



ACPSEM

Australasian College of Physical
Scientists & Engineers in Medicine



ACPSEM Continuing Professional Development User Handbook 2025-2027 ^{v7}



OUR VISION

Safe and effective diagnosis and treatment.

OUR PURPOSE

To advance medical science to keep our community healthy and safe.

OUR STRATEGIC PILLARS

1. Sustainability
2. Members
3. Education
4. The Profession

OUR VALUES

1. A commitment to quality and safety in the practice of clinical science and engineering, centred on the best interests of patients
2. A determination to support workplace innovation and safe and evidence-based translation of research into clinical practice
3. The personalisation of learning and all collegiate experiences for all members
4. Transparency and accountability in all activities

Contents

CPD Essentials	4
1. Mission	4
2. Aims	4
3. Objectives	4
4. Eligibility	5
5. Enrolment/Participation	5
6. Fees	5
7. Terminology	5
8. Commencement of Logging CPD Activity	6
9. Points Requirement	6
10. APCSEM CPD Tracker	6
11. Identification of Training Needs	6
CPD Program	7
1. Categories	7
2. Activities	8
CPD Program Evidence	15
CPD Compliance	15
Requirements	15
Appendix 1 - List of Recognised Organisations	16

CPD Essentials

1. Mission

- The purpose of the ACPSEM Continuing Professional Development (CPD) system is to engage members 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.
- The purpose of CPD is to maintain our profession's currency, relevance of knowledge and skills, and to ensure practice is professionally sound.

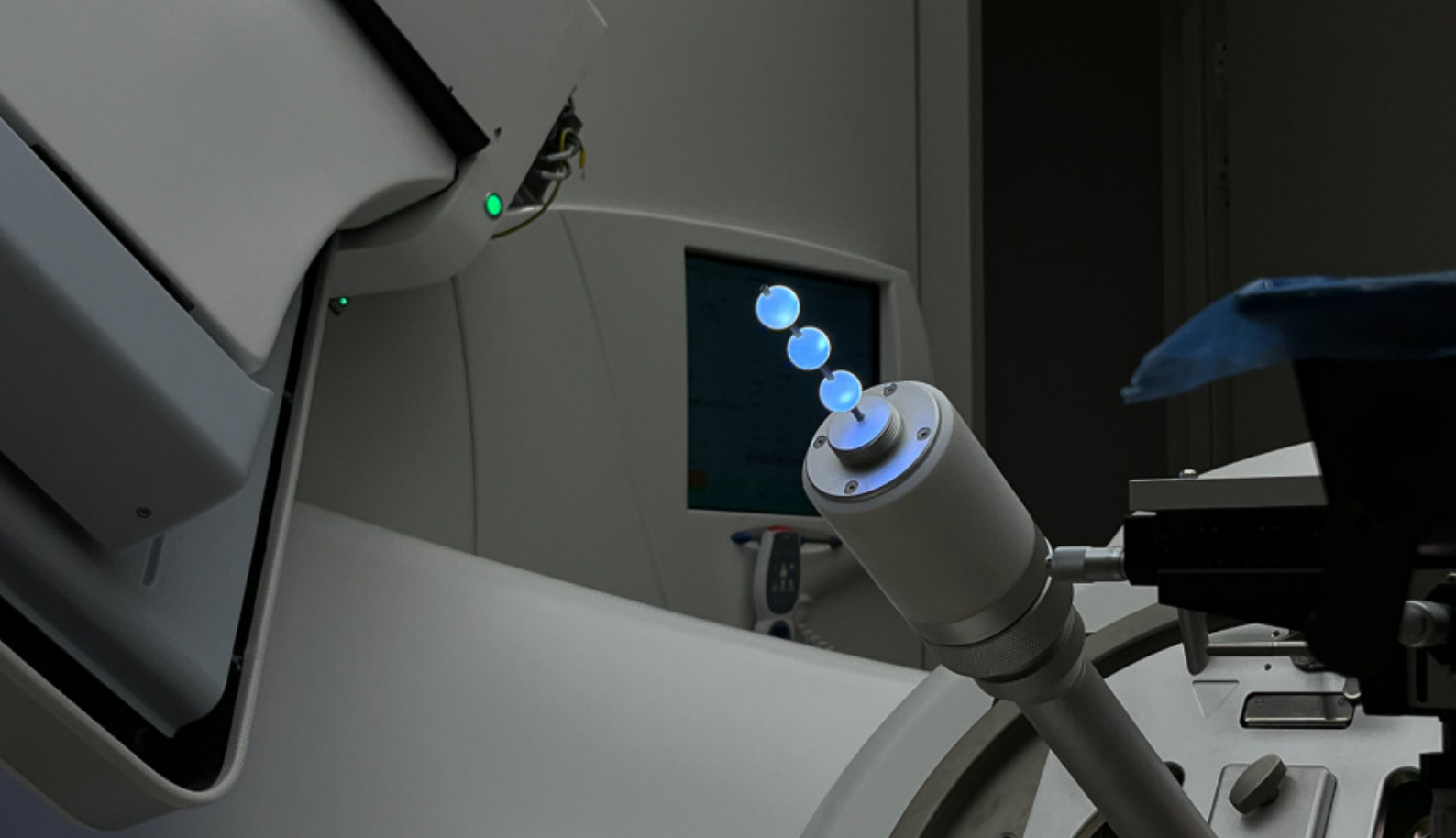
2. Aims

- To provide advice and guidance to College members in identifying their professional development needs;
- To encourage members to engage in lifelong learning;
- To establish a credible mechanism by which members receive formal recognition for participation in CPD activities; and thereby, demonstrate their commitment to the profession, their patients, the public, and their employers;
- To demonstrate to employers the importance and expectation of professionals in active CPD engagement;
- To maintain the highest professional standards of College members;
- To enhance the status of physical scientists and engineers in medicine;
- To increase the likelihood of external regulatory bodies recognising ACPSEM registration and certification; and
- To enable individuals on the ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists (the Register) to maintain their Registration through compliance with the prerequisites of this CPD Program.

3. Objectives

CPD Participants will be provided with:

- A comprehensive CPD system in line with other global health industry CPD system standards.
- Tools to identify individual professional development needs and to track progress.
- Online CPD opportunities.
- An outline of the level of CPD required of professionals.
- Recommendations for CPD opportunities through courses being assessed in the CPD system's endorsement process.



4. Eligibility

- All physical scientists, radiopharmaceutical scientists and engineers in medicine are eligible to participate in the ACPSEM CPD system.
- Participation is not limited by country or membership status; however, participation fees are determined by membership status.

5. Enrolment/Participation

- Participation in the ACPSEM CPD Program is **mandatory** for anyone listed on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*.
- Participants not on the ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists 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 program

6. Fees

- Participation in the CPD program 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 nor reimburse the costs for participation in any CPD event. All relevant fees are the responsibility of the participant.

7. Terminology

- Participants: Professionals undertaking CPD and/or enrolled in the ACPSEM CPD program.
- Endorsed CPD provider: an organisation or individual providing a course that has been officially endorsed by the ACPSEM CPD program.
- Period: refers to a time period of 3 years CPD participation.

8. Commencement of Logging CPD Activity

- This CPD User Handbook takes effect as of 1 January 2025. Points are not rolled over from previous CPD periods when a new one begins. With the beginning of each CPD period, the points balance for all participants starts at 0.
- The current CPD period runs from 1 January 2025 to 31 December 2027.

9. Points Requirement

Participants are required to collect a minimum of 150 points over a 3-year CPD period. 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 three core CPD Categories (detailed in the following pages of this booklet).

- The 150 points requirement is mandatory for all participants listed on the Register.
- 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. Exemptions may be requested in exceptional circumstances.
- Anyone who enters the Register part way through the CPD triennium will be subject to a reduced points requirement, please review the [CPD Compliance Policy](#) for more information.

Exemptions from use of the ACPSEM CPD tracker can be applied for on a case-by-case basis, please see the **CPD Compliance Policy** for details.

10. ACPSEM CPD Tracker

- The ACPSEM CPD Tracker is the official online mechanism that participants must use to record their CPD activities and points.
- Participants are required to upload evidence for activities. Participants are advised to be mindful when uploading private and confidential information.
- Instructions for using the CPD Tracker can be downloaded [here](#).

11. Identification of Training Needs

- Guidance for identifying training needs will be available on the ACPSEM website.
- The ACPSEM recognises the value of in-house CPD mentors who can assist in identifying areas of training relevant to a participant's career development.

CPD Program

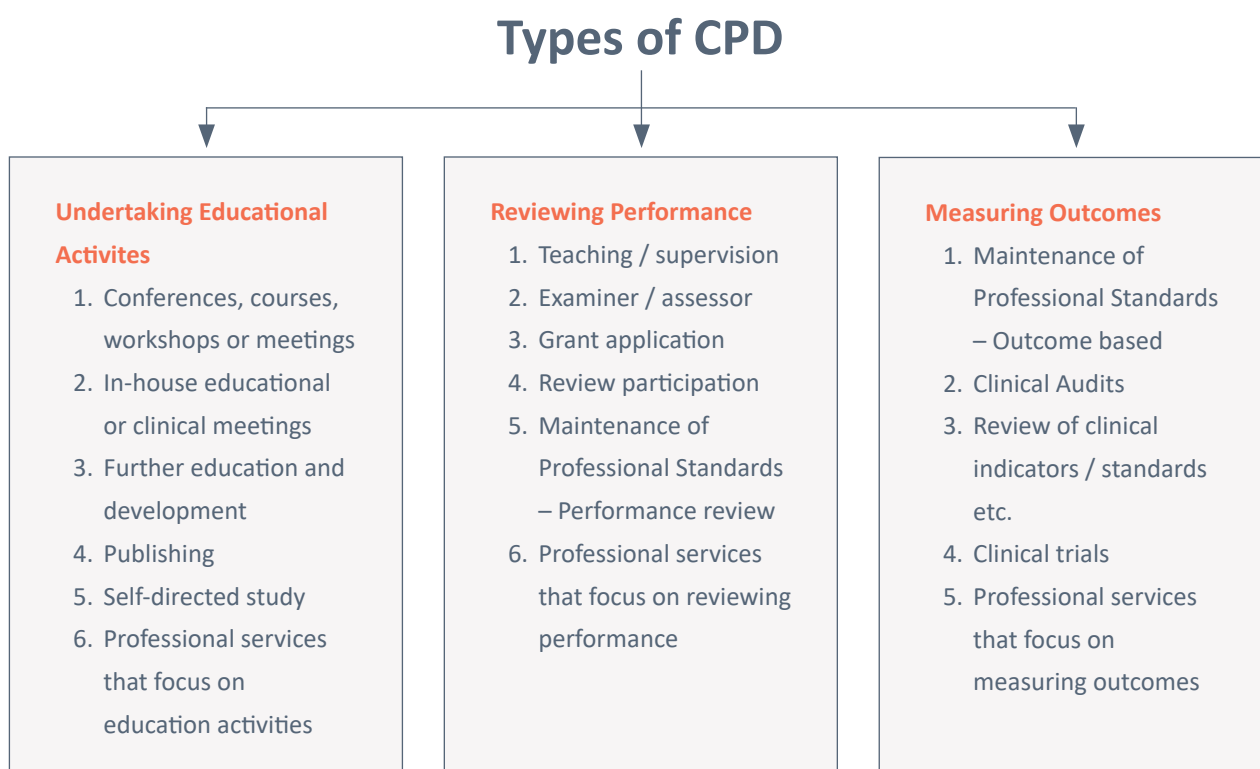
1. Categories

There are three (3) core CPD categories:

1. Undertaking Educational Activities
2. Reviewing Performance
3. Measuring Outcomes

Categories	# Types of Activities	Min Points Per Period*
Undertaking Educational Activities*	6	20
Reviewing Performance*	6	20
Measuring Outcomes*	5	15

*It is mandatory for all participants on the Register that a minimum number of points be achieved from all 3 categories within a CPD Period.



2. Activities

Under the 3 categories the following activities include:

1) Undertaking Educational Activities

Performing activities that provide professional knowledge and/or skills

Points and Evidence			
Activity	Objective	Reflective	Examples
A. Conferences, Course, Workshops or Meetings			
Attendance at an ACPSEM CPD Event or an ACPSEM Endorsed CPD Event	2 points / hour Max 10 points / day Attendance Documentation	1 point Optional Reflective	Conferences, seminars / webinars, workshops, conferences organised by the ACPSEM or any CPD events provided by external parties which have been ACPSEM CPD endorsed
Attendance at a recognised Organisation event	1 point/hour Max 7 points/day Attendance Documentation	1 point Optional Reflective	Other Recognised Organisation events (Appendix 1)
Attendance at a non-ACPSEM endorsed CPD event	1 point / hour Max 5 points / day Attendance Documentation	1 point Optional Reflective	Vendor User Group meetings that are not CPD endorsed by the ACPSEM
Attendance at a non-ACPSEM endorsed examined course	2 points / hour Max 10 points / day Attendance Documentation	1 point Optional Reflective	Exam pass rate required; a feedback survey is not considered as an exam
Speaker	5 points / event Any record or document(s) which verifies your role/ involvement	1 point Optional Reflective	Includes keynote / plenary
Paper or Poster Author	5 points / item Max 10 points / event Any record or document(s) which verifies you having produced a paper or poster	1 point Optional Reflective	
B. In-house Educational or Clinical Meetings			
Attendance at an In-house Meeting		1 point / hour Max 2 points / day Compulsory Reflective	<ul style="list-style-type: none">Journal Club,Multidisciplinary meetings,Chart rounds

Presenter at an In-house meeting	2 points / hour Max 4 points / day Compulsory Reflective
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C. Further Education and Development

Further Education	Full time 2 points / month Part time 1 point / month Documentation Required (Enrolment or APR's)	<ul style="list-style-type: none"> • PhD, MSc, • MBA, • Leadership Course, • Education etc.
Department Developmental Study	10 points / item - new learning 5 points / item – new skills maintenance 3 points / item – updating learning or skills maintenance Compulsory Reflective	<ul style="list-style-type: none"> • New and Emerging Technologies • Research and Development • Programming / Coding and Artificial Intelligence • Prototypes (new equipment and patents)
Diversity, Equity and Inclusion (DEI)	2 points / hour Max 10 points / day Attendance Documentation	1 point Optional Reflective
		<ul style="list-style-type: none"> • Inequity in health outcomes of indigenous population • Learning Te Reo Māori (Māori language) or Te Ao Maori (Māori culture) • Externally provided training on how to best support and value neurodiverse staff

D. Publishing

Books and book chapters	30 points / joint author book 15 points / first author book chapter 5 points / co-author book chapter Documentation required	<ul style="list-style-type: none"> • Author • Co-author
Published journal articles	5 points / 1st, 2nd and last author articles non-peer reviewed journal 10 points / 1st, 2nd and last author peer reviewed journal 1 points / other co-author non-peer reviewed journal 3 points / other co-author peer reviewed journal Documentation required	<ul style="list-style-type: none"> • First Author, • Co-author

E. Self-Directed Study			
ACPSEM Examiner / Assessor		1 point / hour Compulsory Reflective	<ul style="list-style-type: none"> • CTG Content Review • Preparation for Examinations • Mock Practical Exams
Journal reading		1 point / article Compulsory Reflective	
Textbook and technical report review		1 point / resource Compulsory Reflective	
AAPM Online Education Credits Program	1 point / successful exam Supporting AAPM documentation required		
Other Self-Study		1 point / hour Compulsory Reflective	<ul style="list-style-type: none"> • Structured self-study with study plan and progress record • Web-based learning, such as e-learning modules, podcasts • Remote and Rural learning
F. Professional Services that Focus on Education Activities			
Leadership Committee of Specialty Groups, Special Interest Groups and Branches	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective	
Members of WorkingGroups	2 points / meeting or hour of collaborative work Max 10 points / year 2 points / additional outcomes (i.e. published position paper etc.) Documentation required	2 points/year Optional Reflective	
Members of Conference or Workshop Organising Committee	2 points / meeting Max 10 points / year Documentation required	2 points / conference or workshop Optional Reflective	
Members of any other committees that develop educational contents for the physical scientists' profession	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective	

2) Reviewing Performance

Performing activities that review the performance of your peers or yourself

Points and Evidence			
Activity	Objective	Reflective	Examples
A. Teaching / Supervision			
Supervision of Students	8 points per student/per year Documentation required	2 points / year Optional Reflective	<ul style="list-style-type: none">• PhD or MSc Candidate, including honours students
Supervision of Registrars	15 points/year (5 points for additional registrars) Documentation required	2 points / year Optional Reflective	<ul style="list-style-type: none">• ACPSEM TEAP Registrar• Overseas Medical Physicists (APSIG Volunteers)
Trainer (Subject-Matter Experts)		5 points / year Compulsory Reflective	<ul style="list-style-type: none">• For TEAP Registrars• Portfolio Lead• Onboarding new staff member
Thesis Reviewer		10 points / PhD Thesis 5 points / MSc Thesis Compulsory Reflective	
Lecturer		2 points / hour Compulsory Reflective	Invited or Guest lecturer
Tutorials for TEAP Registrars		2 points / hour Max 4 points / day Compulsory Reflective	ACPSEM Trainers or subject matter experts
B. Examiner / Assessor			
Acting as an examiner for university or professional body		1 point / hour Max 10 points per session Compulsory Reflective	<ul style="list-style-type: none">• Examiners for Universities• DIMP/ROMP TEAP Examiners• RPS TEAP Assessors
ACPSEM Examiner / Assessor		1 point / hour (local) 2 points / hour (external) Max 5 points per session Compulsory Reflective	<ul style="list-style-type: none">• PPR Assessor• Practice exam for Registrar (part A or B)
C. Grant Application			
Grant Application	15 points / major grant application 8 pts / minor grant application Documentation required	1 point Optional Reflective	<ul style="list-style-type: none">• Networked TEAP Accreditation• Major equipment purchase
Grant Review	3 points / grant review Documentation required	1 point Optional Reflective	

D. Review Participation

Invited referee of a Journal, a Book, or a Book Chapter	3 points / invited review Compulsory Reflective	For participants not on an editorial board but are invited to be a referee
Participation in a mentoring program	3 points / year Compulsory Reflective	<ul style="list-style-type: none"> • Mentor • Mentee
Peer review of performance	3 points / review Compulsory Reflective	<ul style="list-style-type: none"> • Multi-source feedback • An assessment of the participant by observers who have direct interaction with the participant • Assessee and Assessor can claim points
In-house / Departmental	3 points / review Compulsory Reflective	Chart Rounds / Patient cases, Incidents, Safety and Quality, Impact of unconscious bias

E. Maintenance of Professional Standards – Performance Review

Professional Development Plan	3 points / per year Max 9 points / per year Compulsory Reflective	Prepared by the participant or with direct line manager and allows for a detailed plan for learning and development needs in the CPD Period
Off-site Training	1 point / hour Compulsory Reflective	Inter-centre training for advanced techniques OR update on professional knowledge/skills

F. Professional Services that Focus on Reviewing Performance

Members of Professional Standards Board, Certification Panel, Accreditation Committee, DEI or CPD Committee	2 points / meeting Max 10 points / year OR 3 points / review Max 12 points / year Documentation required	2 points / year Optional Reflective
Members of Membership Committee, Award Committee or Journal Editorial Board	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective
Members of Assessment Panels for other Certifications	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective
Members of other committees that assess eligibility of entry, award, accreditation, certification, or registration	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective

Members of Conference or Workshop Organising Committee	2 points / meeting Max 10 points / year Documentation required	2 points / year Optional Reflective	<ul style="list-style-type: none"> Review of abstracts, Finalisation of prizes or awards at the conference or workshop
Any other volunteer activities that review organisational performance, management, and governance in an organisation other than your workplace	5 points / meeting Documentation required	2 points / year Optional Reflective	<ul style="list-style-type: none"> APSIG Professional Union

3) Measuring Outcomes

Performing activities that measure outcomes

Points and Evidence			
Activity	Objective	Reflective	Examples
A. Maintenance of Professional Standards – Outcome based			
Examiner / Assessor		1 point / exam Compulsory Reflective	<ul style="list-style-type: none"> Marking of exams Marking of CaSRs
Reflection on professional outcomes		3 points / reflection / per staff member Compulsory Reflective	<ul style="list-style-type: none"> Reflection on Professional outcomes, Professional Development Plan, Multi-source feedback
Reflective Diary Diary requires 5 reflections		5 points / year Compulsory Reflective	Completion of a reflective diary either in hard copy or electronic form. <ul style="list-style-type: none"> See the CPD Program Examples Document for guidance and examples of reflective entries.
B. Clinical Audits			
Audits	5 points / audit Evidence of participation in the Audit	1 point Optional Reflective	<ul style="list-style-type: none"> ACDS Independent Departmental
C. Review of Clinical Indicators / Standards etc.			
Review of clinical indicators / standards	5 points / audit Evidence of review	1 point Optional Reflective	<ul style="list-style-type: none"> In-house

D. Clinical Trials

Lead / Head of the Clinical Trial	10 points / year Max 10 per year Evidence of participation in Clinical Trials	1 point Optional Reflective	
Participation in Clinical Trials	8 points / year Max 8 points per year Evidence of participation in Clinical Trials	1 point Optional Reflective	
Data review	4 points / year Max 4 per year Evidence of participation in Clinical Trials	1 point Optional Reflective	<ul style="list-style-type: none"> Clinical trial data review Review of recruitment: Ethnicity, etc.

E. Professional Services that Focus on Measuring Outcomes

Director of a Professional Association	2 points / hour Max 10 points / year Documentation required	2 points / year Optional Reflective	
Members of Finance and Audit Committee	2 points / hour Max 10 points / year Documentation required	2 points / year Optional Reflective	
Assessors of site or university accreditation	2 points / hour Max 10 points / year Documentation required	2 points / year Optional Reflective	
Any other volunteer activities that measure organisational performance, required management, and governance in an organisation other than your workplace	2 points / hour Max 10 points / year Documentation required	2 points / year Optional Reflective	APSIG

CPD Program Evidence

CPD activity evidence is mandatory for all participants listed on the ACPSEM *Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*. Evidence must be logged on the CPD tracker. Logged CPD activities must follow the evidence principles below. Evidence can be objective, reflective, or both.

Principles

1. Evidence should support the illustration of the particular CPD activity. i.e. the CPD entry should make sense on its own.
2. Evidence should support the purpose of CPD, which is to self-reflect, to identify gaps in skill or knowledge and to improve.
3. CPD Evidence is separate from the CPD Audit process. The CPD audit process will focus on identifying the self-improvements over the period.

Definitions

- **Objective evidence:** Certificate of Attendance for educational activities, or similar.
- **Reflective evidence:** A summary of lessons learned from attending an activity.

CPD Compliance Requirements

The [CPD Compliance Policy](#) details the CPD audit process, non compliance with CPD requirements.



Appendix 1

List of Recognised Organisations

- American Association of Physicists in Medicine (AAPM)
- Australian Clinical Dosimetry Service (ACDS)
- Australian Institute of Physics (AIP)
- American Optometric Association (AOA)
- American Society for Radiation Oncology (ASTRO)
- Asia-Oceania Federation of Organizations for Medical Physics (AFOMP)
- Australasian Radiation Protection Society (ARPS)
- Australasian Brachytherapy Group (ABG)
- Australian & New Zealand Bone & Mineral Society (ANZBMS)
- Australian and New Zealand Society of Nuclear Medicine (ANZSNM)
- Australian Society of Medical Imaging and Radiation Therapy (ASMIRT)
- British Institute of Radiology (BIR)
- Clinical Oncological Society of Australia (COSA)
- Engineers Australia (EA)
- European Association of Nuclear Medicine (EANM)
- European Federation of Organisations for Medical Physics (EFOMP)
- European Society for Therapeutic Radiology and Oncology (ESTRO)
- Institute of Electrical and Electronics Engineers (IEEE)
- Institute of Physics and Engineering in Medicine (IPEM)
- International Atomic Energy Agency (IAEA)
- International Commission on Radiological Protection (ICRP)
- International Council of Science (ICSU)
- International Federation of Medical and Biological Engineering (IFMBE)
- International Organization for Medical Physics (IOMP)
- International Radiation Protection Association (IRPA)
- The International Society for Magnetic Resonance in Medicine (ISMRM)
- International Stereotactic Radiosurgery Society (ISRS)
- International Symposium on Radiopharmaceutical Sciences (ISRS)
- International Union for Physical and Engineering Sciences in Medicine (IUPESM)
- International Union for Pure and Applied Biophysics (IUPAB)
- National Council on Radiation Protection and Measurements (NCRP)
- Nuclear and Plasma Sciences Society (NSS)
- Royal Australian and New Zealand College of Radiologists (RANZCR)
- Radiological Society of North America (RSNA)
- Society of Nuclear Medicine (SNM)
- South East Asia Federation of Organizations for Medical Physics (SEAFOMP)
- Trans-Tasman Radiation Oncology Group (TROG)

If the organisation you are looking for is not on this list, please email cpd@acpsem.org.au for advice.

Get in touch

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