



TEAP Enrolment Policy

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to registrars' continued progression and timely completion of the College's Training, Education, and Assessment Programs.

2. Application

This Policy applies to ACPSEM registrars, experienced professionals, staff, and volunteers (including Board, Committee, and Panel members), and addresses the administration requirements associated with TEAP enrolment. For detailed TEAP entry requirements, refer to the [TEAP Admission Policy](#).

3. Context

The ACPSEM administers a Training, Education and Assessment Program (TEAP) in three disciplines:

- Radiation Oncology Medical Physics (ROMP);
- Diagnostic Imaging Medical Physics (DIMP), specialising in Nuclear Medicine Physics or Radiology Medical Physics or both; and
- Radiopharmaceutical Science (RPS).

This Policy sets clear requirements for commencing, maintaining, and terminating enrolment.

4. Definitions

Accredited Training Institution: a clinical department authorised by ACPSEM to provide training to registrars as part of a TEAP.

Certification: recognition that a registrar has satisfactorily completed a Training, Education, and Assessment Program in one of the three disciplines offered by ACPSEM.

Enrolment: period during which a candidate is considered a registrar of ACPSEM and progressing towards the completion of a TEAP.

Registrar: trainee or person registered in the Training, Education and Assessment Program administered by ACPSEM.

Supervisor: a medical physicist or radiopharmaceutical scientist who is responsible for training, progression and management of the TEAP registrar(s) in their speciality within the accredited clinical departmental environment.

5. Requirements

5.1. Commencement of enrolment

Registrars must be enrolled at an ACPSEM-accredited training institution to participate in, progress in, and complete a TEAP. Registrars must be enrolled in a TEAP to be eligible to sit written and final TEAP examinations.

When enrolling in a program, the registrar is to nominate the speciality they are undertaking as applicable.

Enrolment will only be valid where:



- admission to a TEAP has been granted;
- an approved supervisor has been identified for the training program in the nominated speciality or specialities; and
- all fees due to ACPSEM have been paid.

5.2. Continuity of enrolment

Registrars must maintain their enrolment over the whole period of their clinical training. To maintain continuity of enrolment, registrars must:

- pay annual enrolment fees, exam fees, and other fees as they fall due; and
- remain employed in a registrar training position at an ACPSEM-accredited clinical training institution.

5.3. Duration

Time expected to complete TEAP in a single discipline varies according to a registrar's prior qualifications:

- Enrolment with a completed MSc or PhD completion in 3 years is expected
- Enrolment without an MSc requires the 3-year baseline TEAP duration be extended by the nominal length of the MSc (i.e. 18 or 24 months or remaining length if partially completed).
- Enrolment without an MSc but where a PhD is being undertaken requires the 3-year baseline TEAP duration be extended by an agreed length of time following submission of a training plan.
- Enrolment by an experienced professional is expected to take a shorter time with the specific program length to be determined following submission of a training plan.
- Enrolment to complete a second specialty within a discipline will require extension of the agreed enrolment period (up to one year) with the specific program length to be determined following submission of a training plan.

Additional enrolment requirements include:

- Submission of the publication requirement by the end of Year 2 in the TEAP Program
- The requirement to show cause where the milestones (tasks with dates) outlined in enrolment letters are not met. (see [ACPSEM Enrolment Procedure](#))

Registrars experiencing difficulties to complete a Program within the expected timeframe should refer to ACPSEM's [Program Progression and Completion Policy](#).

Registrars are expected to be enrolled on a full-time basis. Enrolment on a part-time basis may only be granted based on special consideration. Where part-time enrolment is granted the milestones in the enrolment letter must reflect the approved part time training arrangement, determined following submission of a training plan. Enrolling in TEAP while also studying for a post graduate degree is considered full time enrolment.

5.4. Partial completion

The ACPSEM supports partial completion of TEAP in some circumstances. A registrar who has achieved partial completion of a TEAP will be un-enrolled from the Program.

Those partially completing TEAP are eligible for inclusion on the QMPS Register for a limited period pending completion of their outstanding TEAP requirements.



5.5. Termination of enrolment

Enrolment in a TEAP will be terminated in the following circumstances:

- failure to demonstrate satisfactory progress (see [Program Progression and Completion Policy](#))
- failure to achieve enrolment milestones where special circumstances have not been identified
- failure to cooperate with those appointed by the ACPSEM to monitor and assess TEAP progress;
- failure to comply with any conditions imposed on continuing enrolment;
- failure to pay enrolment fees or other fees due to the ACPSEM within 6 months of the due date, unless an alternative payment arrangement has been agreed between the registrar and the ACPSEM; or
- professional misconduct or unethical behaviour .

A registrar whose enrolment has been terminated is excluded from re-enrolling for a period of one year from the date of termination. A registrar whose enrolment has been terminated twice is permanently excluded from re-enrolling.

6. Accountability

The ACPSEM Board has delegated accountability and responsibility for determining and evaluating program enrolment policy to the Professional Standards Board (PSB).

As a consequence of the 2018 “Refreshing Professional Standards” Project the ACPSEM Board also requires that:

- 1) the PSB ensures that common enrolment requirements exist across all disciplines, and
- 2) sufficient detail is included in procedures and rules to enable:
 - i) decisions to be made by ACPSEM expert staff with reference to certification panels for individual cases by exception only, and
 - ii) the program to be efficiently administered by support staff.

Additionally, terminations of enrolment and partial completions of TEAP should be confirmed and noted by the PSB and periodically reported to the ACPSEM Board.

7. Fees and Refunds

ACPSEM charges an annual TEAP enrolment fee.

TEAP enrolment fees are not refundable, except for registrars completing all TEAP requirements during a year in which they have paid their annual enrolment fee, who will be entitled to a pro rata fee refund from the end of the month in which they receive notification of successful completion of all examinations.

ACPSEM reviews fees and charges applied for its services on an annual basis.

For all current fees, refer to the [Fees Structure](#) on the ACPSEM website.

8. Appeals

If a person is not satisfied with a decision made in relation to this policy, they may submit an appeal in accordance with ACPSEM's [Grievance Handling and Appeal Policy](#).



9. References

9.1. Related Documentation

- [Program Enrolment Procedure](#)
- [TEAP Admission Policy.](#)
- [Fees and Refund Policy](#)
- [Grievance Handling and Appeal Policy.](#)
- [Certification Policy](#)
- [Program Progression and Completion Policy](#)
- Code of Conduct for Registrars **[Reserved. Available May 2020]**

Authorised by	Professional Standards Board
Authorised on	30 June 2019
Effective date	1 July 2019
Review date	30 June 2022
Responsible officer	CEO
Enquiries	N/A
Version	1.1
Policy domain	CEO

Document History

Version	Date	Author	Reason
1.0	12/03/2019	Alan Bowen-James	First draft
1.1	15/03/2019	Alan Bowen-James	Minor changes
	16/05/2019	CEO and President Review	Minor changes and addition of S6
1.1	22/08/2019	CEO	Incorporation of links and corrections