



ACPSEM Policy and Procedure for Reviewing and Updating the Medical Physicist Scope of Practice

1 Purpose

The purpose of this policy is to establish a systematic process for the regular review and updating of the scope of practice for the Australasian College of Physical Sciences and Engineering in Medicine (ACPSEM). This ensures that the scope of practice remains current, evidence-based, and aligned with regulatory and professional standards, particularly in the application of physics and radiation in imaging and oncology.

2 Policy Statement

The ACPSEM is committed to maintaining a current and evidence-based scope of practice for its members. Regular review and updates are necessary to adapt to changes in healthcare practices, technology, and regulations, specifically in the fields of medical physics, radiation oncology, and medical imaging.

3 Scope

This policy applies to all medical physicist members of ACPSEM Register of Medical Physicists and Radiopharmaceutical Scientists (The ACPSEM Register) and is relevant to stakeholders including healthcare providers, regulatory bodies, and the public.

4 Definitions

Scope of Practice: The activities that members of The ACPSEM Register are educated and competent to perform within the fields of medical physics, radiation oncology, and medical imaging.

Review Committee: A designated group responsible for evaluating and recommending changes to the scope of practice.

Evidence-Based Practice: Healthcare practices based on the best available evidence, clinical expertise, and patient preferences.

5 Responsibilities

Review Committee: Responsible for conducting reviews, gathering evidence, and recommending updates to the scope of practice. Composed of experienced professionals and educators.

Professional Standards Board: Approves changes recommended by the Review Committee.

Members: Provide feedback and participate in consultations as required.



6 Procedure

6.1 Establishment of Scope of Practice Review Committee

The committee shall consist of 8 members in total with a minimum of 1 from each of the Radiation Oncology, Radiology and Nuclear Medicine Specialty Groups.

- Review committee members are recruited via an Expression of Interest (EOI) process. The Professional Standards Board (PSB) chair shall establish and chair a group to review EOIs received. Group membership shall consist of Speciality Group chairs or their nominee and the PSB chair. The group shall make a recommendation on Review Committee appointments to the PSB.
- The Professional Standards Board shall appoint members to the Review Committee.
- Once established, the Review Committee shall elect a chair from within its membership.
- The term of a review committee member shall be 5 years.

6.1.1 Casual Vacancies

- A casual vacancy occurs if a Review Committee member:
 - Resigns by providing written notice to the Professional Standards Board.
 - Becomes ineligible to serve due to professional or regulatory restrictions.
 - Fails to attend three consecutive meetings without an approved leave of absence.
 - Is removed by resolution of the Professional Standards Board for reasons consistent with governance policies.
- In the event of a casual vacancy:
 - The Professional Standards Board may appoint a suitable replacement from the existing EOI pool or, if necessary, conduct a new EOI process.
 - The replacement member shall serve for the remainder of the term of the vacated position.
 - If multiple vacancies arise and reduce the committee below six members, the Professional Standards Board may appoint interim members to ensure continuity.

6.2 Review Frequency

In keeping with [AMC guidelines for evaluation and continuous improvement](#), the scope of practice shall be regularly reviewed. Reviews may be triggered by significant changes in clinical practice, technology, or regulatory requirements, but shall not exceed an interval of 5 years regardless.

6.3 Review Process

A scope of practice review shall consist of the following steps:

- **Current State Review:** Gather data on current practices, emerging trends, regulatory updates, and feedback from members specifically in the fields of medical physics (i.e. radiation oncology and medical imaging).
- **Evidence Evaluation:** Review the latest research, clinical guidelines, and best practices.
- **Consultation:** Engage with stakeholders (can include, but is not limited to, members, regulatory bodies, and professional associations) to gather insights and opinions.
- **Drafting Changes:** Based on the collected data and consultations, draft proposed changes to the scope of practice.
- **Approval Process:** Present the proposed changes to the Professional Standards Board (PSB) for approval. At their discretion the PSB may refer approval to the Board of Directors should they believe changes are significant.

6.4 Communication and Implementation

- Once approved, changes to the scope of practice shall be communicated to all members through official channels (e.g., newsletters, emails, meetings).
- Provide education and training if required to ensure members are aware of and understand the changes.



- Any changes to TEAP curricula and/or CPD have been considered by the relevant ACPSEM panels and committees.

6.5 Documentation

- Maintain thorough records of the review process, including data collected, consultation feedback, and final approved changes.
- Ensure documentation is accessible for future reference and regulatory audits.

7 Review Frequency

A comprehensive review shall be conducted every five years.

Interim reviews shall be conducted as needed, based on significant changes in healthcare practice, technology, or regulations.

8 Evaluation and Continuous Improvement

Regular evaluations of the review process shall be conducted to ensure its effectiveness.

9 Conclusion

Implementing this policy ensures that the scope of practice for ACPSEM remains relevant, current, and compliant with all regulatory standards. Regular reviews and a structured procedure for updates will help maintain high standards of professional practice and patient care in the application of physics in medicine.



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