

University Masters Program Approval Procedure

1. Purpose

The purpose of this procedure is to:

- a) support the University Masters Program Approval Policy
- b) provide details on the processes for universities to have a Masters program approved by the Royal Australasian College of Medical Administrators (RACMA/College) for Candidates undertaking the RACMA Fellowship Training Program.

2. Scope

This procedure applies to:

- a) all RACMA governance bodies, members and staff involved in the review, assessment and approval of university Masters programs
- b) all universities seeking RACMA approval of a Masters program(s)
- c) all universities with a Masters program/s approved by RACMA.

3. Procedure Statement

3.1 Masters Level Study Requirements

As part of the teaching and learning approach, Candidates in the RACMA Fellowship Training Program are required to complete approved Masters level study to provide the theoretical underpinning to the experiential components of the Program. Candidates must demonstrate satisfactory completion of the following five RACMA core subjects from an approved Masters program (see Appendix 1):

- a) Evidence Informed Decision Making
- b) Financial Management in Health
- c) Health Care Systems
- d) Health Law and Ethics
- e) Leadership

The list of approved university Masters programs is published on the RACMA website.

3.2 RACMA Masters Program Standards

Universities may apply to have a Masters program(s) approved for Candidates undertaking the Fellowship Training Program. For a Masters program to be approved it must evidence meeting the RACMA Masters Program Standards (the standards) for all five core subjects. The standards are described in the University Masters Program Approval Policy. The intention of the standards is to ensure

quality of the Masters program and the relevance of the Masters program to the outcomes of the RACMA Fellowship Training Program.

3.3 Approval and Review Process

The steps in the RACMA university Masters program approval and review processes are described in Tables 1 to 3.

Table 1: New Applications for Approval

Step	Detail
1 Application	<ul style="list-style-type: none"> ■ RACMA undertakes assessment of new university Masters program applications annually. ■ New applications must be received by 31 May to be considered in the current year. ■ Universities must use the appropriate form and provide all required supporting information when making an application. ■ New applications will not be considered until payment of the application fee.
2 Assessment	<ul style="list-style-type: none"> ■ RACMA may approve a university Masters program if it meets the RACMA University Masters Program Standards (the Standards). ■ Where deemed appropriate, the university may be asked to provide further information. ■ Any additional information must be provided within 10 working days for the application to proceed. ■ Based on the findings of the assessment, it will be recommended that: <ul style="list-style-type: none"> – the program is approved without limitations or recommendations or – the program is approved with limitations or recommendations or – the program is not approved.
3 Approval	<ul style="list-style-type: none"> ■ Recommendations for approval of a university Masters program, including details of the assessment findings, will be submitted to the RACMA Education and Training Committee for approval. ■ The period of approval will be for a maximum period of 4 years or to the end of the current 4-year cycle.
4 Notification	<ul style="list-style-type: none"> ■ Following the decision of the RACMA Education and Training Committee, the university will be informed in writing of the outcome of the application. ■ If approved, the university will receive an invoice for payment of the annual fee. ■ If approved, universities will be granted permission to use the RACMA logo and prescribed wording when advertising the Masters program in accordance with defined terms and conditions.
5 Publication	<ul style="list-style-type: none"> ■ Following payment of the annual fee, details of the Masters program will be added to the list of approved programs. ■ The list of approved university Masters programs is updated in December each year and is published on the RACMA website.

Table 2: Annual Review of Approved Programs

Step	Detail
1 Annual Review	<ul style="list-style-type: none"> ▪ RACMA will undertake a review of approved university Masters programs annually. ▪ Universities will be notified in writing of the annual review process. ▪ Annual monitoring reports must be submitted by 30 September each year. ▪ Universities must use the appropriate form and provide all required supporting information when submitting the annual monitoring report. ▪ The annual monitoring report must include details of any significant changes or planned changes to the Masters program, including to learning outcomes, teaching, learning and/or assessment activities for subject/s that correspond to any of the five RACMA core subjects. ▪ The annual monitoring report must include details of any changes in course or subject names and codes.
2 Assessment	<ul style="list-style-type: none"> ▪ If the annual monitoring report includes details of significant changes or planned changes to the Masters program, the impact of the changes on the program continuing to meet the RACMA Masters Program Standards will be assessed.
3 Approval	<ul style="list-style-type: none"> ▪ Details of annual monitoring reports will be considered by the RACMA Education and Training Committee. ▪ The RACMA Education and Training Committee will approve that a Masters program remain on the list of approved programs. ▪ A university that fails to submit an annual monitoring report will be removed from the list of approved Masters programs.
4 Notification	<ul style="list-style-type: none"> ▪ Following the decision of the RACMA Education and Training Committee, the university will be informed in writing of the outcome of the annual review. ▪ If the program continues to be approved, the university will receive an invoice for payment of the annual fee.
5 Publication	<ul style="list-style-type: none"> ▪ Following payment of the annual fee, details of the Masters program will be included in the list of approved programs for the following year. ▪ The list of approved university Masters programs is updated in December each year and is published on the RACMA website.

Table 3: Review of Masters and approval requirements

Step	Detail
1 Review	<ul style="list-style-type: none"> RACMA will review the Masters level study requirements and Standards for Approval of Masters Programs every four years or as required. If the review leads to recommended changes to Masters requirements relevant RACMA members and Committees will be consulted on the proposed changes.
2 Approval	<ul style="list-style-type: none"> The RACMA Education and Training Committee and Board will approve any relevant changes
3 Notification	<ul style="list-style-type: none"> Universities with approved Masters programs will be notified of any changes to Masters level study requirements and Standards for Approval of Masters Programs. Universities with an approved Masters program(s) will be invited to apply for renewal of approval for the next 4-year period. Applications will be considered according to the process described in Table 1.
4 Publication	<ul style="list-style-type: none"> The list of approved university Masters programs assessed as meeting the new requirements will be published in August the year before the new requirements are implemented. The list of approved university Masters programs will be published on the RACMA website in August to permit prospective Candidates to select and enrol in an approved Masters program.

4. Related documents

- Application for University Masters Program Approval Form
- RACMA Fellowship Training Program Curriculum Learning Outcomes
- Reconsideration, Review and Appeal of Decisions Policy
- University Masters Program Approval – Policy

Document information			
Type:	Procedure – Academic	Approval Date:	February 2024
Custodian:	Executive Director, Education, Training and Development	Approved by:	RACMA Board
Version:	1.2	Endorsed by:	Education and Training Committee
Next Review: 3 years from approval date or earlier if required			
Uncontrolled when printed			
Revision history			
Version	Date	Description	
v1.2	June 2026	Administrative update	
v1.1	March 2024	Administrative update	
v1.0	February 2024	New document	

Appendix 1 – University Masters Subject Learning Outcomes

Approved by the Education and Training Committee in July 2023.

Core Subject	Subject Description	Learning Outcomes
Evidence Informed Decision Making	This RACMA core subject will cover the principles of research design, methodology and ethics. There will also be a focus on the critical appraisal of research evidence.	On completion of this RACMA core subject, Candidates will understand: <ul style="list-style-type: none"> ▪ The principles of good research ▪ Different research methods and their application ▪ Ethical issues in research ▪ How to formulate a good research question ▪ How to develop a research proposal ▪ How to search for, select, critically appraise and synthesise research evidence.
Financial Management in Health	This RACMA core subject will cover key accounting principles relevant to health system management. Health system financing models for the private and public sector will also be addressed.	On completion of this RACMA core subject, Candidates will understand: <ul style="list-style-type: none"> ▪ Accounting terminologies, concepts and processes that underpin the preparation of key financial statements ▪ How to analyse and interpret balance sheets, profit and loss statements and cash flow statements ▪ How to review operational and capital budgets ▪ How to apply accounting methods to the development and review of business plans ▪ Private and public sector health system financing models.
Health Care Systems	This RACMA core subject will cover the principles and practice of Australian and New Zealand health systems. There will be a focus on health system organisation, management and funding.	On completion of this RACMA core subject, Candidates will understand: <ul style="list-style-type: none"> ▪ The organisation, operation, governance and funding of the Australian and New Zealand healthcare systems ▪ How the Australian and New Zealand models of health system organisation and funding compares to models in other countries ▪ Frameworks for analysing the performance of health systems ▪ The principles and practice of developing, analysing, implementing and reforming health policy ▪ National and International health issues and priorities.

Core Subject	Subject Description	Learning Outcomes
Health Law and Ethics	This RACMA core subject will cover the principles of ethics and law in public health and healthcare management. There will be a focus on key areas of medical and health law.	<p>On completion of this RACMA core subject, Candidates will understand:</p> <ul style="list-style-type: none"> ▪ Areas of law relevant to the delivery of health services ▪ The principles of ethical decision making and ethical practices in healthcare leadership and management ▪ The Australian and New Zealand legal systems, including the Coroner’s court, with an emphasis on selected exemplars, cases and statutes ▪ How medical and health law applies to complex clinical situations such as abortion, clinical research, consent, euthanasia, health complaints, infectious diseases, mental health, negligence, open disclosure and privacy of health information.
Leadership	This RACMA core subject will cover the practices, methods and frameworks for leadership. There will also be a focus on how to lead effective change.	<p>On completion of this RACMA core subject, Candidates will understand:</p> <ul style="list-style-type: none"> ▪ Different leadership and management approaches ▪ The role and responsibilities of leaders in complex organisations ▪ How to reflect on and assess their own leadership capabilities and practice ▪ How to develop plans and proposals for leading change in complex organisations.

Note:

- Universities are required to demonstrate how the learning outcomes for the RACMA core subjects will be achieved through completion of corresponding subject(s) (whatever they are named) included in the Masters program.
- For example, a RACMA Candidate may complete an approved Masters subject in Research Methodology, Evidence Informed Decision Making, Epidemiology and Statistics or similar if it meets the minimum learning outcomes described above.