



Radiopharmaceutical Science Assessor Recruitment Procedure

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to maintaining the integrity of the professional standards it promotes by implementing a robust assessment framework for achieving Certification and Registration as a medical physicist or radiopharmaceutical scientist, including through the recruitment and development of appropriately qualified and skilled assessors and examiners.

2. Application

This Procedure applies to ACPSEM staff, contractors, and volunteers (including Board, Committee, and Panel members).

3. Context

The ACPSEM mission is to advance services and professional standards in the physical sciences and engineering in medicine for the benefit and protection of the community. The ACPSEM sees training, education, and assessment of registrars as key elements of this mission. The ACPSEM administers a Training, Education and Assessment Program (TEAP) in three disciplines:

- Radiation Oncology Medical Physics (ROMP);
- Diagnostic Imaging Medical Physics (DIMP), specialising in Nuclear Medicine Physics or Radiology Medical Physics or both; and
- Radiopharmaceutical Science (RPS).

This Procedure specifically applies to Radiopharmaceutical Science (RPS) as the program does not include examinations but relies on assessors, who are subject matter experts, to perform assessments of relevant learning outcomes in the RPS TEAP program (refer to the *RPS TEAP Handbook* for more information on RPS assessments).

4. Definitions

Assessor: person conducting assessments for the RPS program as appointed by the Professional Standards Board at the recommendation of the Certification Panel.

Examination: formal written, oral, or practical assessment limited in time and conducted under supervision.

RPS: Radiopharmaceutical Science/Scientists.

QMPS: ACPSEM register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists.

5. Requirements

5.1. Principles underlying assessor selection criteria:

1. **Succession and expertise.** The need to view the skills and knowledge base of the assessor workforce as whole and organize recruitment cycles to maintain breadth and depth of knowledge and experience within the Assessor group.



2. **Adaptation.** Planning for the future including building in natural mechanisms to enable the assessor skills and experience base to take account of changes in technology and advancement in education, training and assessment theory and practice.
3. **Proximity to certification¹.** Recognising that including less-experienced persons in the assessor workforce, with proximity to certification, who can be partnered with those with extensive clinical experience, will be advantageous. The advantages are their in-depth knowledge of the TEAP syllabus and current clinical practices in relevant specialties. Also, over time, this will add to the ACPSEM's adaptability (see 2 above).

5.2. Competency-based selection criteria

Selection of all ACPSEM RPS assessors is competency-based. The competencies are included in the RPS Assessor Position Description (see Appendix A) and will be reviewed by the Professional Standards Board (PSB) on a triennial basis (i.e. once every three years).

5.3. RPS TEAP assessor recruitment and selection cycles

Recruitment cycles will differ in the way in which experience criteria are applied, balancing experience and succession needs against the value of proximity to certification and taking account of any other unique requirements identified. Assessors shall be selected and appointed via a selection panel consisting of: .

- The PSB Chair or their nominee (who must be a PSB member and, where possible, have subject matter expertise);
- The Certification Panel (CP) Chair or their nominee (who must be a CP member and assessor);
- a representative of the ACPSEM CEO, normally a TEAP Coordinator with subject matter expertise, where possible.

The PSB Chair may vary the requirement if necessary.

5.4. Waitlist of suitable assessor candidates

Based on the forecasting and planning of assessor recruitment, the PSB and Certification Panels may choose to maintain a "Waitlist of Suitable Assessors" enabling more efficient and less frequent recruitment and embodying the principle that those on the Waitlist (listed by merit) would be asked to fill vacancies as they arise.

Currency of the Waitlist, that is the time for which candidates remain eligible, is limited to 2 years.

6. Appeals

If an assessor or candidate assessor is not satisfied with a decision made under this Policy, they may submit an appeal in accordance with ACPSEM's *Grievance Handling and Appeal Policy*

¹ This principle and terminology (proximity to certification) is used following consultation of examiner selection in medical colleges and in particularly the RACGP, from whence use of the term "proximity" derives and who recruit examiners who are 18 months post-Fellowship.



7. References

7.1. Related Documents

- *Certification Policy*
 - *RPS TEAP curricula and training handbooks*
 - *Grievance Handling and Appeal Policy*
 - *Registration Requirements Policy*
-

Document History

Authorised by	Professional Standards Board
Authorised on	16/06/2026
Effective date	16/06/2029
Review date	[3 years from authorisation date]
Responsible officer	APCSEM Education Manager
Version	1.2
Policy Domain	PSB

Document History

Version	Date	Author	Reason
1.0	04/01/2024	Andrew Campbell	First draft, based on ROMP and DIMP examiner recruitment procedure
1.1	31/03/2024	Jennifer Guille	Review of above to reflect RPS practices.
1.2	05/06/2026	Andrew Campbell/Jennifer Guille	Complete review and update of procedure.