



ACPSEM

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

ACPSEM Continuing Professional Development (CPD) Compliance Policy



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1 Purpose

To set out the minimum requirements for participants on The Register for successful participation in the ACPSEM CPD program to maintain their registration. This Policy also specifies the actions that the College may pursue against participants listed on The Register who fail to meet the minimum requirements of the CPD program.

2 Overview

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to providing a Continuing Professional Development (CPD) System which enables participants listed on the ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists (The Register) 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. ACPSEM members not on The Register can also utilise the CPD system.

3 Scope

This policy defines the compliance requirements for participants listed on the ACPSEM Register (ACPSEM members and non-members), in accordance with the standard for CPD outlined in the CPD Handbook.

4 Definitions

4.1 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.

4.2 CPD Content

4.2.1 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.

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

4.2.2 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

4.3 ACPSEM Content Experts

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.



4.4 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.

4.5 Participant

Any person participates in the ACPSEM CPD system, including registrars, registered medical physicists and radiopharmaceutical scientists, members and non-members.

4.6 The Register

The ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists.

5 Policy Statement

5.1 Compliance

- a. Compliance with the standard for CPD as set by ACPSEM (and specified in the CPD Handbook) is mandatory for anyone listed on the ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists.

Participants not on The Register must submit an annual declaration to the College confirming their intention to participate. Without the declaration, participants will not be recognised by the ACPSEM as active in the CPD.
- b. Participants on The Register will be deemed compliant if they meet the minimum CPD requirements as specified in the CPD handbook and are up to date with payment of any fees.
- c. Participants on The Register are required to collect a minimum of 150 points over a 3-year CPD period (a triennium). On average, this equates to 50 points per year. Of these 150 points, a minimum number of points must be achieved across each of the core CPD Categories (as specified in the CPD Handbook).

At the beginning of each CPD period, the points balance for all participants starts at 0
- d. There is no reduction in the CPD requirements for participants on The Register who work less than 1.0FTE. Exemptions may be requested in exceptional circumstances; some examples can be found in the [CPD section on the ACPSEM webpage](#).
- e. Special consideration may be applied for when a participant on The Register is absent from the workplace for an extended period of six consecutive months or greater. For example, this could be due to extended annual/ long service leave, medical, parental or carers leave. You can apply to ACPSEM to be granted a reduction in your CPD points requirement. Applications require that you fill out the CPD Absence Declaration Form found on the [CPD section on the ACPSEM webpage](#). Applications are considered on a case-by-case basis. Applications should be made as soon as practicable.

Please note that normal personal leave for brief periods does not qualify for special consideration.
- f. If participants on The Register are unable to complete CPD minimum requirements due to other special circumstances they can apply for special consideration. Please contact cpd@acpsem.org.au.
- g. Participants who enter The Register within 6 months of the end of the triennium will not need to complete CPD requirements for that period. Those who enter The Register during the triennium and have more than 6 months before the end of the period will be required to meet points requirements however they will be given pro-rata points to allow for the reduced period of time.



5.2 Participation in the ACPSEM CPD point Tracking System

- a. Access to the CPD system is included in the ACPSEM membership fee. Non-members can participate in the CPD system for an annual fee.

Eligibility and fee discounts and/or exemptions may be granted at the discretion of the Chief Executive Officer.

The ACPSEM does not cover or reimburse the costs for participation in any CPD event. All relevant fees are the responsibility of the participant.

- b. Evidence of CPD activities must be accessible in case of audit by the ACPSEM.

Where a participant is already keeping a CPD record in the required format of another institution (such as the AAPM) it is not required that they maintain a separate record with the ACPSEM; provided that the CPD system meets or exceeds the requirements of the ACPSEM.

Records kept with other institutes should include the dates, points allocated and supporting documentation for all activities. All records must be available for review upon request from the CPD Committee.

If a participant wishes to use an alternative record to track their CPD, they must register it for prior approval by the ACPSEM CPD Committee. Registration and approval are sought by way of the CPD Tracker Exemption Form found on the CPD section on the ACPSEM webpage.

5.3 CPD Audits

The principle of the CPD Audit is to focus on participants' reflections on the activities they have undertaken. The Audit is not designed to examine record-keeping abilities.

- a. Audits commence at the beginning of the final year of the CPD period. At least 10% of participants on The Register are selected at random for audit. Audit participants will be notified in writing a minimum of 6 weeks before their audit is to commence.
- b. ACPSEM Endorsed CPD activities or courses are also audited periodically to ensure quality and standards remain consistent.
- c. If an audited participant does not have appropriate evidence for a claimed activity, the hours for this activity will not be credited towards their audit requirements.
- d. If an audited participant has input into their CPD portfolio more than the minimum requirement of points in total and across all the categories and has the appropriate evidence for the points claimed they will only be audited for the minimum number of points required.
- e. Requests for exemptions from audit will be considered under the following guidelines: Extenuating circumstances such as, serious illness, in which case the CPD Participant will be audited in the following audit round.
- f. Failure by a participant to respond if selected for audit, may be deemed as non-compliant and will be reviewed by the Professional Standards Board for removal from The Register.



6 Non-Compliance

Should a participant on The Register fail to demonstrate compliance with the ACPSEM CPD requirements at the end of each triennium an initial notification will be sent to the Participant informing them of their failure to demonstrate compliance and seek a response within 30 days.

6.1 Handling Participants Who Respond but Remain Non-Compliant

If a participant acknowledges the notification but still does not meet CPD requirements, and wishes to remain on The Register, the following steps will be taken:

6.1.1 Assessment of Circumstances

- The participant will be required to provide a written explanation for their non-compliance.
- If exceptional circumstances (e.g., illness, personal hardship) are cited, the ACPSEM Professional Standards Board may grant an extension or alternative arrangements. Decisions will be made on a case-by-case basis.

6.1.2 Production of a Structured Improvement Plan

- The participant will be given a defined period (e.g., 3–6 months) to complete outstanding CPD activities.
- The participant must develop a tailored improvement plan, which the CPD committee shall review and approve. The plan must include:
 - Specific CPD activities required for compliance.
 - Submission deadlines for progress updates.

Registration Status during the Improvement Plan period:

- The participant will remain on The Register during the period of the approved tailored improvement plan.
- Failure to meet the CPD requirements of the plan within the agreed timeframe will result in escalation to the Professional Standards Board for further action.

6.1.3 Final Review & Outcome

- If the participant successfully meets the CPD requirements within the timeframe the participant shall remain on The Register.
- If they do not, they will be subject to the non-response pathway (see section 4.2), which may lead to removal from The Register.



6.2 Handling Participants Who Do Not Respond and Remain Non-Compliant

If a participant fails to respond to notifications and remains non-compliant with CPD requirements, the following escalation process will apply:

6.2.1 Initial Non-Response Notification (Day 1–30)

- A formal notification is issued (via email and letter) outlining the failure to comply with CPD requirements and requesting a response within 30 days.
- The notification will include:
 - A summary of the participant's CPD shortfall.
 - The required actions to achieve compliance.
 - Contact details for assistance.

6.2.2 Escalation to Final Warning (Day 31–45)

- The PSB will issue a Final Warning Notice, with a 14-day deadline for the participant to respond. Failure to respond will result in removal from The Register.
- Multiple communication methods (email and telephone) will be used in an effort to ensure receipt.

6.2.3 Final Non-Compliance Decision (Day 46–60)

- If the participant still fails to respond, the PSB will review the case and make a determination.
- If there is no valid justification for non-compliance, the participant will be removed from The Register.
- A Final Removal Notice will be issued, informing the participant of their removal and the process for reapplication.

6.2.4 Reinstatement Process

- A participant removed due to non-compliance may apply for re-entry as detailed in the [ACPSEM Registration Policy](#).

7 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](#).

8 References

Related documentation:

- CPD Handbook
- CPD System and Content Management Policy
- Grievance Handling and Appeal Policy
- ACPSEM Registration Policy



Document History

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