

# ACPSEM ROMP TEAP Resources Special Interest Group

## Terms of Reference

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# 1. Mission

The ACPSEM ROMP TEAP Resources Special Interest Group (SIG) will facilitate all interested participants in the education of ROMP TEAP registrars to collaborate in the provision, management and use of high quality training materials; supporting efficiency and enhancing consistency in application of ROMP TEAP in a way that works within local clinical contexts.

## 2. Objectives

1. **Support ROMP TEAP training** across the ACPSEM by creating a peer-reviewed database of high-quality training materials to support in-house registrar training and low stakes assessment across the ROMP TEAP curriculum. The database will be stored in ALEX and accessible to all ROMP TEAP supervisors and trainers.
2. **Reduce duplication of effort** by trainers, supervisors and preceptors, by providing high quality shared training resources. This will improve consistency, efficiency and equity in TEAP training across the programme, ultimately raising professional standards for all registrars. Additionally it will allow users to benchmark their local training and expectations for registrar performance against other users.
3. **Develop training materials** at the learning outcome or element level, including items such as training plans, written or practical assignments, self-study guides, oral or written question banks (ideally with guidance on scope/detail of expected answers), and recorded tutorials/webinars. The Leadership Committee will periodically review requested training material types and format guidelines.
4. **Encourage contributions** from all SIG members, including early or mid-career professionals and those newer to providing TEAP training or supervision.
5. **Support professional development** by offering collaboration, peer feedback and learning opportunities to both create and review training materials. CPD points in a range of categories will be available based on the nature of the member's involvement, with guidance provided in the ACPSEM CPD handbook.

## 2.1 Exclusions, Limitations and Requirements

1. **No endorsement:** The ACPSEM does not guarantee any training materials meet curriculum requirements. The peer-review/approval process aims to ensure standards of provided training materials are maintained according to the best judgement of the reviewers (with relevant oversight from the Key Area Leads). However, supervisors or trainers must use their own judgement and experience in selecting materials and assessing registrars against the required standards.
2. **Role of ACPSEM, ROCP and TEAP coordinators:** The SIG supports practical implementation of TEAP in clinics. It does not overlap or circumvent the role of TEAP coordinators, the Radiation Oncology Certification Panel (ROCP) or other ACPSEM committees, who retain all responsibilities for developing TEAP and setting standards. The SIG will promote existing and new educational opportunities by the TEAP coordinators to help SIG members understand the requirements of TEAP and best practices in adult education, and seek support from the TEAP coordinators in delivering supplementary education to support SIG activities.
3. **Not prescriptive or required:** Training materials provided by the SIG are not required for TEAP progression, and are not intended as a prescriptive approach. The SIG will aim to where possible provide multiple training materials of each type for a given learning outcome, and these can be used at the trainer's discretion as a complete training method where appropriate, or to supplement other methods and materials.
4. **Intellectual property:** Training materials can be created specifically for the Special Interest Group, or be pre-existing, created by either individuals or as part of an existing or past collaboration. However, **all** submitted materials provided must include confirmation that the owner/s of the intellectual property (likely the original authors or their clinic/organisation) approve the sharing and distribution of these materials for the purpose of TEAP training, as per these Terms of Reference.
5. **Voluntary material contributions:** Any training materials are submitted with no expectation of compensation for authors and/or their employers beyond acknowledgement of and CPD points for their contributions. A collaborative approach on an ACPSEM-wide scale will allow all contributors to benefit substantially beyond the level of their contribution.

6. **Relevant to TEAP:** Training materials must be evidence based, balanced, and directly support TEAP needs and outcomes. They should neither try to advance knowledge in the field nor express author opinions. Materials should not overlap with the scope of the Radiation Oncology Specialty Group.
7. **Standardised cover page:** All training materials must include a permanently attached, standardised cover page with details including: Contributor and relevant employer name(s), learning outcomes or elements it addresses, pre-requisites for use, any relevant clinical context, guidance on use and assessment towards achieving sign off, and a future review date.
8. **Publication:** Approved training materials will be published on ALEX for use by ACPSEM members, and EFOMP members (within the constraints of Section 2.2). Materials will be listed with sufficient detail to enable supervisors/trainers to easily find materials that are relevant to their clinical context and suit the needs of their registrar/s. Distribution beyond ALEX requires original contributor approval.
9. **Review and approval process:** Training material content, structure and clinical context (as per the cover page) will undergo review and quality control by at least two reviewers from the SIG Practice Group with publication on ALEX only happening following final approval by the relevant Leadership Committee Key Area Lead.
10. **Feedback to contributors:** Where training materials are not initially approved for use by the SIG, contributors will be provided with a short feedback summary. Where appropriate contributors can apply any recommended changes and resubmit. Clear reasons will be given if material is not approved for publication; noting that this will not necessarily mean the material should not be used in the context of the contributor's clinic but the peer review may be helpful for increasing local standards.
11. **Periodic review:** All published training materials will have a review date set (nominally three years) for re-approval by the SIG, to ensure continued relevance to TEAP, accuracy and currency of the materials (with respect to technological advances and changes in international recommendations). A list of all SIG published training materials will be maintained by the Leadership Committee, to ensure clear visibility around the review process. The periodic review process will be the same as the initial approval process, with responsibility for arranging reviewers lying with each Key Area Lead.

12. **Accessibility:** All approved and published training materials will be available via ALEX to all ACPSEM ROMP TEAP supervisors and trainers. Model answers to question banks are not to be shared with registrars, either in whole or in part, unless explicitly stated; however the SIG can not guarantee this, so contributors need to accept the possible distribution of this content and trainers must bear this in mind when planning their assessments. In the longer term the SIG aims to provide an excess of questions with coverage across the entire scope of the learning outcomes and trainers able to sub sample from these for their assessments.
13. **ACPSEM Employees:** Employees of the College such as TEAP Coordinators are eligible to be members of the SIG but will not be considered to be representing the ACPSEM and must declare a potential conflict of interest.
14. **Conflicts of interest disclosure:** Potential and actual conflicts must be disclosed to the meeting chair before or during meetings, or upon submission or review of training materials, with subsequent participation subject to Leadership Committee discretion.

## 2.2 EFOMP Collaboration

1. **Enabling the Memorandum of Understanding:** The ACPSEM has a memorandum of understanding (MoU) with the European Federation of Organisations for Medical Physics (EFOMP) enabling and encouraging collaboration in the area of Medical Physics education. To enable this collaboration, an EFOMP representative may attend SIG Leadership Committee meetings in an ex-officio capacity, and EFOMP members may join the Practice Group where this is enabled by the MoU. Where an appropriate collaboration is identified SIG training materials may be shared with EFOMP under the same conditions as this Terms of Reference, provided the original author gives permission and retains acknowledgement on the material. As part of the MoU, EFOMP will provide the ACPSEM with access to its own educational materials for utilisation in TEAP.

## 3. Accountability and Responsibility

1. **Accountability:** The SIG is accountable to the ACPSEM Board via the Head of Specialties (HoS) and submits an annual report as directed.

2. **Conduct:** The SIG will conduct meetings and appoint leadership members in accordance with ACPSEM Specialty Group and Special Interest Group policy and this Terms of Reference.
3. **Review:** The Terms of Reference will be reviewed every three years and submitted for Board approval.
4. **Commitment:** All SIG members are responsible for ensuring that to the best of their knowledge, all of their contributions and/or reviews are accurate, balanced, align with TEAP requirements and follow best practices in adult education.

## 4. Structure and Operation

The SIG follows the ACPSEM Guidelines on Specialty Groups & Special Interest Groups, with specific structures for each engagement level (Interest, Practice and Leadership) as described below.

### 4.1 Interest Group

This SIG is open to all ACPSEM members interested in ROMP TEAP training, including TEAP coordinators, preceptors, supervisors, trainers, registrars and other relevant professionals.

#### 4.1.1 Eligibility

- ACPSEM members may join at any time via the ACPSEM CRM portal

#### 4.1.2 Opportunities

- Network with professionals across ACPSEM
- Attend annual or special meetings of the SIG (virtual/in-person).
- Participate in professional development activities.
- Receive updates from the SIG
- Contribute training materials for review by the Practice Group, following requirements set out by the Leadership Committee

### 4.1.3 Meeting frequency

- At least once each year for updates on SIG activities, priorities and training material requirements. Meetings will be recorded for those unable to attend.
- The ACPSEM office will provide secretariat services. Minutes to be reviewed by the Chair and submitted to next Head of Specialties meeting.
- Electronic communications, and additional meetings, will be scheduled as required.

## 4.2 Practice Groups

- The Practice Group and its Key Area Sub-Groups are sub-communities of experts in the SIG who have particular expertise (or developing expertise) in one or more Key Areas of ROMP TEAP training. The members of the Practice Group will lead practice in each Key Area by reviewing submitted training materials, and providing guidance to contributors.

### 4.2.1 Eligibility

- Practice Group applicants must be familiar with the current ROMP TEAP curriculum.
- Membership is open to and encouraged from qualified ACPSEM members of any experience level, with a diverse membership sought to provide a range of viewpoints. Current registrars are not eligible for the Practice Group.
- Nominations will be sought annually for new members. Individuals may nominate themselves, and must provide statements detailing their experience relevant to ROMP TEAP and their reason for wishing to join the Practice Group. The SIG Leadership committee will approve membership based on the applicant's statement and the needs of the Practice Group.
- Practice Group membership is indefinite. Members must regularly attend Practice Group or Subgroup meetings (or review meeting minutes) and contribute on a regular basis to the work of the SIG. Members must continue to practice in the field: those not actively working in the areas of clinical medical physics or medical physics education for longer than three years should email the Chair of the Special Interest Group to either remove themselves from the group or discuss and confirm their

ongoing involvement. The Leadership Committee will periodically survey and review the membership to check these requirements are met.

#### 4.2.2 Opportunities and Expectations

- Lead practice in ROMP TEAP training.
- Review and approve newly submitted training materials according to SIG guidelines. Review groups will consist of two or three members including at least one expert in ROMP TEAP training for the relevant Key Area.
- Participate in periodic reviews of existing training materials to ensure currency with TEAP requirements, technological advancements and international guidance
- Eligible for CPD for their involvement, and SIG leadership roles.

#### 4.2.3 Meeting frequency

- Practice Group and Sub-Group meetings will be scheduled as required by the Leadership Committee and Key Area Subgroup leads.

### 4.3 Leadership Committee

The Leadership Committee oversees training material development and approval within the SIG, sets material and review standards, and encourages contributions.

- Maximum 10 members, including a Chair, a Lead for each of Key Areas 2-9, and a ROMP who completed TEAP within the past 2 years.
- Two ex-officio members may be appointed by the ACPSEM CEO, one representing TEAP coordinators and one representing EFOMP to facilitate collaboration with these groups. The TEAP coordinator liaison is responsible for keeping the group informed as early as possible about any planned changes to the curriculum to help avoid the Special Interest Group from investing time in areas that are expecting to be changed.
- Tenure for each Leadership Committee role is two years. Initial committee positions will be a mix of one and two-year tenures to ensure continuity of committee membership.
- Maximum contiguous term in each role is six years.



### 4.3.1 Eligibility

- Familiarity with TEAP curriculum.
- All Practice Group members are eligible. Experience level/subject matter expertise is not the primary factor; enthusiasm for the role is key, with expertise provided by the Practice Sub-Groups.

### 4.3.2 Appointment of Leadership Committee

- Nominations for vacant positions will be called annually from amongst the Practice Group.
- Candidates can self-nominate, indicating any Leadership Committee roles they wish to nominate for, in order of priority.
- The Chair and the Leadership Committee will be selected from the nominees by a panel consisting of the ACPSEM CEO (or delegate), a representative from the PSB and the current/outgoing Chair.
- If no nominations for a particular Key Area Lead are received, a Leadership Committee member may provide oversight for more than one Key Area until the next round of nominations.
- If a casual vacancy arises, the Leadership Committee may appoint a Practice Group member to fill the role until the next annual call for nominations.

### 4.3.3 Special Interest Group Chair

- Provides annual SIG updates to the ACPSEM Board.
- Attends Head of Specialties meetings when required.
- Leads or delegates leadership of SIG meetings.
- Supports members in achieving the objectives of the SIG.
- Responsible for ensuring appropriate communication with stakeholders including SIG membership, ROMP TEAP supervisors and registrars, the ROCP and the TEAP coordinators.

#### 4.3.4 Leadership Committee Opportunities and Expectations

- Sets the standards for TEAP training materials, content structure and associated information and lead development in this area to improve professional standards.
- Communicates relevant information with SIG membership, ROMP TEAP supervisors and registrars.
- Manage the Practice Group membership and develop networks of professionals with interests in each Key Area.
- Lead Key Area Sub-Groups and manage the review process to ensure training materials and recommendations in ALEX are accurate, relevant and up-to-date.
- Collaborate with and encourage SIG members and Practice Group members to create and submit training materials and collaborate with TEAP coordinators to identify opportunities for professional education activities for SIG members.

#### 4.3.5 Meeting frequency

- Meets at least twice each year, with quorum set at 50% for formal meetings and 75% for resolutions made electronically outside of formally notified meetings.

#### 4.4 Exiting the Interest Group, Practice Group or Leadership Committee

1. SIG members may exit the SIG at any time via the ACPSEM CRM portal.
2. Practice Group members must notify the relevant Key Area Lead(s) before exiting.
3. Exiting Leadership Committee members must notify the Company Secretary (secretary@acpsem.org.au) and the SIG Chair.

# Appendix 1: Practice Group application form

Name:

Date:

Clinic:

Position:

Experience providing TEAP training:

Reason for wanting to join ROMP TEAP Resources Practice Group:

Please indicate all areas of expertise that you wish to be involved in for reviewing training materials, by placing an X in the appropriate column(s) according to your amount of expertise (as it relates to TEAP training).

Key Area	Key Area TEAP Expert: <i>currently or recently active in training registrars for this AND subject matter expertise</i>	Developing/General Expertise: <i>newer trainer currently developing expertise as a trainer in this area, OR experienced trainer in other areas with general interest/knowledge for this area OR subject matter expert with limited TEAP experience</i>
2 Radiation Safety and Protection		
3 Dosimetry		
4 Linear Accelerator-based Treatment		
5 MV External Beam Treatment Planning		
6 Superficial and Orthovoltage Therapy		
7 Imaging for Radiation Oncology		
8 Information and Communication Technology		
9 Brachytherapy		

Note: Acceptance into the Practice Group is at the discretion of the Leadership Committee. Once accepted, members are responsible for actively participating in the work of the Special Interest Group. It is the responsibility of practice group members to inform a member of the Leadership Committee when they are no longer willing and/or eligible to participate.

## Appendix 2: Leadership Committee nomination form

**Name:**

**Date:**

**Clinic:**

**Position:**

**Experience providing TEAP training:**

**Reason for wanting to join ROMP TEAP Resources Leadership Committee:**

Please indicate in priority order any Leadership Committee roles you wish to nominate for.

<b>Key Area</b>	<b>Nomination priority order:</b> <i>number any roles you wish to nominate for where 1 is your first preference</i>
Special Interest Group Chair	
Newly Qualified Representative	
Key Area 2 Lead	
Key Area 3 Lead	
Key Area 4 Lead	
Key Area 5 Lead	
Key Area 6 Lead	
Key Area 7 Lead	
Key Area 8 Lead	
Key Area 9 Lead	

## Appendix 3: Example Cover Sheet for inclusion with all Training Materials

The following cover sheet should be filled out and submitted as the first page of any contribution to ROMP TEAP training materials.

<b>Contributor name and/or organisation:</b>		
<p style="text-align: right;"><i>Organisational logo can be added here if desired</i></p> <p>By submitting this training material, the contributor confirms that the owners of the intellectual property agree for this training material to be published by the ACPSEM and used by ACPSEM members according to the ROMP TEAP Resources Special Interest Group Terms of Reference.</p> <p><input type="checkbox"/> Optional: the contributor gives permission for this training material to potentially be shared with EFOMP members under the ACPSEM/EFOMP MoU</p>		
<b>Learning outcome/element(s):</b>	<b>Training Material types:</b> <i>Delete as applicable</i>	
	Training plan Written or practical assignment Self-study guide Oral/written question bank (with/without guidance on scope and/or detail of expected answers) Recorded tutorials/webinars	
<b>Relevant clinical context for this training material:</b> <i>e.g. healthcare jurisdiction, particular equipment/vendor types needed, relevant treatment techniques or scenarios, international recommendations followed etc.</i>		
<b>Pre-requisite learning recommended:</b> <i>e.g. scope of existing knowledge, recommended readings, recommended prior learning outcomes or elements completed, previous tasks performed.</i>		
<b>Recommendations for use:</b> <i>Delete all non-applicable statements, but please remember the way this document is used is at each supervisor's discretion and may differ from this recommendation.</i>		
This work should meet all the requirements of training for this learning outcome/element. This document should meet the requirements for assessment of this learning outcome/element. This work should be completed in conjunction with other work or assessment, please specify recommendations:		
<b>ROMP TEAP Resources Special Interest Group review:</b>		
<b>Approved by:</b>	<b>Date of approval:</b>	<b>Date for future review:</b>