



## ACPSEM Registration Procedure

### 1. Purpose

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This Procedure implements the Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM)'s Registration Policy and outlines the detailed process of how to obtain ACPSEM registration as a Medical Physicist or Radiopharmaceutical Scientist (RPS).

### 2. Application

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**There are three ways to achieve ACPSEM registration:**

- 1: Be certified through TEAP in: Radiation Oncology, Radiology, Nuclear Medicine or Radiopharmaceutical Science - refer to [certification policy](#).
- 2: Be certified through historical pathways such as ARECQA- no longer open
- 3: As Experienced Medical Physicist or Radiopharmaceutical Scientist (RPS)

This procedure outlines the process for experienced Physicists and Radiopharmaceutical Scientist (RPS).

### 3. Context

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Registration by the ACPSEM enables an individual to be admitted to the Register of Qualified Medical Physicists and Scientists (QMPS). The QMPS Register was created by the ACPSEM in 2008 and reflects the intentions of the professions represented to be self-regulating and hold itself to the highest possible professional standards, including a commitment to lifelong learning.

### 4. Definitions

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#### 4.1 Registration Candidates

Experienced Medical Physicists or Radiopharmaceutical Scientist (RPS) putting themselves forward for assessment under this procedure to obtain ACPSEM Registration

#### 4.2 Assessors

Experienced Medical Physicists or Radiopharmaceutical Scientists (RPS) appointed to conduct assessment of registration candidates. Assessors will normally be on the ACPSEM register, however for bespoke registration candidates' assessors from outside the ACPSEM community such as from overseas may be brought in to act as experts in a specific area

#### 4.3 ACPSEM Nominated Expert

Person authorised to assess self-reflections submitted as evidence for domains; Communicator, the Collaborator, the Leader, and the Health Advocate.



## 5. Key roles and responsibilities

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The Professional Standards Board (PSB) is responsible and accountable for setting the overall procedure for registration and provision of detailed guidelines to ensure best practice, robust, and fair assessment processes

Each specialty Certification panel is responsible for setting detailed expectations of knowledge, skills and experience to be demonstrated to achieve registration in their specialty. They are also responsible for oversight of the assessment of candidate in line with guidelines provided by the PSB, and ensuring any assessors appointed receive sufficient training to carry out assessment of candidate in line with

TEAP Coordinators are responsible for the processing of applications in line with guidance from the PSB and certification panels

Registration candidates are responsible for ensuring evidence of knowledge, skills and experience is submitted in line with this procedure and associated documents, and that they comply with timelines and requests from ACPSEM as their application is processed.

## 6. Registration Process

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The process for registration experienced Medical Physicist or Radiopharmaceutical Scientist (RPS) is as follows:

### 6.1 Lodging an application

#### 1. Define area of scope of practice

RPS, ROMP, Nuclear Medicine, Radiology or Bespoke Assessment within a practice field

#### 2. Present evidence

Present evidence of:

- (1) Degree(s)
- (2) Overseas Certification and/ or Registration
- (3) CV detailing responsibilities in current and previous roles across the breadth of domains of expertise
- (4) Competence in the domains of expertise detailed in section 3 of ACPSEM registration policy:
  - a) Details of experience and skills with evidence:

For ROMP/DIMP/RPS candidates:

- shall be matched against the relevant TEAP Clinical training guide competencies or elements (there will be a specialty specific form available to complete this task)
- for each competency, the candidate shall detail their knowledge, skills and experience in the topic area, including approximate dates of work carried out where applicable. For essential competencies/requirements, the candidate must demonstrate experience, for desirable competencies/requirements, it would be beneficial to demonstrate experience.
- For candidates NOT holding overseas certifications/registrations listed in section 3.2 of the [registration policy](#), evidence to support the statements made should be provided
  - Essential competencies/requirements must have evidence included with the application
  - For desirable competencies/requirements, it would be beneficial to demonstrate evidence



For Bespoke Assessment pathway candidates documented evidence showing depth and breadth of experience/skills within the nominated field of practice

- b) Provide three recent items of work from their portfolio, across a breadth of practice, that demonstrate:
- Critical and thorough scientific thinking;
  - High-quality written scientific communication skills;
  - The impact of the work in context;
  - Independent decision-making;
  - Competent scientific practice,
  - The candidate's ability to lead substantial clinical projects competently and safely.

For candidates without overseas registration listed in section 6 ii these will be items already included in their evidence in a), and the candidate should indicate which items they believe best demonstrate these criteria.

Assessment of this area will be undertaken by assessors in the relevant profession, overseen by the relevant certification panel, responsible for determining a registration decision.

The appointed assessors will choose one of the portfolio items for the candidate to present in the safe to practice interview.

This assessment, other than an initial check of years of experience requirements, will not take place until the self-reflection requirements for the Communicator, the Collaborator, the Leader, the Health Advocate, and the Scholar have been assessed as meeting requirements, that is, prior to the safe to practice interview.

#### **ii.to v. The Communicator, the Collaborator, the Leader, the Health Advocate**

Candidates own self-reflection of examples when they have acted in these capacities in a professional setting. These may relate to items of portfolio work, or be from other career episodes. The reflections should identify the actions taken, the relevant domains and lessons learned from the episodes.

Assessment of self-reflections addressing these domains will happen prior to the safe to practice interview. These will be undertaken by an ACPSEM appointed expert in conjunction with the certification panel chair or their nominee.

The ACPSEM reserves the right to discontinue an assessment process without consideration of the Medical-Scientific Expert domain evidence, should evidence requirements for the domain Communicator, the Collaborator, the Leader, the Health Advocate, and the Scholar, be assessed as insufficient to proceed to the safe to practice interview.

#### **vi. The Scholar**

Evidence of research capabilities such as publications in peer reviewed scientific journals, presentations at national or international scientific conferences, or major reports on original work.

Demonstration of ongoing commitment to CPD in their current context

Assessment of this domain will happen prior to the safe to practice interview. It will be undertaken by an ACPSEM staff, followed by a recommendation (for final sign off) by the certification panel chair or their nominee, prior to the safe to practice interview.

**vii. The Professional**

The candidate should provide a reflection on one or more specific professional situations where they demonstrated professionalism. This should include one or more of the realms of: ethical practice, high personal standards of behaviour, accountability to the profession and society, profession-led regulation, or maintenance of personal health.

5. Details of two referees, at least one of the referees must be a currently practicing Medical Physicist or RPS (as appropriate) at a level of seniority and sufficiently familiar with the applicant to comment.
6. English language proficiency evidence in line with ACPSEM policy.

All evidence must be in English or translated into English by an approved method.

Assessment of this domain will be included in the safe to practice interview. ACPSEM staff will undertake referee checks as necessary at the direction of the certification panel chair, followed by a recommendation (for final sign off) by the certification panel chair or their nominee.

**3. ACPSEM obtains references and reviews evidence**

The references should include comments on abilities across all the domains of expertise defined in section 4 of the registration policy.

ACPSEM may request further evidence from candidates if the evidence provided is perceived to be insufficient for to assess the candidate's experience across all required competencies. Alternatively, a decision should be made to conduct an extended interview as described below.

Assuming sufficient evidence is provided and demonstrates a suitable level of competence, and following completion of assessment of The Communicator, the Collaborator, the Leader, the Health Advocate and the Scholar, the candidate will proceed to Safe to Practice interview.

In exceptional circumstances if the candidate is unable to provide suitable and sufficient evidence the candidate may immediately proceed to refusal, rejection or dismissal described below.

**4. Safe to Practice interview**

The standard Safe to Practice interview shall include the following sections:

- a) Discussion of experience
- b) Presentation of an item of work from portfolio- selected in advance by ACPSEM assessors
- c) Questions in different areas of scope.

**Extended Safe to Practice interview**

In circumstances where an experienced candidate with greater than 10 years' experience as a Medical Physicist or RPS has limited amounts of evidence to support their statements of knowledge and experience, this candidate may be offered the opportunity to demonstrate their knowledge and experience in an extended safe to practice interview.

The extended safe to practice interview process includes two interviews. In an initial interview, questions would be asked of the applicant designed to verify their knowledge and experience in areas that the applicant is lacking evidence. The applicant will be given the questions in advance of the interview to enable them to prepare a response to each. Assessors may ask for further information or clarification related to the set questions in this interview. Applicants who successfully pass the initial interview progress to a standard safe to practice interview.



## 5. Results of the application

The Certification Panels may make any of the following decisions at their discretion, based on the specialty registration requirements. These requirements have been developed to enable the exercise of professional judgement as to the ability of the candidate to practice safely and in accordance with professional standards to deliver the best possible outcomes for patients.

The Certification Panels will be able to make the following decisions:

- **Approval**  
The Candidate has sufficient experience, knowledge, skill and professionalism to meet all the requirements of ACPSEM Registration and is eligible for Registration.
- **Refusal (prescribed work)**  
The Candidate meets almost all requirements but is lacking in a limited number of areas as outlined by the Certification Panel. The candidate does not need to enrol in TEAP but requires additional Certification Panel prescribed work to be completed and submitted and evaluated within a nominated period not to exceed 12 months. A brief further discussion with the candidate may follow the submission should clarification of the work be necessary.
- If the submitted prescribed work is deemed unsatisfactory then the result is automatically a rejection (outlined below)
- **Rejection**  
The Candidate requires additional guided training under supervision and is encouraged to consider applying for ACPSEM Certification via TEAP, subject to meeting all relevant TEAP requirements. The candidate may not reapply within a 12-month period.
- **Dismissal**  
The Candidate does not meet the requirements for registration and is not eligible to enrol in TEAP.

<b>Authorised by</b>	Professional Standards Board
<b>Authorised on</b>	August 2021
<b>Effective date</b>	31 January 2022
<b>Review date</b>	31 January 2024
<b>Responsible officer</b>	PSB Chair
<b>Enquiries</b>	N/A
<b>Version</b>	1.1
<b>Policy code</b>	PSB Chair/CEO

### Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
1.0	September 2021	PSB Chair	New Policy
1..1	January 2022	CEO	Addition of procedural steps