CPD Program Guidance and Frequently Asked Questions for the 2025 – 2027 CPD Period

Table of Contents

1. Introduction

The purpose of this document is to provide members and those undertaking the ACPSEM CPD Program further in-depth information on types of evidence and how to categorise this evidence into the CPD Tracker. Also documented herein is a list of frequently asked questions (FAQs) in relation to the new CPD Program. As the CPD Program continues to evolve, the College will look to update and add further detail based on the feedback and questions we receive.

2. Mandatory Requirements

As a participant on the *ACPSEM Register of Qualified Medical Physicists and Radiopharmaceutical Scientists* (the Register) you are required to **collect 50 points per year** when the total amount is averaged over a 3-year period total i.e., 150 points at the end of the 3 years.

Points need to be achieved in 3 primary categories:
1) Undertaking Educational Activities
2) Reviewing Performance; and
3) Measuring Outcomes.

A **minimum number of points** must be achieved in all 3 categories within a CPD period, that being 20 points minimum in both the Undertaking Educational Activities and Reviewing Performance categories, and 15 points in the Measuring Outcomes category (as per the CPD handbook).

3. CPD Evidence

Principles:

1. Evidence should support the illustration of the CPD activity. i.e., the CPD entry should make sense on its own.
2. Evidence should support the purpose of CPD, which is to self-reflect, to identify gaps in skill or knowledge, and to improve.
3. CPD Evidence is separate from the CPD Audit process. The CPD Audit process will focus on identifying the self-improvements over the period.

Definitions:

- Objective evidence: Certificate of Attendance for educational activities
- Reflective evidence: A summary of lessons learned from undertaking a CPD activity (Reflection Form)

   REFLECTION CAN TURN ANYTHING PERFORMED PROFESSIONALLY INTO A CPD ACTIVITY!

4. CPD Tracker

The CPD Tracker is located under the My ACPSEM portal of the ACPSEM website. A Quick Tips guide is available to download from the CPD Tracker page. This will assist you with using the CPD Tracker function.

5. Reflection

Reflective evidence is a new concept for members of the ACPSEM. Although it is common across many medical and clinical CPD programs, medical physicists may not have experience in this type of requirement. *Rest assured that the ACPSEM's expectations around reflective evidence are tailored to its Members!*

Please note: While reflection is mandatory for some CPD activities, it is optional for others. In cases where it is optional, reflection may be used pragmatically as a means of maximizing points for an activity. For those used to journaling or keeping a diary, extension of this into your current professional practice, can now be rewarded in the CPD Framework.

6. FAQs

6.1. Examples for Entering CPD Activities

The CPD Committee has prepared an example document to assist with entering CPD activities into the CPD Tracker.

The document can be located on the ACPSEM website: CPD (acpsem.org.au)

6.2. Registration Certificates

Digital registration certificates are provided to those who are compliant at the end of the three-year CPD program cycle, and for anyone who has been granted registration. If you are required to show evidence of registration to an employer or authoritative body, please direct them to **the Register** on our website.

If you require further evidence that you are registered, you may **request a letter** that outlines your registration status for a nominal fee.

6.3. Non-member access to CPD Tracker

You must have a login for the ACPSEM website's Member Bunker to access your CPD Tracker.

If you are not currently a member, we encourage you to consider joining the College.

If you are not eligible for membership, access to the CPD Tracker is available for non-members at an annual fee of $165.00 AUD (GST inclusive). Please note this amount is equal to the cost of ACPSEM Affiliate Membership which includes access to the CPD Tracker.

For further details on all membership options **click here**. To request access to the CPD Tracker, please email cpd@acpsem.org.au .

6.4. Reasons for a new ACPSEM CPD Program

The active and engaged participation of our members in the CPD Program is crucial to attach further rigor and meaning to time limited registration, i.e., beyond initial qualification, and to improve the standing, professional standards and safety practices of medical physicists, radiopharmaceutical scientists, and biomedical engineers in Australia and New Zealand.

6.5. The New CPD Categories

The three categories of CPD activity have been selected because they encompass all aspects of what is expected of a registered clinical professional. These categories are adapted from the 2022 AHPRA requirements for all clinicians.

All other Australian Medical Colleges and registered professions are currently undergoing this transition.

In 2017 the ACPSEM resolved to hold the College to the Australian Medical Council Standards. Compliance with the standards, ensures eligibility for an application for AHPRA registration.

6.6. Framework Changes and why?

In producing this framework, the College explicitly sought the input of Radiopharmaceutical Scientist Members. The scope of activities covered by the current Framework is therefore broader and inclusive of more than just Medical Physicists.

Although the broadening and inclusion of new activities will not resonate with everyone, many view this as a timely redressing of a lack of inclusion in past versions of the College's CPD Framework. It aims to further integrate the perspectives of academic and research-based Medical Physicists, as well as Medical Physicists and scientists involved in, for example, the delivery of nuclear therapies.

6.7. Evidence, Templates, and Assessment

There is no change to the principles underpinning ACPSEM's CPD program – we operate in an adult education, post-tertiary and practical qualification training context where participants are trusted to use their professional judgement and act in accordance with the ACPSEM's Code of Ethics.

Evidence requirements won't be explicitly set, though new items will be clarified.

We encourage you to apply the test of what evidence _you_ think is necessary to pass if you were randomly selected for a CPD audit.

UNDER THE ACPSEM FRAMEWORK THE EVIDENCE YOU SUBMIT IS REVIEWED AND ASSESSED IF YOU ARE RANDOMLY CHOSEN FOR AUDIT AT THE END OF THE 3 YEAR PERIOD.

6.8. Reflection Form

There is no minimum or maximum word limit for the reflection forms. You are asked to submit a comprehensive reflection on the purpose of the CPD activity you have undertaken, and on the outcomes and consequences for your professional development and learning. Your reflection should address the benefit of this activity and its usefulness to your professional duties and currency.

There are two ways to submit your reflection: via the *Reflection Form* which can be downloaded from the CPD Tracker, or in the form field where you log your activity. You can upload the completed form with your entry or type your reflection directly in the comment box.

Please note that when you type your reflections directly into the *comment box*, a message might appear next to the activity in your CPD Tracker that reads "Awaiting Documentation". We are working to remove this, but in the meantime, please know that this does not affect the visibility of the activity you have logged. The CPD points are still applied to your tracker. If you are audited, the College will know to read the reflection in the *comments box* rather than look for an uploaded document. You will be assigned the appropriate points for including your reflection in the *comment box,* just as you would if you had uploaded the reflection form.

The reflection form consists of the following questions:

- Detail three (or more) outcomes achieved, or lessons learned from attending / performing the activity (for example skills gained, knowledge increased, personal attributes developed or identified).
- How do you see yourself incorporating these learnings into your:
  - Professional practice (as a physicist or scientist) – if applicable,
  - Personal professional behaviour (as a team member manager or leader) – if applicable,
  - Organisation's practices and processes (if you have the opportunity because of the
    seniority of your role)?
- How will this activity affect your CPD development plans in the future?

Example of a completed Reflection Form Version 1:

"Attendance of Varian Summit 2022"
Lessons learnt
1. Issues with copying intensity profiles in Eclipse AAA into PDIP
2. What to look for in a PDIP intensity profile that would indicate an issue in the model
3. Possibilities and workflow for fully automated planning

Incorporation into practice
- The PDIP intensity profiles were reviewed, and a discussion held about whether improvements should be attempted. It was decided not to improve at this time as we plan to replace PD soon.
- The steps required to move from our current planning workflow were discussed and a plan for a staged progress towards full automation was created including automation of physics plan creation, further roll out of RapidPlan and implementation of AI-based contouring and contouring scripts.

Changes to CPD plans
- No personal changes but a department focus on scripting and automation was created.

Example of how to fill in a reflection form, Version 2:

Complete a reflection form covering your strengths and weaknesses as a professional, future directions of your work and what CPD activities will facilitate this.

6.9. CPD Points Checks and Audit System

The ACPSEM audits CPD participants to ensure that professional standards and records are maintained, and that the CPD system itself is meeting participants' needs.

The ACPSEM annually examines reports showing the points of all participants to ensure each participant is likely to be compliant with the quantum of CPD points for registration at the end of the three-year cycle. The ACPSEM will send a reminder email at the end of each year in the CPD period to update participants on their CPD points status.

The Principle of the CPD Audit is to focus on participants' reflections on their learning activities, including their learnings or gaps in their knowledge, rather than examining their record-keeping abilities. The ACPSEM is proposing a departure from the norms outlined in this paper and used by others, reflecting shifts in practice underway in the field, while also noting that this approach will yield higher quality information for less effort on the part of CPD Committee volunteers. A rubric will be developed in support of the reflective interview.

C.1 THE CPD AUDIT PROCESS WILL INVOLVE THE FOLLOWING:

C.1.1 At least 10% of participants listed on the Register will be selected randomly and audited; and

C.1.2 The Audit Process will commence at the beginning of the last year of the triennium to ensure adequate time for participants and the ACPSEM to perform the Audit Process; and

C.1.3 The Audit Process will focus on individual reflection of their CPD completed within the first two years **of the triennium via a 30-minute structured interview.**

C.2 PARTICIPANT SELECTION

C.2.1 The Audit of participants on the Register will be randomly chosen by the CRM; and

C.2.2 Preferably a participant will not be involved in an Audit within two consecutive trienniums.
C.3 NOTIFICATION OF AN AUDIT

C.3.1 Audit participants will be notified in writing 6 weeks before the Audit will commence.
C.4 AUDIT PROCESS -INTERVIEW

C.4.1 Audit participants will be interviewed with the purpose to identify that: C.4.1.1 Participants have performed CPD activities relevant to their respective registration; and

C.4.1.2 Participants have reflected on how the CPD activities performed within the first (1) year or two (2) years of the triennium have benefited them professionally.

Please do not get complacent about points checks or Audits. We recommend you that you regularly check your CPD Tracker and be mindful of accruing CPD points across all three categories.

6.10. Extended Leave of absence CPD Point Requirements

Reductions to CPD points requirement for extended periods of leave can be applied for when the period of leave is six consecutive months or greater and will be considered on a case-by-case basis. Extended leave includes parental leave and long service leave.

6.11. Part -Time Employment CPD Point Requirements

If you work less than 1 FTE, your points requirement does not change and you will still be required to meet the required CPD points. This is because the expectation is that all participants have the same level of education and are up to date with practice requirements. It is therefore irrelevant whether a person works full-time or part-time.

If you believe you have exceptional circumstances that warrant a reduction in the CPD requirements, you may apply and provide supporting evidence to CPD@acpsem.org.au.

Applications require that you fill out the Absence Declaration form found on the CPD section of the ACPSEM website. Applications are considered on a case-by-case basis.

7. Other questions that have recently been asked in relation to CPD:

Question: From reading the CPD handbook some of the activity descriptions are vague. For example, Category 2 Activity D 'Review participation". How open to interpretation is this activity? Could you give a specific example of 'peer review of performance' that might take place in a typical radiation oncology clinic?

Answer: Using the reflection form enables you to create a means of reviewing participation in a range of your regular activities and these might include things like reflecting on your presentation skills and/or ability to succinctly present scientific findings at a clinical meeting or conference, or when explaining medical physics or other concepts to other groups in your workplace. For example, presenting to RTs about How an MR Linac works, or to clinicians about radiation safety.

Peer review of performance opportunities can be created in any workplace and some already exist. You can create one for yourself by asking a more experienced peer to assist you to prepare to do something or review something you have done. The intent and the outcomes can be recorded using a reflection and these should focus on something you know to be a knowledge gap or upskilling need.

There are also examples of committees in some states that routinely review and compare outcomes across a group of hospitals/sites. Enquire about these or set one up. This form of peer review is increasingly common in health professions, and in some, mandatory.

Question: I participated in the 2019-2021 CPD Period and was deemed compliant. How can I access my historical CPD Tracker data from that period?

Answer: Please email cpd@acpsem.org.au to request a copy of the data. The office will provide it to you in excel spreadsheet format.

Question: What categories/activities do the following examples fall under?

Answer:

a. Invited peer reviewer of a journal manuscript

    This comes under Category 2: Reviewing Performance > D. Invited referee

b. Vendor provided training (e.g. Elekta XVI training, iGuide training, Physics 1 course)

    If the training was provided in- house in a meeting format, you could put it under Category 1: Undertaking Education Activities > B. Attendance at an in -house meeting.

c. Leadership training provided by the hospital

    Category 1: Undertaking Education Activities, Activity > F. Professional services education. Include a note explaining you have undertaken Leadership Training.

d. Chairing a conference

    The most relevant categorisation would be Category 1: Undertaking Education Activities > A. Speaker.

Contact the ACPSEM with further questions

If you have any further questions, comments, or concerns please email cpd@acpsem.org.au