



ACPSEM

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

Terms of Reference

ACPSEM Particle Therapy Working Group (PTWG)

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1 Introduction

In October 2017 the ACPSEM Board resolved that the College should convene a Particle Therapy Working Group (PTWG) in order that the ACPSEM is prepared for the introduction of Proton Therapy facilities (Adelaide 2020) and other subsequent facilities development (projects in Sydney, Brisbane, and Melbourne). Preparedness in this context applies equally to consideration of training and education requirements (TEAP, CPD and potential new initiatives) and providing leadership and influencing the quality and delivery of such therapies in an Australian and New Zealand context.

The appointed executive of the PTWG met in November 2017 to discuss a proposed scope of activity and membership for the group with the overall aim emerging as one of strongly influencing national program development.

2 Terms of Reference

1. Develop recommendations for the ACPSEM Board with respect to:
 - a. Training and Education requirements in support of Australia's Proton Therapy implementation and any subsequent particle therapy projects¹
 - b. Development of education and awareness programs for the broader College membership
 - c. Endorsement/development of code of practice for reference dosimetry
2. Support and learn from College members involved in the implementation of the Proton-Therapy programs, including providing a conduit for the collection and review of the experiences of other ACPSEM members with overseas particle therapy experience and/or exposure.
3. Provide a source of rolling ACPSEM membership for the (current program) RANZCR patient referral committee
4. Work to position ACPSEM to impact and inform the MSAC process for Particle Therapy treatment
5. Encourage and support the development of a Tripartite² sanctioned risk-based approach to quality assurance in Australian Particle Therapy facilities (e.g. AAPM TG100).
6. Provide advice to ARPANSA and/or individual state regulatory authorities with respect to shielding and other requirements for particle therapy treatments

¹ The PTWG will not be limited by the scope or operation of the current TEAP program.

² Tripartite refers to the long term ASMIRT-RANZCR-ACPSEM collaboration, as defined by its TOR.



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7. Educate and equip ACPSEM members to participate in and influence the implementation of local patient referral and planning processes, prior to treatment in the Adelaide facility
8. Develop and promote a nationally accessible dataset and data analytics protocol, aimed at both providing quality assurance for remote patient planning and using follow-up data to inform treatment directions
9. Collaborate and maintain effective communication with other working groups in the field, such as RANZCR Particle Therapy Special Interest Group

3 Membership

3.1 PTWG Executive

2018-2020 Membership of the PTWG Executive is constituted as follows:

1. ROSG Chair or nominated representative
2. ACPSEM Board appointed member

Changes to the Executive must be approved by the PSB and reported to the ACPSEM Board

3.2 PTWG Membership

PTWG membership will initially be determined via an expression of interest process conducted on a branch by branch basis.

Representation (**2 members each**) will be sought from all ACPSEM Branches (including NZ) with preference given to those with:

1. Previous particle therapy experience
2. Demonstrable interest in/experience with particle therapies, and
3. Involvement in the workup and submission of particle therapy facility proposals

One representative each from ARPANSA and ANSTO are also sought in addition to the clinically-based membership.

Initial selection of PTWG members will be undertaken by the Executive in conjunction with Branch Chairs.

Applications to join the PTWG after the initial selection process may be made at any time. Applications will be reviewed by the Executive.



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3.3 In attendance

TEAP Coordinator/PTWG Secretariat

ROCP Chair or nominee (as required)

3.4 ACPSEM CEO or nominee (as required) Meetings

Meetings of the PTWG will initially be convened every 2 months and conducted via teleconference.

3.5 Minimum attendance

Members are required to attend a minimum of 50% of the meetings throughout the year to maintain their place on the Working Group.

4 Meeting frequency

Meetings of the PTWG will initially be convened every 2 months and conducted via teleconference.

Issues relating to training, registration or certification that need to be reported to PSB, be included on each meeting agenda as standing item.

5 Review of Terms of Reference

These Terms of Reference and related outcomes will be reviewed by the ACPSEM Board annually, in conjunction with the Chair of the PSB and Board appointed PTWG member.

ACPSEM
June 2020