

## **ACADEMIC BOARD**

### **TERMS OF REFERENCE**

#### **BACKGROUND**

The Medical Leadership and Management Curriculum (the Curriculum) is the key Policy guiding the implementation of the education and training programs of the Royal Australasian College of Medical Administrators. The Curriculum identifies graduate outcomes, learning outcomes, training objectives and aligned assessment methods for members of the College (Fellows, Associate Fellows and Candidates) and RACMA's educational program participants.

#### **PURPOSE STATEMENT**

The Academic Board will ensure that all education programs conducted by RACMA reflect and deliver the learning outcomes and curriculum of the College. The Board will also oversee any program changes such as the introduction of an Integrated Learning Model and report on these projects to the RACMA Board via the Education and Training Committee (ETC).

The Board will also provide advice to the RACMA Board via the ETC of any proposed changes to the RACMA Curriculum and learning outcomes to ensure that the Curriculum, learning outcomes and education programs are contemporaneous for modern medical leadership.

#### **MEMBERSHIP**

The Chair of the Academic Board is appointed by the Board on the recommendation of the Chair of the Education and Training Committee. The Membership of the Academic Board is:

- RACMA Dean (who acts as Chairperson)
- Chair, Continuing Education Program
- Censor in Chief
- Chair, Training Progress Committee
- RACMA Chief Executive
- The Board may recommend the co-option of another member if required to the RACMA board via the ETC

#### **RESPONSIBILITIES**

- To consider the currency of the graduate outcomes, learning outcomes, training activities and alignment of assessment methods in the Curriculum for the Fellowship Training program.
- To ensure all education programs offered by RACMA are aligned with the Curriculum and Learning outcomes of RACMA.
- Provide advice to the ETC on current medical leadership practices that should be considered for inclusion in the RACMA curriculum or learning outcomes.

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## PROCESSES

- The Academic Board will meet a minimum of four times per year.
- It will receive proposed education programs or changes in education programs from the Director of Education for consideration and approval.
- It will receive reports from the Board of Censors and the Continuing Education Committee on relevant matters eg. trends in examination results, MBA MCNZ CPD requirements, outcomes of working groups and projects such as digital health that may affect the RACMA Curriculum or Learning Outcomes.
- It will receive requests for advice from other Committees of RACMA (eg. Education and Training Committee).
- It will recommend changes to the Curriculum and learning outcomes, to the Education and Training Committee.
- It will recommend topics for prioritising in educative activities.