the host organisation. It is standard employment practice that the IP will remain the property of the host organisation. Please note that if you incorporate the IP from your PhD in your work placement this may result in it becoming the property of the Host organisation. We encourage all candidates to think carefully about this issue and seek support from their supervisor, or independent legal advice, as needed.

While these placements present a wonderful opportunity to connect with, and impress, future employers, you are not guaranteed to

secure a permanent position at the end of a work placement.

Mentoring & Supervision

Once you have secured a work placement, you will be matched with a FACHI mentor. Your mentor will be able to guide you in your professional growth during your work placement. You need to establish a mutually convenient contact process and structure to your time together. There are guides available on iLearn to assist you in understanding the mentor/mentee relationship. We recommend that mentors and candidates meet every 4 weeks during placement.

During each placement, you will receive a visit from an independent FACHI, according to the availability of Fellows in your region. This Fellow will review your work placement experience. While these visits will ideally occur on site at the host organisation's premises, a placement's location or candidate's work schedule may mean that these visits occur via video conference.

Reporting

Candidates are required to complete a mid-term progress and final report for each work placement. Report templates are provided by ACHI to guide content. Reports focus on:

- Feedback about the placement
- Leadership development
- HI theory and skill development.

Reports are also completed within the host organisation by the supervisor or other delegate. These reports are similar to those completed by the candidates and clarify the achievements of the candidate and their areas for growth and development.

Progression through the Program

The FbT Program uses Entrustable Professional Activities¹ (EPA's) to assess candidate progress. This is not a competency-based training program. An EPA is entrusted when the supervisor or educator is confident that the learner can be trusted to perform an activity at the required level without more than distant supervision. The supervisor/educator will feel confident that the learner knows when to ask for additional help and the learner can be trusted to appropriately seek assistance in a timely way. A learner gains Entrustment by successfully performing an activity before progression to subsequent stages of training.

To progress through the program, a candidate is required to meet the annual and total program requirements, maintain active engagement and participation within the program and the online learning environment and communicate with the Program Manager and Program Convener as required.

Candidates are responsible for ensuring that they meet the annual and total program requirements including but not limited to:

- Curating any residency, visa or similar requirements
- Maintaining progression through a relevant PhD at an Australasian university
- Ensuring they can meet the FbT program requirements within their PhD program
- Participating in all compulsory learning activities
- Submitting enough evidence to assess recognition of additional and prior activity
- Providing information to the program to facilitate work placements e.g. candidate profile.



It is important to let the Program know if your circumstances change or if you have any concerns about meeting all the program requirements.

Point Accrual

To track and measure your progress the program uses a 100 Points System.

Each year that you are enrolled in the FbT Program you are required to accrue 21 points through the mandatory learning activities (Master Classes, Journal Clubs, Annual

Colloquium), including 3 journal clubs, 3 Master Classes and 1 Annual Colloquium. Across the duration of your enrolment you will accrue a further 16 points by completing two work placement reports and by leading one Journal Club. A detailed breakdown of points is available in iLearn [here](#).

Your attendance and participation in the Master Classes, Journal Clubs and the Annual Colloquium will be automatically tracked via the Grade Book in the iLearn unit.

Candidates submit their Work Placement reports and annual PhD progress report via iLearn, in the same way that you would submit an assignment. These assignments are not graded, but you will be deemed as having met, or not yet met, requirements.

You can check your progress by going to the Attendance and Progress section of iLearn.

Recognition of prior and additional activities

FbT Program candidates enrolled in the program for less than four years are required to accrue the balance of their points via retrospective learning and additional activities. Other candidates also have an opportunity to receive recognition for their achievements outside of the FbT Program.

Candidates may apply for recognition of prior learning (RPL) during the FbT program. You can contact the Program Manager at any time to discuss opportunities to apply for RPL. Remember you will need to retain and provide evidence for each activity you put forward for recognition.

The Fellowship Program Manager will consult with you individually about your points during the program, including providing you with a program forecast for expected SLP points to be accrued and volume of RPL points required. You can find more information about recognition of prior and additional learning, as well as the forms required for applying, on iLearn.

Examples of activities which may attract additional learning points include but are not limited to:

- Each non-traineeship year in a Health Informatics paid position in an organisation

- Each completed year as an honorary office bearer of a Health Informatics professional organisation or incorporated association
- Being directly responsible for a major and successful Health Informatics project which impacts on the Health or IT industry as a whole or on other areas outside the applicant's immediate working environment
- Outstanding innovations in the advancement of Health Informatics within the health or IT industries, government, or non-government and community organisations.
- Publication of a refereed research paper or book chapter on Health Informatics or a recognised sub-discipline (not including publications as part of a PhD)
- Authorship or editorship of a published book on Health Informatics or a recognised sub-discipline
- Awarding of a significant competitive Health Informatics grant, where the candidate is the chief or principal investigator.
- Development, presentation or organisation of a new Health Informatics professional development seminar of one full day or more
- Presentation (but not publication) of an invited or refereed paper on Health Informatics or a recognised sub-discipline at a national or international conference.

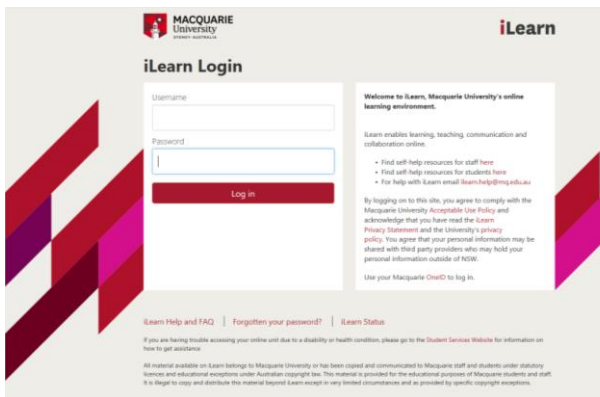
Fellowship

Candidates are required to provide a portfolio of supplementary learning evidence at the end of the program. This will be reviewed by the program's Governance Board who will then recommend to ACHI that the candidate be awarded Fellowship. Candidates must submit their portfolio of evidence within 2 years of being awarded their PhD. If an FbT program candidate does not complete the requirements of the FbT Program, they are entitled to use 50% of their accrued supplementary learning points when applying for membership/fellowship via the traditional application method.

Program Administration

From time to time there may be updates on the administration and operations of the program. These will be shared with candidates via iLearn and may also be distributed via email. The most up to date copy of this guide and more depth information and resources are located within the iLearn module.

iLearn: Online Learning Platform



We use iLearn, the Macquarie University learning management system, to administer the supplementary learning sessions, share important program information and to track submission of required documentation.

To access iLearn you require a Macquarie University MQ One ID which will be set up on your behalf at the commencement of your candidacy. You will be contacted via Macquarie University to assist with the setup of an MQ ONE ID, please respond to their communication promptly.

Once you have received your MQ One ID and password you will visit www.ilearn.mq.edu.au and login. You can enrol in the Fellowship by Training Program from within the iLearn unit. Please let the Program Manager know when you are ready to enrol, and they will assist you in completing your enrolment.

Primary communication with the program is through iLearn and it is your responsibility

during your time in the program to log on regularly to see updates, engage in discussion, and participate in supplementary learning activities. Please also set up your profile and email accounts to ensure that your updates and alerts are forwarded to your email of choice.

It is important that you understand and are comfortable operating iLearn as the program's SLP and communication processes rely on it. It is also important to understand your roles and responsibilities in an online learning environment. We recommend you read the guides available on iLearn on navigation, netiquette and safe online interaction. There are help services available from within iLearn; you can also contact the Program Manager to assist you if you have any issues with iLearn.

Privacy

Macquarie University takes your privacy seriously. To enable ACHI and Macquarie to implement an effective Fellowship program, we need to collect, store and use some personal information about candidates. You can read about Macquarie University's privacy policy here and ACHI's here. If you have any questions or concerns, or you wish to access information held about you, you can speak to the Fellowship Program Manager, or follow the instructions set out in the policies above.

Please be aware that any personal or identifying information you choose to share on iLearn will be visible to other students and/or Conveners of the program.

