



ACPSEM

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

ACPSEM TEAP Program Progression and Completion Procedure

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This procedure outlines requirements regarding TEAP program progression related to; remediation, unsatisfactory progress, and responses to registered notices of concern. The latter where they are TEAP-related only.

Failure to meet any or all of the “Assessment Components by Discipline (Hurdles)” necessary to complete TEAP and listed in Appendix A to the Progression and Completion Policy, will lead to consideration of unsatisfactory progress in accordance with this procedure and may result in termination of TEAP enrolment and hence TEAP non-completion.

1. Program Progression Principles

1.1 Remediation

Remediation in this context refers to a positive process formulated by TEAP coordinators and executed locally and in confidence, to help registrars address performance-related issues that may impact their ability to successfully complete TEAP. The ACPSEM seeks to identify registrars who are at risk of failing to complete TEAP, determining the reasons for this, and take appropriate action at the earliest possible opportunity.

1.2 Unsatisfactory Progress

The ACPSEM is committed to the enabling and supporting remediation and other special consideration where appropriate, subject to the commitment and actions taken by registrars, supervisors, preceptors and chief physicists (or equivalent) in continuing to meet the requirements of the ACPSEM’s site accreditation policy.

Where a registrar’s performance remains unsatisfactory after remediation and other considerations, then termination of their TEAP enrolment will be sought by the PSB. In such circumstances the registrar will always be formally advised that such consideration is underway and be supported to show cause.

1.3 Notice of Concern

The ACPSEM has in place a Notification of Concern (NOC) process. This provides the means for authorised staff and others (supervisors, preceptors etc.) to recommend consideration of remediation or special consideration unrelated to unsatisfactory progress rules, for a registrar who, on balance, is assessed at risk of not meeting TEAP program requirements at any time or needs urgent assistance to continue in TEAP.

The NOC is a “circuit breaker” and provides a means of reviewing registrar progress based on circumstances not currently reflected in policy and procedure, or when the next milestone for unsatisfactory progress or the specifics of the next milestone, will not enable timely, adequate, or relevant action to be considered or taken.

2. Roles and Responsibilities

2.1 TEAP Coordinators

2.1.1 Remediation: The formulation and implementation of remediation plans for individual registrars is the responsibility of TEAP Coordinators. Remediation Plans must demonstrate that due



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process and procedural fairness have been applied. The CEO and/or Company Secretary will assist in this process as required. See “Remediation Plans” at 3 below.

2.1.2 Unsatisfactory Progress: TEAP Coordinators are responsible for ensuring that the unsatisfactory progress requirements outlined in this procedure are monitored and implemented. This includes determining with CP Chairs how unsatisfactory progress will be reported to CPs.

2.1.3 Notices of Concern – see 4 below

2.2 The PSB

2.2.1 Remediation: The PSB has two roles with respect to remediation plan/s:

- a. Review: When considering CP recommendations for termination of TEAP enrolment based on unsatisfactory progress, the PSB should review the remediation plan/s as part of its overall review to ensure due process and procedural fairness have been applied.
- b. Approval: On receipt of a TEAP-related NOC, and after review by the PSB Chair, determining whether requiring the development of a remediation plan is an appropriate response will be delegated to the CP, but the PSB Chair must sight and support the plan.
- c. The PSB should not see or be advised of remediation plans unless they are part of the documentation provided in support of recommendations to terminate TEAP enrolment or as a result of an NOC. In the latter case the PSB Chair must support the remediation plan. Due process considerations including confidentiality and limiting future bias, dictates that remediation plans should only be viewed by TEAP coordinators and relevant CP members.

2.2.2 Notices of Concern: See separate section 4.

2.2.3 Unsatisfactory Progress: The PSB must either approve requests for termination of TEAP or direct that other specific investigation or action be taken when it is not convinced that termination is appropriate. The detailed process to be followed is at 5.2 Show Cause and 5.3 Choosing Not to Show Cause.

2.2.4 Delegation: Any or all of these tasks can be undertaken by the PSB Chair or their delegate, with the entire PSB being updated at the next opportunity available where exclusion from TEAP has occurred.

2.3 Certification Panels

2.3.1 Remediation: Certification Panels have the following responsibilities with respect to remediation rules:

- a. Ensuring TEAP coordinators and panel members understand and adhere to the “purpose of remediation” described above,
- b. Ensuring that the unique rules for examination-related unsatisfactory progress are reviewed and maintained,
- c. Ensuring that it adheres to the rule set for all TEAPs with respect to unsatisfactory periodic progress reviews, and
- d. Ensuring that should unique (to one TEAP) criteria exist for CP consideration of unsatisfactory progress, that these are advised to the PSB and always included in the ACPSEM unsatisfactory progress rules (this procedure).



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- e. Only providing remediation plans to the PSB in circumstances defined at 2.2.1 b-c above and limiting review of plans by CP members where it is likely that panel members may assess or examine candidates at a later date. The CP Chair is to use their discretion in relation to the management of remediation plans.

2.3.2 Where a CP determines to allow additional registrar remediation rather than require termination of TEAP enrolment for unsatisfactory progress, the certification panel must set specific goals and a review date by which the goals should be met.

2.3.3 Unsatisfactory Progress: The CP has prime responsibility for decisions related to unsatisfactory progress, to the point where a recommendation is made to the PSB that a TEAP enrolment be terminated. See procedures in full at 5. Unsatisfactory Progress – The Process, and 6. Unsatisfactory Progress – Triggers.

2.3.4 Notices of Concern. See 4. Notice of Concern.

3. Remediation Plans

3.1 Development of Remediation Plans is the responsibility of TEAP Coordinators. Coordinators should implement remediation plans for circumstances listed at 5. Unsatisfactory Progress – Triggers excluding:

- a. Where directed otherwise by the relevant CP; and
- b. Where there is a PSB-approved TEAP Programmatic Assessment Framework hurdle or mandatory activity that specifies an alternate remediation option, or
- c. When remediation is not possible e.g., conditions of enrolment that cannot be remedied, such as ongoing enrolment in a masters program or failure to completed masters of PhD degrees as specified.

3.3 Coordinators must also develop remediation plans under the direction of the relevant CP or the PSB where:

- a. The CP Chair directs that further remediation should occur, following consideration of an unsatisfactory progress recommendation from TEAP coordinator/s.
- b. A Notice of Concern (NOC) has been raised and the PSB Chair determines in consultation with the CP that an (initial or additional) remediation plan is appropriate.

3.4 Additionally, TEAP coordinators are encouraged to use remediation plans carefully and judiciously in any circumstance that would benefit from consultation to achieve remedy of TEAP related progress issues.

3.5 Remediation plans must be acknowledged by the registrar, supervisor and TEAP coordinator.

4. Notice of Concern

4.1 NOC should be submitted to the ACPSEM Company Secretary, cc the PSB Chair by the applicable CP Chair. The PSB Chair shall use their discretion to determine how to investigate NOCs received on a case-by-case basis.

4.2 NOC are not required to be considered separately by the applicable CP meeting as a whole, because the process exists to enable urgent consideration. However, CP consideration (if time allows) is encouraged.



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Because the NOC process is an exception governance procedure of the ACPSEM, NOCs must be sent to the Company Secretary to be registered and monitored.

4.3. NOC's should be finalized as directed by the PSB Chair on receipt of the NOC. Decision making should be recorded at a PSB meeting or by circular resolution, out of session.

4.4. If the NOC has been submitted by a TEAP coordinator it must be supported by another coordinator and the relevant CP Chair, before being passed to the PSB Chair for consideration. This check is imposed to ensure that this option is used rarely and judiciously. It guards against an unsubstantiated, single opinion forming the basis of remedial action, including conflicts of interest and potential personality differences.

NOC's could result in a range of outcomes, including but not limited to; termination of enrolment without show cause, termination of enrolment with show cause, further remediation, mediation between the ACPSEM and an accredited department, extension of training time, urgent approval of leave from TEAP, removal or qualification of department accreditation status, or mediation between a registrar and supervisor. The latter would be limited to matters related to training and exclude human resource matters relevant to a workplace.

5. Unsatisfactory Progress – The Process

5.1 Certification Panel Decision Making – Show Cause or Further Remediation

5.1.1 All TEAP coordinator recommendations for consideration of unsatisfactory progress should be advised to the relevant CP within 5 working days of the circumstances being identified /recommendation being formulated that there is a case for the registrar to answer. In parallel with advising the CP, the coordinator will also ensure that the registrar is advised of the referral.

5.1.2 CPs should consider the TEAP coordinator's recommendation regarding unsatisfactory progress and decide either by circular resolution, or at a scheduled or extraordinary meeting, within 5 working days of receiving a recommendation whether the recommendation is accepted, or further remediation will be enabled. Should this timeframe be impossible the PSB Chair is to be advised and an agreed alternative date set.

It is possible that some unsatisfactory progress recommendations may originate from the CP but the procedure outlined from 5.1.3 below would still apply.

5.1.3 After CP consideration, the TEAP coordinator (delegated to the education manager unless otherwise determined) will ensure that the registrar, their supervisor, coordinator/preceptor and chief physicist are immediately advised:

- a. Either, that the CP has determined the registrar is not satisfactorily progressing through TEAP and that show cause is required, or
- b. Additional remediation has been approved by the CP.

5.2 Certification Panel and PSB Decision Making - Show Cause

5.2.1 Show Cause: In the case of 5.1.3 a, the Registrar will be given 10 days in which to show cause to the CP as to why TEAP enrolment should not be terminated and the CP should set a meeting date or agree to decision by circular resolution, at the time that the unsatisfactory progress is agreed.



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The Education Manager is responsible for monitoring to achieve these turnaround times.

5.2.2 Following consideration of the show cause statement, the CP shall advise of its decision to the parties named at 5.1.3 within 5 days of the show cause being received or by an alternate date agreed by the PSB Chair.

5.2.3 This advice will include the date on which the PSB or PSB Chair will consider the recommendation that the registrar be withdrawn from TEAP. The PSB Chair will consult with the CEO as necessary to ensure that due process has been followed and natural justice applied.

5.2.4 Decisions to exclude registrars from TEAP must be confirmed by the PSB within 5 working days of referral from a CP. The role of the PSB is to determine whether principles of due process and natural justice have been applied. The CEO shall assist the panel in this process.

5.2.4 The role of the PSB is NOT to re-investigate decisions to exclude unless a lack of fairness or inconsistent decision making (by the CP) is evident. Lack of sufficient information in support of a recommendation to exclude should be addressed prior to the scheduled consideration, so unnecessary delays are avoided.

5.2.5 Where a detailed review of a recommendation is sought, in each case the PSB must record why, how and who will undertake the investigation, and such investigations and subsequent decision making, should not exceed 10 working days.

5.2.6 Decisions upheld by the PSB will be conveyed in writing to all parties by the CEO, within 2 days of the decision being made.

5.3 Choosing not to Show Cause

5.3.1 Should a registrar choose not to show cause in the stipulated timeframe then the CP can refer the unsatisfactory progress recommendation to the PSB following the elapse of the 10 day period.

5.3.2 Inclusion of confirmation by the registrar that they have not shown cause, is encouraged but may not be possible.

5.4 Further Remediation

Further Remediation: In the case of 5.1.3 b, where a registrar is being given an addition remediation opportunity, a remediation plan should be in place as soon as possible, but no later than 10 days following the decision of the CP. The plan must be agreed by the registrar and supervisor/preceptor and sighted by the Chief Physicist or equivalent.

The relevant TEAP coordinator is responsible to ensure the remediation plan is in place.

If the goals of the plan are met then no further action is required. If the registrar fails to meet the goals then a streamlined version of the process outlined at 5.1 begins again, because an opportunity must be given for the registrar to show cause, including the ten day period to submission.

6. Unsatisfactory Progress – Approved Triggers

The approved triggers for unsatisfactory TEAP progress are set out below.

6.2.1 A registrar will be referred to the relevant CP for unsatisfactory progress in TEAP



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after two consecutive PPRs have recommended a 3 month period between PPRs, and the goals set have not been met; for consideration of whether further CP- directed goal setting via a remediation plan, is appropriate.

6.2.2 Failure to achieve remediation plan goals, set as a result of a NOC or any other decision of the CP or PSB, that required a remediation plan.

6.2.3 (ROMPs only) Failure to proceed from Stage A to B, or Stage B to C, or Stage C to completion (Certification). Such progression is a high-stakes decision made by the progression committee but would be unlikely to occur without remediation failure.

6.2.4 Failure to remain enrolled in an ACPSEM accredited MSc degree in Medical Physics or equivalent, when the enrolment was recognized as a prerequisite for TEAP entry, and it is evident that the registrar was given time to remedy this deficiency (re-enrol). Enrolment will be checked annually and termination of TEAP enrolment will occur unless grounds for special consideration are recognized by the CP.

6.2.5 Failure to achieve an ACPSEM accredited MSc degree in Medical Physics or equivalent after three years FTE in TEAP excluding approved periods of leave.

6.2.6 Failure to pass each examination component (for ROMPs and DIMPs) by the dates specified in enrolment letters, where special consideration has not been given, or the delay is not at the request of the ACPSEM.

6.2.7 For resits of examinations (ROMP and DIMP) where approved: failure to re-sit successfully in the timeframes required; or exceeding the maximum number of times that examinations can be retaken.

6.2.8 **[Reserved for inclusion of an RPS-related progressive assessment failure trigger]**

6.2.9 For registrars enrolled after 1 July 2020 (all DIMP and ROMP registrars who are not transitioning to the new 2022 TEAP Curriculum): failure to submit a draft publication prior to the completion of 2 FTE years enrolled in TEAP, where special consideration has not been given.

6.3 Other Triggers

6.3.1 The CP will determine rules for consideration of all other recommendations of unsatisfactory progress, cognizant of any requirements set by the PSB, and ensure that the PSB is annually informed of the decision-making rules formulated by panels.

7. PSB Responsibilities

7.1 The PSB should include updates and changes in its decision making with respect to unsatisfactory progress in TEAP triggers and management, in its reporting to the ACPSEM Board.

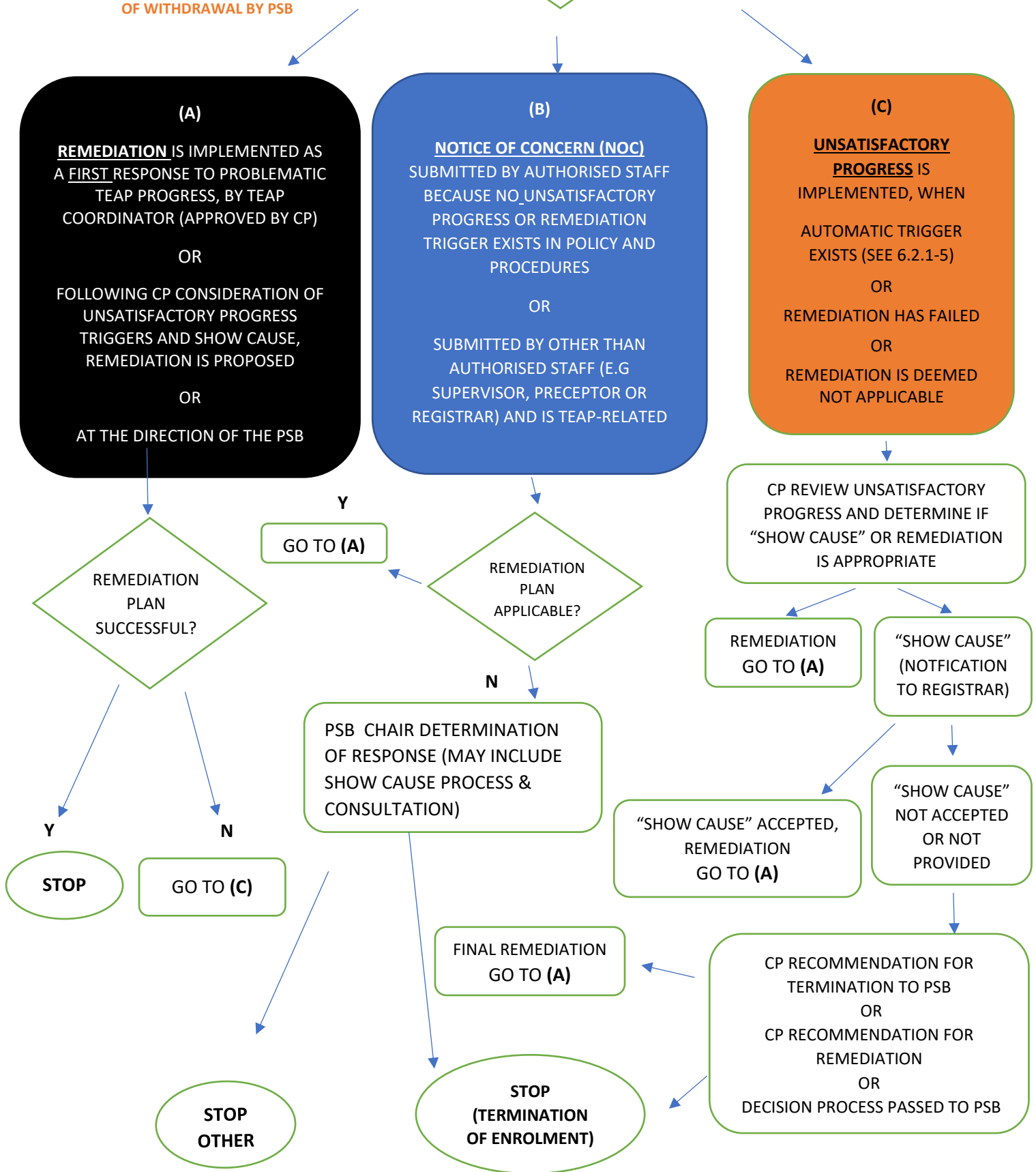
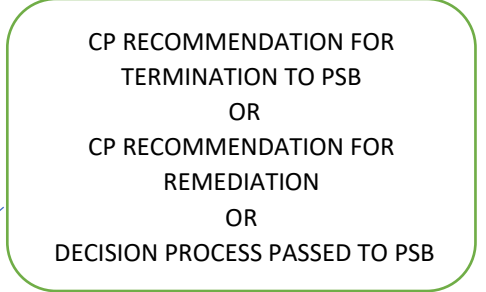
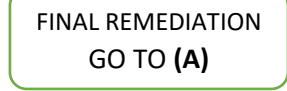
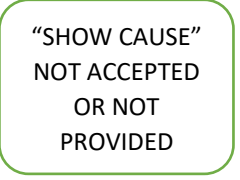
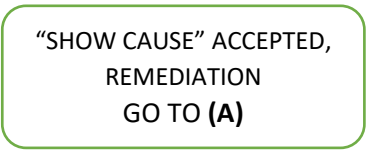
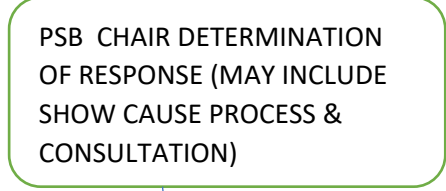
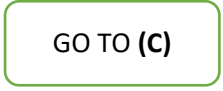
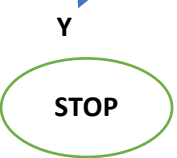
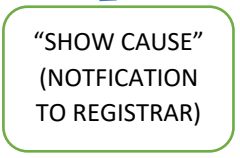
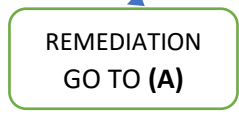
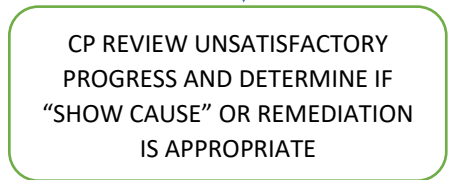
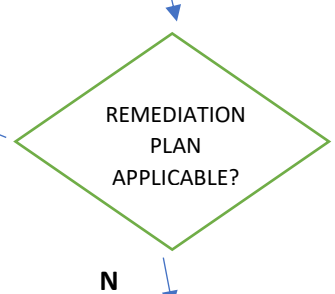
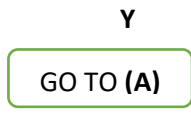
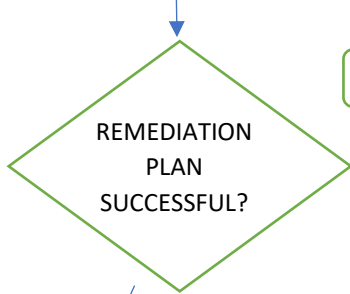
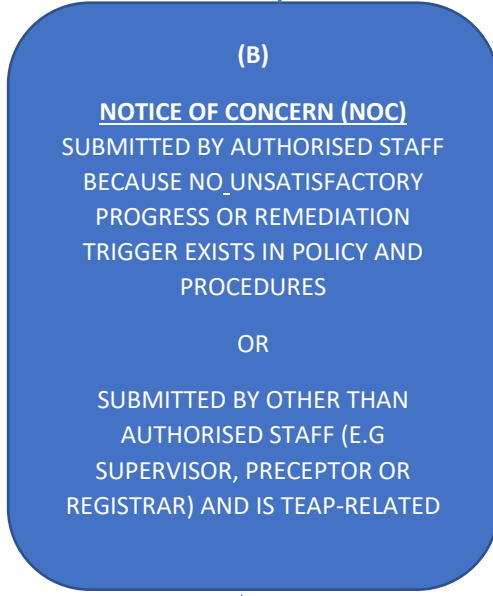
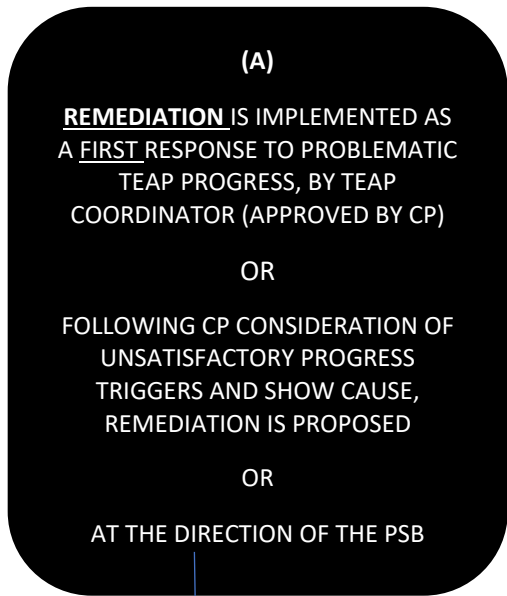
8. Appeals

8.1. All decisions made via the application of these rules will be subject to appeal in accordance with the ACPSEM's Grievance Handling and Appeals Policy.



Appendix A: Flow Chart

Black = AUTHORISED BY CP/ PLANS DEVELOPED BY TEAP COORDINATORS
Blue = AUTHORISED BY PSB CHAIR IN TOTO/ CP RECOMMEND REMEDIATION OR NOT UNLESS N/A
Orange = AUTHORISED BY CP / FINAL APPROVAL OF WITHDRAWAL BY PSB





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