



<b>ACPSEM Position Description</b>				
<b>About us:</b>	The ACPSEM offers a range of services to professionals, hospitals, universities, governments, students, other peak organisations, and all interested parties on matters relating to physical sciences and engineering in medicine.			
<b>Purpose:</b>	ACPSEM's purpose is to promote and further the development of the physical sciences and engineering in medicine and to facilitate the exchange of information and ideas amongst members of the College and others concerned with medicine and related subjects.			
<b>Position Details</b>				
<b>Position Title:</b>	<b>Assessor (DIMP)</b>			
<b>Reports To:</b>	DIMP TEAP Coordinators Diagnostic Imaging Certification Panel			
<b>Incumbent Status:</b>	<input type="checkbox"/> Employee <small>(Paid via ACPSEM Payroll)</small>	<input checked="" type="checkbox"/> Temporary / Contractor <small>(Paid via Invoice)</small>	<input checked="" type="checkbox"/> Volunteer <small>(Unpaid/Honorarium)</small>	
<b>Committee Membership:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input checked="" type="checkbox"/>	If Yes, Name:
<b>Position Purpose:</b>	<p>Within the context of ACPSEM's Training, Education and Assessment Program (TEAP) an Assessor is a certified Medical Physicist who is responsible for the ongoing assessment of Registrars against the prescribed rubrics for TEAP.</p> <p>The Assessor's purpose is to understand the training requirements, breadth, scope of knowledge, skills and experience required to gain certification as a Medical Physicist. By performing ongoing Periodic Progress Reviews (PPRs), the ACPSEM, via the Assessors, ascertain whether and individual Registrar is performing to the expected standard for a Registrar enrolled in the ACPSEM DIMP TEAP.</p> <p>Assessors work with the TEAP Coordinators, local preceptors, and other interested parties to provide comprehensive feedback on the status of a Registrar's training. This feedback may include recommendations and suggestions for their work, or referral to the TEAP Coordinators in instances where further support may be required.</p> <p>Assessors are recruited and approved by the Diagnostic Imaging Certification Panel (DICP) for a nominated contract period. They are expected to perform a minimum number of PPRs annually.</p>			
<b>Governance Environment (RASCI) Applicable?</b> <small>(If Yes, Attach RASCI Table(s))</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Financial Delegations</b> <small>(If Yes, Attach Delegations Policy)</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

<b>Key Duties and Responsibilities</b>	
<b>Assessor Commitment</b>	Assessors are required to maintain current knowledge of ACPSEM's TEAP requirements. Assessors will also be required to complete any mandated training modules, workshops and ongoing auditing.
<b>Preparation of the Assessment</b>	Conduct reviews of Registrars in accordance with the guidelines and recommendations of the ACPSEM.
	Ensure knowledge of ACPSEM DIMP TEAP is current.
	Ensure knowledge and understanding of the contents of the PPR marking rubrics remains current, as well as current assessment processes.
	Ensure any questions or process clarifications are resolved by you in contact with ACPSEM office, or TEAP Coordinators in a timely fashion.
	Undertake thorough preparation prior to each PPR, ensuring all information is provided and correct.
	Complete all required paperwork, documentation, and learning management system input as applicable to demonstrate and support your assessment. Ensure all required paperwork for assessment is complete and delivered to TEAP coordinators within timeframes set by TEAP processes.
<b>Continuing Professional Development</b>	Must maintain Continuing Professional Development (CPD) as per the ACPSEM register requirements by ensuring professional knowledge stays current through self-directed learning and development, publishing papers, speaking at, and attending relevant conferences etc.
<b>Duty of Care</b>	Discharging duty of care and diligence as an Assessor, you should: <ul style="list-style-type: none"> <li>▪ Undertake thorough preparation prior to each PPR, ensuring all information is provided and correct</li> <li>▪ Provide a supportive environment in the PPR that encourages engagement and communication</li> <li>▪ Communicate with TEAP Coordinators if issues/areas of concern arise from the review</li> <li>▪ Keep informed about ACPSEM operations and activities</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>▪ Identify and report any conflict of interest or potential conflict of interests</li> <li>▪ Timely preparation and completion of reports (within 2 weeks of the PPR)</li> <li>▪ Provide appropriate advice and support to enable timely progression through ACPSEM DIMP TEAP</li> <li>▪ Reporting concerns regarding Registrar performance and/or progression to TEAP Coordinators</li> <li>▪ Exercise duties &amp; responsibilities consistent with confidentiality standards set by ACPSEM</li> </ul>

	<ul style="list-style-type: none"> <li>Act in good faith and in the best interests of the ACPSEM</li> <li>Abide by the ACPSEM Code of Ethics, including not making improper use of information or position for personal profit</li> <li>Exercise duties and responsibilities in accordance with the rules of the <i>ACPSEM Constitution</i> and all applicable ACPSEM Policies</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Other duties and responsibilities commensurate with skills and experience and aligned to position purpose, as directed by the CEO</li> </ul>

### Objectives / Key Performance Indicators / Success Metrics

This role may have specific objectives, KPIs or success measurements attached which are the outcome of various ACPSEM planning cycles, aligned to organisational priorities and evolve accordingly. Your ACPSEM Contact Person/ Manager will advise you if objectives, KPIs or success metrics are applicable to this role and will provide separate documentation accordingly.

### Work Health & Safety Statement

ACPSEM has a duty of care to all our employees, contractors, and volunteers. Whether an employee, contractor, or volunteer, you are required to familiarise yourself and always comply with ACPSEM's Work Health & Safety Policy and Procedures.

### Compliance Checks Required

<b>Educational Qualifications</b>	<input checked="" type="checkbox"/>	<b>Employment References</b>	<input checked="" type="checkbox"/>
<b>Drivers Licence / Personal ID</b>	<input checked="" type="checkbox"/>	<b>Member Recommendation</b>	<input checked="" type="checkbox"/>
<b>Criminal History Checks</b>	<input type="checkbox"/>	<b>Professional Registrations</b>	<input checked="" type="checkbox"/>

### Selection Criteria

Qualification, knowledge, skills, experience, and attributes required to do the role.

#### ESSENTIAL

- Proficiency in the knowledge and skills of Diagnostic Imaging Medical Physics
- Certification/accreditation by the ACPSEM in DIMP and/or on the ACPSEM Register of Qualified Medical Physicists
- Demonstrated knowledge of the relevant TEAP program including the ability to articulate the structure and purpose of the program and examination processes

- 4. At least two years' post Registration/Certification experience as a registered DIMP
- 5. Demonstrated excellent communication skills, both verbal and written and timely completion of reviews
- 6. Demonstrated capacity to devote the time and attention required to undertake assessor requirements and activities, including performing at least four (4) PPRs each year, attending assessor meetings, conducting audits, as well as any initial and subsequent training.

**Position Approvals**

Tick as appropriate under Delegations Policy.

<b>PSB Chair</b>	<input checked="" type="checkbox"/>	<b>Signature:</b>	<b>Date:</b>
<b>ACPSEM Board Chair</b>	<input type="checkbox"/>		

**Governance Procedure**

Position Descriptions to be managed in accordance with ACPSEM's Human Resources Policy Manual.

PD Template October 2020

**Incumbent Acknowledgement**

I have received and understood Position Description content.

<b>Incumbent Name</b>		<b>Date:</b>
<b>Incumbent Signature</b>		