

**ACPSEM**

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

## Position Description

### Position Details

<b>Title:</b>	DIMP TEAP Coordinator/s	<b>Reports to:</b>	Senior DIMP TEAP Coordinator
<b>Location:</b>	Flexible	<b>Team:</b>	TEAP

### Purpose

The **Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM)** has a mission to advance services and professional standards in medical physics and biomedical engineering for the benefit and protection of the community.

The aims of the Training Education and Assessment Programs (TEAP) are to provide training and education that enables a scientist to achieve the required knowledge and practical skills to be certified by the ACPSEM in medical physics or radiopharmaceutical science.

ACPSEM, through the Specialty Groups and the Professional Standards Board, currently offers TEAP in three (3) disciplines:

1. Radiation Oncology Medical Physics (ROMP)
2. Diagnostic Imaging (Nuclear Medicine & Radiology) Medical Physics (DIMP)
3. Radiopharmaceutical Science (RPS)

The standard program takes 3 to 5 years, depending on education level at entry, discipline chosen and recognition of any prior learning and/or assessment elements.

### Role Purpose

The purpose of the TEAP Coordinator's role is twofold:

1. To coordinate, supervise and quality control training and education programs to the highest standards ensuring medical scientists have access to robust training and education, strong mentoring support and ultimately achieve the required Professional Standards for their discipline;
- and
2. to support the sustainability of ACPSEM training and education services by contributing to the development of short and long-term service efficiencies and innovations to ACPSEM infrastructure (policies, procedures), training and educational offerings.



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## Position Duties and Responsibilities

In some disciplines ACPSEM may employ more than one TEAP Coordinator and duties will be assigned for a specific client group (e.g. to DIMP), a specific core process/es (e.g. Hospital Accreditation or exam enrolment and oversight) in addition to pastoral oversight of a specific group of registrars. If only one TEAP Coordinator is employed for a specialty, responsibilities will include all areas below.

Broadly TEAP Coordinator duties and responsibilities are to:

### **Engage**

Engage various stakeholders as appropriate (Specialty Groups, Professional Standards Board, Medical Physicists, Registrars, Supervisors, Preceptors, Administrators, Funders etc.) in respect of the TEAPs managed by ACPSEM, articulating benefits, answering queries and directing next steps as per approved TEAP policies and procedures.

Coordinate networking and information sharing opportunities as they relate to TEAP(s) under your supervision and facilitate events and courses for the benefit of scientific professionals as directed by ACPSEM management.

### **Enroll**

(For identified disciplines) Coordinate the enrollment process ensuring medical scientist applicants for TEAP positions address all required paperwork and that formal qualifications and **recognition of prior learning** requests, meet documentation requirements and all Professional Standards set for each discipline.

### **Assess**

Coordinate the examination process according to published ACPSEM Policy & Procedure, supporting Registrars, Supervisors and Examiners queries and requirements and setting the dates for the **written and practical (final)** examinations or (for RPS) oversee progressive assessment processes.

Assess qualifications for medical physicists applying for Skilled Migration to Australia

### **Certify**

(For identified organisations) Coordinate and maintain the ACPSEM's Accreditation program for universities courses, hospital departments and clinics to ensure consistent and appropriate Professional Standards.

Maintain ACPSEM's register of certified medical physicists and accredited hospital departments and clinics.

Coordinate graduation processes and documentation.



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### **Develop and Support – The TEAP Program and Policy and Procedures**

Support ACPSEM in identifying and maintaining best practice education governance, policies and procedures in its role to support both member education and member advocacy.

Regularly review existing policies and procedures to support the assessment and certification of Medical Physicists. Support the work of the Professional Standards Board and the ACPSEM Certification Panels, including new policy development and implementation.

Identify and implement improvements in educational content delivery such as COMET learning initiatives, review learning content and support transition from old systems to new.

### **Registrar Support**

ACPSEM's aim is to ensure that TEAP registrars at risk and struggling with TEAP completion for personal or professional reasons, do not go unsupported or unrecognized until the point of final assessment or for up to a year between performance reviews. TEAP Coordinators will be responsible for implementing ways to stay in touch and report by exception, when registrars at risk are identified. Where more than one coordinator is employed for a discipline, a list of specific registrars will be assigned to each coordinator.

### **DICP (Diagnostic Imaging Certification Panel) Support**

Ensuring that changes in policy made by the certification panel are applied to all relevant policy documents and communicated to all stakeholders.

## **All Position Descriptions**

Maintain the confidentiality of TEAP participant information and records at all times and comply with all obligations under Privacy Act legislation.

Follow published policies and procedures and where unclear seek direction in a timely manner.

Ensure your safety and the safety of others by adhering to Work Health and Safety Policy and reporting any concerns regarding the work environment to management immediately.

The list of duties and responsibilities within this position description are not intended to be exhaustive; therefore, you will be required to complete other duties commensurate with your skills and experience from time to time.

## **Governance**

This position description was reviewed and approved by:

**CEO Signature:**

**Date:**

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

I have read and understood the position description. I understand that the detail enclosed is indicative of the role and actual duties and responsibilities in the workplace may differ from the content of this document from time to time.

**Employee  
Signature:****Date:****Person Specification / Selection Criteria****Experience, Skills and Attributes**

- Expertise in the following discipline:
  - Diagnostic Imaging Medical Physics
- Significant experience in coordinating adult training in the context of formal certification or accreditation programs ideally within medical and/or scientific fields.
- Understanding of, and previous experience in, assessing recognised prior learning.
- Knowledge of accreditation frameworks, practices and disciplines.
- Excellent stakeholder communication skills for engaging with registrars, supervisors and preceptors.
- A “can do” problem solving attitude.

**Education Requirements (or equivalent in relevant work experience).****Qualification Level:****Area of Expertise or Specialty:**

Undergraduate (Essential)	Medical Science
Post Graduate (Desirable)	Adult Education

**Professional License / Membership Requirements****Professional Body:****License and/or Membership  
Details:**

ACPSEM	