



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

PROCESSES & CONDITIONS TO ACHIEVE ORDINARY MEMBERSHIP

1 APPLICATION

- 1.1 All applications must be made on the approved application form, available from the Honorary Registrar or the ACPSEM website, and be accompanied by a Curriculum Vitae and any documentation necessary to support the case for admission to Ordinary Membership.
- 1.2 The application must be endorsed by a Proposer and a Supporter, each of whom must be Ordinary Members or Fellows of the ACPSEM, as required by the Articles. They must also personally know the applicant and have read this document before they agree to act as Proposer and Supporter, respectively.
- 1.3 The Proposer or Supporter should endorse the validity of the applicant's academic qualifications. Alternatively, copies of degree certificates may be attached to the application.
- 1.4 The application must be submitted directly to the Honorary Registrar.

2 REFEREES

- 2.1 The applicant must choose two Referees to comment on their application. It is in the applicant's best interest that they choose Referees that have a close working relationship with the applicant, but they must be at least familiar with the applicant's work. Referees need not be Members or Fellows of the ACPSEM.
- 2.2 The Referees may or may not be the same individuals as the Proposer and Supporter, but must be in a responsible or senior position.
- 2.3 Reports from nominated Referees will only be accepted if they rate the applicant's Professional Ability using the same methodology outlined below for the Board members (see subsection 5.3 of BASIS FOR ASSESSMENT OF THE MERIT OF AN APPLICATION).
- 2.4 The nominated Referees must also provide comment as to the suitability of the applicant in terms of their character and integrity.
- 2.5 If it is felt by the Board to be desirable, the Registrar may seek assessment from alternative referees after first seeking permission from the applicant.

3 MEMBERSHIP BOARD PROCESSES

- 3.1 The Honorary Registrar receives the application and acknowledges receipt of same.
- 3.2 The Honorary Registrar examines the application to confirm that it meets the procedural requirements outlined in the Articles. In rare circumstance the applicant's qualifications, either academic or practical, may be referred to Council for clarification as to their relevance.
- 3.3 The Honorary Registrar may at this early stage seek further documentation from the applicant.
- 3.4 The Honorary Registrar contacts the nominated Referees asking them to return completed Report Forms.

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- 3.5 The Honorary Registrar distributes the application, with Referees' opinions, to the Board. The Honorary Registrar makes minimal comment at this stage.
- 3.6 The Board members may request copies of documentation (eg. reports, publications etc) from the applicant through the Honorary Registrar if they believe it will aid in their assessment.
- 3.7 The Board members are, in the first instance, to consider the applications independently of each other and vote either in favour of or against acceptance on the basis of the evidence/documentation provided to them by the Honorary Registrar. The reasoning behind the vote by a Board member, particularly when it is in the negative, must be provided to the Honorary Registrar at the time of the vote.
- 3.8 The Honorary Registrar disseminates the result of the vote, with relevant comments from individual Board members, to the Board.

Split vote:

- (a) In cases where there is a split vote the Honorary Registrar may offer objective advice to the Board that might influence an individual or individuals to reverse their decision. Differences of opinion should be discussed between Board members to clarify the source of these differences and to try to resolve them.
 - (b) The individual Board members vote again to either reaffirm or change their original decision.
 - (c) Only when it is impossible for Board members to resolve their differences should the application be referred to Council through the Honorary Secretary [see Article 10(b)]. The Honorary Registrar in referring the application to Council may, in the first instance, provide a summary of the key features of the application and the reasons for the inability of the Board to reach agreement. Individual Council members have the option to seek a copy of all documentation and Board correspondence relating to the application.
 - (d) Council must ultimately decide by voting in the usual fashion if the application is successful or not. [NB. Council's voting procedures require a vote of eight (8) in favour of any motion for it to be successful.]
- 3.9 The final decision is acted on by the Honorary Registrar as outlined below.

SUCCESSFUL APPLICANTS

- (a) The Honorary Registrar notifies successful applicants in writing, informing them that they have been admitted to the ACPSEM subject to the payment of any relevant fees. The applicant is issued with a Membership Certificate and provided with a copy of the Code of Ethics at this point in time.
- (b) The Honorary Secretary, Honorary Treasurer, the Web Master, Branch Chair, Branch Secretary/Treasurer and Journal Distribution Manager are also notified, as is the general membership through the list server.

UNSUCCESSFUL APPLICATIONS

- (a) The Honorary Registrar informs the applicant and his/her Proposer in writing that he/she has been unsuccessful. This letter should include a detailed statement of the processes that were followed in assessing the application. The applicant should also be advised of the right of appeal as per the process defined in section 4 below.
- (b) Whenever possible the unsuccessful applicant should be provided with some indication of how they might be successful in a future application.
- (c) If the applicant is not already an Associate Member and satisfies the degree requirements to be an Ordinary Member then they are offered Associate Membership automatically.

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- (d) The minimum time before reapplication is one year from the time of receipt of the initial application.

4 APPEALS PROCESS

- 4.1 Grounds for an appeal can only be on the basis that due processes were not followed.
- 4.2 The right of Appeal rests only with the Proposer and not with the Applicant. Appeals will only be considered if they are made in writing clearly stating the grounds on which the Appeal is being made.
- 4.3 Appeals are to be assessed by three Ordinary Members or Fellows appointed by Council, who are independent of the Board. The scope of the assessment is limited to those matters detailed by the Proposer in the grounds for the Appeal. This group will report directly in writing to Council through the President.
- 4.4 All relevant documentation relating to due process is provided to the individuals hearing the Appeal and they reach a decision, as to whether or not due process has been followed, by a simple majority vote. The basis for the decision must be provided in writing to the Council.
- 4.5 If it is found that due process has not been followed then Council requests that the Board reconsider the application.

5 BASIS FOR ASSESSMENT OF THE MERIT OF AN APPLICATION:

- 5.1 Degrees: In cases where the academic qualifications may not obviously be in the physical sciences and/or engineering the Council may be asked by the Honorary Registrar to rule as allowed by the Articles.
- 5.2 Years of experience in the discipline of Physical Science/Engineering in Medicine: The applicant's years of experience after gaining their first degree is initially assessed by the Honorary Registrar but may be considered by the entire Board. It is recommended that:
- (a) Full time study towards a higher degree NOT be counted as experience as higher degrees already allow discounting of years of experience.
- (b) Part time employment as a practising physical scientist/engineer, whether studying or not, is to be weighted according to the following prescription.

Hours/week	Weighting
>0 and <10	0.1
≥ 10 and <18	0.3
≥18 and <25	0.6
≥25 and <35	0.8
≥35	1.0

- 5.3 Professional Ability: Provided the basic criteria outlined in the Articles regarding academic qualifications and experience are met, and notwithstanding the discussion in points 5.1 and 5.2 above, the Board makes its judgement of the applicant based on its interpretation of the following sub-clause extracted from the Articles:

That he/she shall provide evidence of professional ability by examination, thesis or approved documentation as required and requested by Council.

The assessment of professionalism/competence is subjective and depends on individual perceptions of what Board members see as important. To that end it is recommended that a point scheme is utilised by both the applicant's Referees and the Board members in rating the applications. **It should be stressed that the points**

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awarded under the various categories outlined below are to be used only as a guide in assessing the merit of individual candidates for Membership. The recommended threshold for acceptance is 10 points. The decision on acceptance or otherwise resides initially with the Membership Board and, if there is an unresolved split vote, with Council. Ultimately, the Board will make their judgement of the applicant's suitability based on their reading of the Referees' opinions (see 5.4 below) and the points achieved under this scoring schema.

Item	Requirements & Guidance for Assessment	Points (Max)
ACPSEM approved Accreditation ^a	Accreditation that has been approved as such by Council as fulfilling the requirements for Ordinary Membership should get full credit.	10
Refereed Publications of relevance to Medicine ^b	Full credit for five substantial papers as first author with due regard made for quality rather than quantity. Papers in which the applicant is listed as second and subsequent authors should be discounted accordingly.	10
Other publications of relevance to Medicine ^b	Books, chapters and other published but not refereed material may be scored.	7
Unpublished material of relevance to Medicine ^c	Unpublished internal reports including new protocols, acceptance tests and compliance tests may be scored under this category.	7
Conference presentations ^d	Conference proceedings, if not published, may be scored under this category.	3
Professional occupation & responsibility ^e	The level of responsibility in the candidate's institution should be considered.	6
Other professional activities ^f	<u>Substantial</u> contribution to committees or activities, which have an impact on the practice or operation of the profession. For example, Standards, State or National Regulatory, IAEA or ARPANSA Working Group Committees.	5
Membership in relevant Societies ^g	Value judgements on merit of the particular membership will be needed.	6

- a. **Accreditation:** Accreditation in Radiological Physics, Nuclear Medicine Physics, Radiotherapy Equipment Commissioning and Quality Assurance or Radiation Oncology Medical Physics is to be awarded 10 points. Accreditation in Radiation Safety is to be awarded 4 points. Mammography Certification is to be awarded 2 points.
- b. **Publications:** Whether refereed or not this is the opportunity for an academically inclined or research based applicant to gain entry. A significant scientific book

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should achieve the maximum rating of 7 points and a chapter or chapters lesser amounts. Conference proceedings if published, may be scored, albeit lowly, in this category.

- c. Unpublished material: This is where a practising clinical physicist/biomedical engineer, as opposed to an academic or research based individual, should be expected to score. Full marks may be awarded for two high quality major reports such as an acceptance test on a simulator, linear accelerator, MR scanner or CT scanner, provided they are on two different categories of equipment. Reports of trivial constancy tests, which could be performed by technicians, should probably not score at all.
- d. Unpublished conference proceedings: Although this category does represent a contribution it is not rated highly. If conference presentations have already been presented as a refereed publication then points should not be awarded for presentation at a conference. However, if the material has not been presented in a refereed publication it may be scored. Three or more conference presentations in this latter category should score the maximum.
- e. Professional occupation & responsibility: For example: the number of students and staff directed in research projects, the numbers of staff the applicant has direct responsibility for, the extent to which the applicant may be responsible for institution wide issues (eg safety) and management beyond their own department may be taken into consideration.
- f. Other professional activities: Membership of committees, when it is a reflection of an individual's competence in a particular discipline, as recognised by his/her peers, should score the maximum. For example, membership of a Radiation Advisory Committee or equivalent, should score the maximum since this appointment is made on the basis of competence. Likewise, lecturing by invitation to IAEA training courses or drafting regulations or codes of practice in other countries represents a significant acknowledgement of competence and should score highly.
- g. Membership in relevant societies: Membership of the IPEM, or other body which requires a substantial examination, training scheme and/or thesis for entry, should be scored highly. On the other hand membership of societies which grant membership based on qualifications or experience alone should score less, and societies which grant membership automatically should probably not score at all. Fellowships in most societies will score some points as such awards are usually subjected to peer review.

5.4 Referee's Opinion: The Board may also consider in a qualitative sense any comments that the Referees may make about the applicant's suitability under the question "Do you have any reservations in supporting this application?".