



PROCESSES & CONDITIONS TO ACHIEVE ORDINARY MEMBERSHIP

1. APPLICATION

- 1.1. All applications must be made online via the ACPSEM website, and a Curriculum Vitae and any documentation necessary to support the case for admission to Ordinary Membership must be uploaded when completing the application.
- 1.2. The application must be supported by two referees who demonstrate the applicant is in good standing in their workplace and/or other relevant societies and other organizations.

2. REFEREES

- 2.1. The applicant must choose two Referees to comment on their application. It is in the applicant's best interest that they choose Referees that have a close working relationship with the applicant. They must be at least familiar with the applicant's work. Referees need not be Members or Fellows of the ACPSEM.
- 2.2. The Referees must be in a responsible or senior position.
- 2.3. The applicant must confirm during the application process that the nominated Referees are ready to be contacted by the College Office for the referee check.
- 2.4. The nominated Referees must also provide comment as to the suitability of the applicant in terms of their character and integrity.
- 2.5. If it is felt by the ACPSEM Membership Committee (hereafter referred to as the Committee) to be desirable, the Committee Chair may request the College Office to seek assessment from alternative referees after first seeking permission from the applicant.

3. MEMBERSHIP COMMITTEE PROCESSES

- 3.1. The College Office receives the application and acknowledges receipt of same.
- 3.2. The College Office examines the application to confirm that it meets the procedural requirements outlined in the Bylaws. In rare circumstances the applicant's qualifications, either academic or practical, may be referred to the Chair for clarification as to their relevance. The College Office contacts the nominated Referees asking them to return completed Report Forms.
- 3.3. The College Office sends the application to the Chair.
- 3.4. The Chair may at this early stage seek further documentation from the applicant.
- 3.5. The Chair distributes the application, with Referees' opinions, to the Committee. The Chair makes minimal comment at this stage.
- 3.6. Committee members must notify the Chair of any conflict of interest and abstain from voting. They may communicate any relevant information directly to the Chair at this time.
- 3.7. Committee members will aim to vote on an application within seven (7) days.
- 3.8. The Committee members may request copies of documentation (eg. reports, publications etc) from the applicant through the Chair if they believe it will aid in their assessment.



- 3.9. The Committee members can consider the applications independently of each other and vote either in favour of or against acceptance on the basis of the evidence/documentation provided to them by the Chair. The reasoning behind the vote by a Committee member, particularly when it is in the negative, must be provided to the Chair at the time of the vote.
- 3.10. An application is approved when there are **votes of approval from a majority of current sitting Committee members**, including the vote of the Chair, and no major objections.
- 3.11. The Chair disseminates the result of the vote, with relevant comments from individual Committee members, to the Committee.
- Split vote:*
- (a) In cases where there is a split vote the Chair may offer objective advice to the Committee that might influence an individual or individuals to reverse their decision. Differences of opinion should be discussed between Committee members to clarify the source of these differences and to try to resolve them.
 - (b) The individual Committee members vote again to either reaffirm or change their original decision.
 - (c) Only when it is impossible for Committee members to resolve their differences should the application be referred to the Board through the Chair. The Chair in referring the application to the Board may, in the first instance, provide a summary of the key features of the application and the reasons for the inability of the Committee to reach agreement. Individual Board members have the option to seek a copy of all documentation and Committee correspondence relating to the application.
 - (d) The Board must ultimately decide by voting in the usual fashion if the application is successful or not. [NB. The Board's voting procedures require a majority vote in favour of any motion for it to be successful.]
- 3.12. The final decision is acted on by the Chair as outlined below.

SUCCESSFUL APPLICANTS

- (a) The Chair notifies the College Office that the application is successful.
- (b) The College Office will advise successful applicants in writing, informing them that they have been admitted to the ACPSEM. The applicant is provided with a copy of the Code of Ethics at this point in time.
- (c) The Branch Chair and Branch Record Member are also notified, as they may want to personally welcome the new member to their branch.

UNSUCCESSFUL APPLICATIONS

- (a) The Chair informs the College Office that the application is not successful.
- (b) The College Office will inform the unsuccessful applicant with a detailed statement of the processes that were followed in assessing the application. The applicant should also be advised of the right of appeal as per the process defined in section 4 below.
- (c) Whenever possible the unsuccessful applicant should be provided with some indication of how they might be successful in a future application.



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- (d) If the applicant is not already an Associate Member and satisfies the degree requirements to be an Ordinary Member then they are offered Associate Membership automatically.
- (e) The College Office will refund the full membership fee or the difference of the membership fee to the applicant once the application is rejected.

4. APPEALS PROCESS

- 4.1. Appeals on membership application results have been covered under the ACPSEM Grievance and Appeal Handling Policy.

5. ASSESSMENT OF THE MERIT OF AN APPLICATION

5.1. Minimum Educational Qualifications:

Candidates with an Australian Bachelor degree or equivalency in the physical sciences, engineering and/or radiopharmaceutical science or any other major that the College recognizes will meet the Education Requirement of Ordinary Membership. Overseas Bachelor degrees will need to be assessed as equivalent of an Australian degree via “Country Education Profiles” run by Australian Department of Education and Training. The Chair or College Office will run this check when it is required.

In cases where the academic qualifications may not obviously be in the physical sciences, engineering and/or radiopharmaceutical science the Committee may be asked by the Chair to rule as allowed by the Bylaws.

5.1.1 Membership in relevant societies:

For those candidates who do not have a Bachelor degree, Ordinary or higher level of Membership with the AAPM, IPFM, EA, or other professional associations in the physical sciences, engineering or radiopharmaceutical science areas which require a substantial examination, training scheme and/or thesis for entry, should be considered as meeting the minimum Educational Qualification requirement.

Membership(s) with those professional associations which grant membership automatically should not be considered.

5.2. Minimum Experience Requirement:

Candidates with three years full-time experience in a relevant field will meet the Experience requirement.

Relevant experience is defined as:

- Full-time employment as a medical physicist, biomedical engineer, radiopharmaceutical scientist, researcher, academic or any other profession that the College serves;
- Volunteer experience or unpaid work will not be considered towards the three



years minimum requirement.

- Study towards a higher degree is NOT to be counted towards the Experience requirement.
- Part-time employment as a practicing physical scientist/engineer/RPS, whether studying or not, is to be weighted according to the following prescription.

Hours per week	Weighting
>0 and <10	0.1
10 and <18	0.3
18 and <25	0.6
25 and <35	0.8
35+	1.0

5.3. Referee's Opinion:

Candidates must have two references that they are in good standing in their workplace and/or other relevant associations and/or organisations.