



ACPSEM CPD System and Content Management Policy

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to providing a Continuing Professional Development (CPD) System which enables participants of the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists* (the Register) as well as members / non-members to engage in the practice of life-long learning; thereby strengthening a commitment to improve professional standing, standards and safety for the benefit of the individual, profession, and protection of the public.

2. Definitions

CPD System refers to the CPD structure and categories used to measure participants' CPD compliance as specified in the ACPSEM CPD Users Handbook and the ACPSEM Registration Requirement Policy for Qualified Medical Physics Specialists and Radiopharmaceutical Scientists. The CPD system includes CPD activity tracking, evidence auditing and quality assurance of CPD events endorsements.

CPD Content: ACPSEM CPD content comprises:

- Other CPD Content, and
- ACPSEM Expert-developed CPD Content.

Other CPD Content: Education Events organised by ACPSEM, its' Branches, Specialty Groups (SG), Special Interest Groups (SIG) and CPD endorsed by the College for CPD purposes. These events are confined to the specific events and not reproducible for future learning:

- Conferences and scientific meetings where proffered papers are presented.
- Educational meetings, seminars or workshops that addresses scientific topics

ACPSEM Expert-Developed CPD Content: Content developed for delivery online or face to face (or hybrid of both), in accordance with evidence based clinical practice and/or agreed protocols or standards to which the ACPSEM and affiliated organisations ascribe. Differentiated from other content because it is being recorded and kept for repeated use.

Any CPD endorsed event recorded and made available for future use will be considered in this category.

ACPSEM Content Experts: are nominated persons drawn from specialty groups, special interest groups, working groups or task groups deemed to be experts in the relevant specialty or areas of practice for which expert CPD content has been developed.

External Event: an external event organised by affiliated professional associations, providers, hospitals, or universities etc.

These events may or may not be endorsed by the ACPSEM.

Participant: any person participates in the ACPSEM CPD system, including registrars, registered medical physicists and radiopharmaceutical scientists, members and non-members

3. Principles

3.1 This policy makes a clear distinction between CPD System Management policy and CPD Content Management policy. CPD System Management is the responsibility of the Professional Standards Board (PSB). CPD Content Management is the responsibility of the CEO and Head of Specialties, with responsibilities delegated to branch officers and ACPSEM content experts.



- 3.2 The Board, via reports and proposals received from the Head of Specialties and managed by delegations to the CEO and CPD Committee, should oversee systems and processes ensuring that proposed CPD content meets ACPSEM requirements.
- 3.3 The opportunity to develop and deliver CPD content is enabled for a range of college members and groups, so long as proposals reflect evidence based clinical practice and/ or agreed protocols or standards to which the ACPSEM and affiliated organizations (the Radiation Oncology Alliance and the Peak Imaging Coalition) ascribe.

4. CPD System Management

The following section details the requirements for ensuring the overall management of the ACPSEM CPD System is maintained.

4.1. Professional Standards Board

The PSB through the CPD Committee will ensure the design and continuing evolution of the CPD system requirements cognisant of best practice or any policy changes emanating from the ACPSEM Board.

The PSB through the CPD committee will recommend the requirements of the new system to ensure the policy gap can be filled.

[Reserved for further details to address the policy gap]

4.2. CPD Committee

The CPD Committee will be responsible for QA compliance management of the CPD system as delegated by the PSB.

The CPD Committee will recommend the requirements of the CPD system for the next triennium to the PSB. Upon approval of the recommendation, implement the new CPD system.

[Reserved for further details to address the requirement for the new CPD system for the next triennium]

5. CPD Content Management (Other CPD Content)

The following sections detail the requirements for ensuring the overall management of the ACPSEM Other CPD content is maintained.

5.1. ACPSEM Regular Education Events

The Management of the Regular Education Events' Content is the responsibility of the local organisers and overseen by the Board and delegated to the CEO via reports, statements or plans.

5.2. ACPSEM Conferences and Scientific Meetings

ACPSEM conferences and scientific meetings provides opportunities for members and non-members to present their proffered papers. The content management of these conferences are the responsibility of the individual Organising Committees. An abstracts' review process must be undertaken by the Organising Committees with due diligence to safeguard the quality of the conference content.



5.3. Branch, SG & SIG Education Events and the Safety Net Principles

The Branches, Specialty Groups and Special Interest Groups shall abide by the Safety Net Principles as specified below, when developing and delivering CPD content:

1. An annual CPD Content Development Plan be provided to ACPSEM Board via the Branch annual reporting mechanism (this will then be passed on to the CPD Committee); or
2. Statement signed by the Branch or Speciality Groups or Working Groups or Special Interest Groups Chair confirming that an event complies with ACPSEM requirements, or
3. Education events must propose learning / session outcomes, which become part of the College's record of education activities.

5.4. [Reserved for the final list of Regular ACPSEM Educational Events]

6. ACPSEM Expert- Developed Content Management

6.1. Management

ACPSEM Content Experts will be identified and used to ensure the ongoing relevance and sound management of ACPSEM Expert-Developed CPD content, and

The opportunity to develop and deliver CPD content is open to College members and groups, for proposals reflecting evidence based clinical practice and/ or agreed protocols or standards to which the ACPSEM and affiliated organizations (the Radiation Oncology Alliance and the Peak Imaging Coalition) ascribe.

Opportunities may be constrained by available budget and prioritization principles will be transparent to all members.

Each proposal must be approved by the Head of Specialties and the CEO.

The Board, via reports and proposals received from the Head of Specialties and managed by delegations to the CEO¹ and CPD Committee, should oversee systems and processes ensuring that proposed CPD content meets ACPSEM requirements.

6.2. Head of Specialties

Specialty Groups, Special Interest Groups or other content experts may make recommendations in writing to the Head of Specialties with request to develop new CPD content from time to time. The Head of Specialties will consider the recommendation, including the justification and contextualization of the recommendation and either:

1. Approve the recommendation as delegated by the Board,
2. Require member consultation prior to approval, or
3. Deny the recommendation after consultation and discussion.

After approval, the new CPD Content will be developed according to the proposed and approved timeframe and offered to the membership. The CEO will manage the budgeting and development process.

¹ Using the staff CPD coordinator



CPD Content will be reviewed no more than three years after the date of first use, by the relevant content experts and overseen by the Head of Specialties.

[Reserved for further details to address the approval, development, and review process of CPD Content]

7. User Pays Requirements

The CEO will oversee the members 'User Pays' requirement, which only applies when:

1. Online, face to face, or blended content is presented in a manner that requires pre and/or post assessment tasks that must be graded, and feedback given; and / or
2. Presenters have been engaged at a cost to deliver content.

ACPSEM staff, branches and specialty and special interest groups must abide by these principles.

The CEO will manage the budgeting and development of online CPD content.

Non-members will be charged a fee to access to any of the ACPSEM CPD content. The CEO will manage the non-member fee structure for all ACPSEM CPD content to demonstrate membership value and benefit.

8. CPD Endorsement

8.1. ACPSEM Events

ACPSEM Events shall be CPD endorsed by the CPD Coordinator after the principles are satisfied. CPD Points will be automatically allocated to those who are registered for these regular events via the ACPSEM website after the event concludes and a crosscheck of attendance has been performed.

8.2. External Events

External Events can be CPD endorsed by the CPD Coordinator at request. Applications for CPD Endorsement must be accompanied by evidences required by the ACPSEM. [reserved for further details on required evidence]

External Events that are endorsed by the ACPSEM will also be subject to CPD endorsement audit as specified in the CPD Users Handbook.

9. Appeals

If a participant 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*.

10. References

10.1. Related Documentation

- CPD User handbook V3
- CPD Endorsement Form
- Grievance Handling and Appeal Policy



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