



TEAP Progression and Completion Policy

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to supporting registrar progression and completion of ACPSEM Training, Education and Assessment Program.

2. Application

This Policy applies to ACPSEM registrars, experienced professionals, staff, and volunteers (including Board, Committee, and Panel members).

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).

4. Definitions

Clinical Training Guide (CTG): curriculum documents which outline the competencies deemed essential for the purpose of professional Certification or Registration (one for each discipline, i.e. ROMP, DIMP, and RPS).

Compelling or compassionate circumstances: conditions or facts beyond the control of a registrar which influence the registrar's capacity to complete an assessment.

5. Requirements

5.1. Completion

To successfully complete the TEAP, a registrar must achieve each of the required assessment components, subject to any exemptions provided in the agreed time frame. The schedule of assessment components by discipline is provided at Appendix A. For approved timeframes for TEAP completion and related matters see ACPSEM's [TEAP Program Enrolment Policy](#).

5.2. Competency-based Training and Assessment

Competency-based clinical training is conducted through a placement at an ACPSEM accredited department or clinical institution.

The ACPSEM is responsible for ensuring the hospital training program provides adequate clinical work experience, teaching, tutoring, and mentoring.



Registrars enrolled in the TEAP must follow the relevant clinical training guide (CTG) to attain each required competence. Modules of the CTG targeting the required competences may be undertaken in any order and with more than one module undertaken at a time.

Registrars will be assessed periodically in relation to their progress in training prescribed in the CTG and receive adequate feedback on their performance. Current assessment methods are included in the *ACPSEM Assessment Policy and Procedure* *[Link to be inserted upon completion and approval of these documents]*.

5.3. Program Progression by Discipline

Program progression requirements differ by discipline (see Appendix A) summarised as follows:

- DIMP and ROMP: Progressive competency attainment and summative assessment milestones
- RPS Progressive competency assessment only

5.4. Level 1 Competencies (ROMP and DIMP)

Progressively throughout 2020 the ACPSEM will introduce mandatory Level 1 Competency assessment tasks.

[Reserved for reference to a Level 1 competency management process to be completed by December 2020]

5.5. The Publication Requirement

As of 1 July 2020, the ACPSEM will require submission, acceptance or publication of a manuscript in a peer reviewed journal by the end of Year 2 in the TEAP Program, where there is a publication requirement. Failure to achieve submission (a draft) by the end Year 2 (FTE) will be considered as “unsatisfactory progress”, see Appendix C 5 (e). However, monitoring will be such that specific follow up and assistance will be offered via the new ACPSEM Research Support Strategy (ResSS).

5.6. Compelling or Compassionate Circumstances

[Reserved at President's request until completion of the duration of TEAP project.]

5.7. Remediation and Unsatisfactory Progress

ACPSEM will identify and support registrars who are at risk of failing to complete TEAP as appropriate.

5.7.1. Remediation

Where the registrar is at risk of failing to complete TEAP because of inadequate training support or other factors outside the registrar's control, it is the ACPSEM's responsibility to identify and address such circumstances through its standard



progress review and supervisor support mechanisms. Not all circumstances will be remediable by the ACPSEM.

The ACPSEM recognizes the importance of arrangements that ensure that Registrars have access to support and remediation. Remediation in this context refers to a positive process formulated by TEAP coordinators and executed locally and in confidence, to help registrars address performance-related issues that may impact their ability to successfully complete TEAP.

The ACPSEM's remediation rules guiding the actions of the PSB, certification panels and TEAP coordinators are included at Appendix B.

5.7.2. Unsatisfactory Progress

The ACPSEM's unsatisfactory progress rules, guiding the actions of the PSB, certification panels and TEAP coordinators are included at Appendix C.

Additionally, guidance for TEAP coordinators considering action to be taken following two or more unsatisfactory Periodic Progress Reviews, is provided at Appendix D.

5.7.3. Notice of Concern Process

The ACPSEM has introduced a [Notification of Concern](#) (NOC) process. This provides the means for authorised staff and others (supervisors, preceptors etc.) to recommend consideration of remediation or special consideration for a registrar who on balance, is assessed at risk of not meeting TEAP program requirements, at any time.

It provides a means of reviewing registrar progress when the next milestone for unsatisfactory progress or the specifics of the next milestone, will not enable timely, adequate or relevant action to be considered or taken.

Where a registrar's performance ultimately indicates that they are not suited to a career to the professional standards required of a certified medical physicist or radiopharmaceutical scientist, then termination of their TEAP enrolment is the most appropriate outcome. The [ACPSEM Enrolment Policy](#) outlines requirements for readmission, should someone seek to enrol again in TEAP at a later date.

6. Accountability

The ACPSEM Board has delegated accountability and responsibility for determining and evaluating TEAP Program Progression and Completion requirements to the PSB.

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

- 1) the PSB ensures that common progression and completion monitoring requirements exist across all disciplines and in particular:
 - i) Common understanding of competencies and their use in TEAP
 - ii) Common determinants of unsatisfactory progress in TEAP, and
 - iii) Common application of special consideration provisions in TEAP.



- 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, cases where special consideration have been applied should be registered and noted by the PSB and periodically reported to the ACPSEM Board

7. Appeals

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

Appendices:

- A: Schedule of Assessment Components by Discipline
- B: Remediation Rules - TEAP Registrars
- C: Unsatisfactory Progress Rules - TEAP Registrars
- D: Progressive Progress Review (PPR) Timing Guide for Assessors

8. References

8.1. Related Documentation

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



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1.0	21/03/2019	Alan Bowen-James	First draft
1.1	22/08/2019	Sharon Flynn	Incorporation of corrections and links
1.2	16th June 2020	PSB and CEO	New remediation and unsatisfactory progress additions and removal of partial completion



Appendix A – Schedule of Assessment Components by Discipline

To successfully complete the relevant Training, Education, and Assessment Program (TEAP), a registrar must achieve each of the discipline assessment components:

Radiation Medical Physics	Oncology	Diagnostic Medical Physics	Imaging	Radiopharmaceutical Science
Award of Approved Postgraduate Degree (Masters or higher)		Award of Approved Postgraduate Degree (Masters or higher)		Award of Approved Postgraduate Degree (Masters or higher)
Periodic Progress Reviews (PPRs) scheduled as required.		Periodic Progress Reviews (PPRs) scheduled as required.		Assessments of training progress
Publication in peer reviewed journal(s)		Publication in peer reviewed journal(s)		Achievement of all competencies and requirements as outlined in the ACPSEM Radiopharmaceutical Science Clinical Training Guide
Presentation at national/international conference(s)		Presentation at national/international conference(s)		
Pass in one written exam		Pass in Part I written exam		
Achievement of all competencies and requirements as outlined in the ACPSEM Radiation Oncology Medical Physics Clinical Training Guide		Pass in Part II written exam		
Submission and acceptance of three examples of best work or three progressive reports		Achievement of all competencies and requirements as outlined in the ACPSEM Diagnostic Imaging Medical Physics Clinical Training Guide		
Pass in best work or progressive report oral exam		Pass in the Final Oral Exam		
Pass in the Part A Practical/Oral Exam		Pass in the Practical Exam		
Pass in the Part B Oral Exam				



APPENDIX B: REMEDIATION RULES - TEAP REGISTRARS

1. Purpose of Remediation

- 1.1. The ACPSEM recognizes the importance of arrangements that ensure that Registrars have access to support and remediation. Remediation in this context refers to a positive process formulated by TEAP coordinators and executed locally and in confidence, to help registrars address performance-related issues that may impact their ability to successfully complete TEAP.
- 1.2. Certification Panels and the PSB shall consider the specific detail of remediation plans, including considering if additional remediation is warranted, only where a registrar has been referred for consideration of unsatisfactory progress.

2. Notice of Concern

- 2.1. The ACPSEM has in place a [Notification of Concern](#) (NOC) process. This provides the means for authorised staff and others (supervisors, preceptors etc.) to recommend consideration of remediation or special consideration for a registrar who, on balance, is assessed at risk of not meeting TEAP program requirements at any time.
- 2.2. It provides a means of reviewing registrar progress when the next milestone for unsatisfactory progress or the specifics of the next milestone, will not enable timely, adequate or relevant action to be considered or taken.
- 2.3. Should investigation of a NOC lead to a conclusion that consideration for unsatisfactory progress is warranted, the PSB should be immediately notified. This circumstance should be avoided if at all possible, noting the ACPSEM stated purpose of remediation (above).



3. Roles and Responsibilities

3.1. TEAP Coordinators

3.1.1. The formulation and implementation of remediation plans for individual registrars is the responsibility of TEAP Coordinators. Coordinators are authorized to implement remediation plans in circumstances without reference to certification panels or (as necessary) the PSB:

- a. Following 2 or more PPRs where cumulative progress, as measured by failure to take the follow-up actions specified in each successive PPR, has occurred.¹
- b. Following a pattern of failure of TEAP examinations (the pattern determined by the relevant certification panel) or assessments (for RPS) requiring that investigation be undertaken and following which remediation may be a logical outcome.
- c. (For ROMPs) A pattern of non-compliance with the requirements of the Progressive Progress Reports rules.
- d. **(for enrolments after 1 July 2020 only)** Following assessment that a registrar is not on track to complete TEAP in the agreed timeframe specified at the time of enrolment.
[reserved for further explanation once the agreed time test /monitoring concept is in place – by December 2020]

Remediation plans must be acknowledged by the registrar, supervisor and TEAP coordinator.

3.2. The PSB

3.2.1. The PSB has two roles with respect to remediation plans:

- a. When considering CP recommendations for termination of TEAP enrolment based on unsatisfactory progress, the PSB should review the remediation plan as part of its overall review to ensure due process and procedural fairness have been applied (the CEO will assist in this process).
- b. On receipt of a TEAP-related Notice of Concern (NOC), determining whether developing a remediation plan is an appropriate response.

3.2.2. Coordinators shall be directed to implement remediation plans by the PSB Chair, in response to receipt of a Notice of Concern (NOC) from any party, if appropriate. After taking the advice of staff and the relevant CP chair, the PSB Chair will determine whether remediation (another chance) is appropriate or if an exceptional case for consideration of unsatisfactory progress exists.

3.2.3. If the NOC has been submitted by a TEAP coordinator it must be supported by another coordinator and the relevant CP Chair, before being passed to the PSB Chair for consideration.

¹ This requirement will apply to registrars enrolled prior to July 2020 but the “count” of 2 PPRs will not include previous APRs undertaken before 1 July 2020. In other words this change is not retrospective.



3.2.4. This check is imposed to ensure that this option is used rarely and judiciously. It guards against an unsubstantiated, single opinion forming the basis of remedial action, including conflicts of interest and potential personality differences.

3.2.5. The PSB Chair shall use their discretion to determine how to investigate NOCs received on a case by case basis.

3.3. **Certification Panels**

3.3.1. Certification Panels have the following responsibilities with respect to remediation rules:

- a. Ensuring TEAP coordinators and panel members understand and adhere to the “purpose of remediation” described above,
- b. Ensuring that the unique rules for examination-related unsatisfactory progress are reviewed and maintained,
- c. Ensuring that it adheres to the rule set for all TEAPs with respect to unsatisfactory periodic progress reviews, and
- d. Ensuring that should unique (to one TEAP) criteria exist for CP consideration of unsatisfactory progress, that these are advised to the PSB and always included in the ACPSEM unsatisfactory progress rules (This appendix).

(Any) board/panel discussions of specific remediation plans will be conducted “in camera”, that is, not minuted.



APPENDIX C: UNSATISFACTORY PROGRESS RULES - ALL TEAP REGISTRARS

1. Principles - Unsatisfactory Progress

- 1.1. The ACPSEM seeks to identify registrars who are at risk of failing to complete TEAP, determining the reasons for this, and take appropriate action at the earliest possible opportunity.
- 1.2. The ACPSEM is committed to the enabling and supporting remediation and other special consideration where appropriate, subject to the commitment and actions taken by registrars, supervisors, preceptors and chief physicists (or equivalent) in continuing to meet the requirements of the ACPSEM's site accreditation policy.
- 1.3. Where a registrar's performance remains unsatisfactory after remediation and other considerations, then termination of their TEAP enrolment will be sought by the PSB. In such circumstances the registrar will always be formally advised that such consideration is underway.

2. Transition

- 2.1. With the transition to requiring show of cause for remaining in TEAP beyond the agreed specified period, and the accompanying introduction of Periodic Progress Reviews (PPRs), the ACPSEM recognizes the need to enable earlier identification of registrars at risk and ensure that appropriate action is taken.

3. Single event triggers for unsatisfactory progress consideration

- 3.1. A registrar will be referred to the relevant certification panel for unsatisfactory progress in TEAP:
 - a. Following failure to take the actions set out in 2 or more PPRs (Periodic Progress Reviews) and where the lack of progress is considered such that development of a remediation plan is not warranted without panel review.
 - b. Following failure to take the actions set out in 2 or more PPRs (Periodic Progress Reviews), followed by failure to achieve the remediation plan goals set by the responsible TEAP Coordinator.
 - c. As a result of failure to achieve the PSB-directed remediation plan goals, set by the responsible TEAP Coordinator, following submission and consideration of a Notice of Concern (NOC).
 - d. Fail to remain enrolled in an ACPSEM accredited MSc degree in Medical Physics or equivalent, where such enrolment was recognized as a prerequisite for TEAP entry and evidence is shown that the registrar was given time to remedy this deficiency (re-enroll). Enrolment will be checked annually, and this will become grounds for automatic termination of TEAP enrolment unless grounds for special consideration are recognized by the certification panel.



- e. **For registrars enrolled after 1 July 2020**, following failure to submit a draft publication prior to the completion of 2 FTE years enrolled in TEAP, in accordance with this policy (section 5).
 - f. Following failure to pass each examination component (for ROMPs and DIMPs) by the dates specified in enrolment letters, where special consideration has not been given, or the delay is not at the request of the ACPSEM.
 - g. **[Reserved for addition of RPS Criteria by September 2020]**
- 3.2. Where a certification panel determines to allow additional registrar remediation rather than require termination of TEAP enrolment, the certification panel must set specific goals and a review date by which the goals should be met.
 - 3.3. Failure to achieve the goals set in lieu of termination of TEAP enrolment for unsatisfactory progress, will result in automatic termination, subject to PSB confirmation.
 - 3.4. In exceptional circumstances the certification panel may opt to extend the remediation period and automatic termination of enrolment would then apply from the revised date set.

4. Multiple event triggers for unsatisfactory progress consideration

- 4.1. A registrar is deemed to be making unsatisfactory progress in TEAP if they record two or more of any items in the following list:
 - a. Previous referral to the certification panel for matters listed at 3 above
 - b. Failure to achieve an ACPSEM accredited MSc degree in Medical Physics or equivalent after three years FTE in TEAP excluding approved periods of leave.
 - c. Failure to meet any of the (individual) examination (DIMP and ROMP) or assessment (RPS) requirements set out in Enclosure 1 to Appendix C.

[Reserved for Enclosure 1: The DICP and ROCP will develop enclosures by 30 September 2020]

- d. **[Reserved for addition of RPS Criteria by September 2020]**
- 4.2. Following referral for two or more of the items listed above, if a certification panel determines to allow additional registrar remediation rather than recommend of enrolment from TEAP, the certification panel must set specific goals and determine if they have been met within 12 weeks of the decision being communicated to the registrar.



- 4.3. Failure to achieve the goals set in lieu of termination for unsatisfactory progress, will result in automatic termination from the TEAP in which they are enrolled, subject to PSB confirmation.
- 4.4. In exceptional circumstances the certification panel may opt to extend the remediation period and automatic termination would then apply from the revised date set.

4.5. CEO Responsibilities

4.5.1. The CEO shall ensure that:

- a. All TEAP coordinator recommendations for consideration of unsatisfactory progress are advised to the relevant CP within 5 working days of the circumstances being identified/recommendation being formulated.
- b. CPs are supported to consider recommendations by circular resolution or extraordinary meeting, as they arise and, in the manner, and timeframes specified below.

Automatic Termination

- 4.5.2. The registrar, their supervisor, coordinator/preceptor and chief physicist will be notified of the identified grounds for automatic termination of TEAP enrolment and advised of when the certification panel is scheduled to acknowledge the automatic termination. Acknowledgement/acceptance of the automatic termination (by the Chief Physicist and registrar) or an application for special consideration, must be submitted within 5 days of the notification. The opportunity to show cause is not applicable to automatic terminations.
- 4.5.3. Automatic terminations will proceed unless an application for special consideration has been approved by the certification panel within 10 days of the receipt of the request, and appropriate goals set. These goals will be set out in correspondence to be signed by all parties: certification panel chair (or nominee), registrar, supervisor and chief physicist.

Threshold Consideration of Unsatisfactory Progress

- 4.5.4. The registrar, their supervisor, coordinator/preceptor and chief physicist will be notified that they have met the threshold requirement requiring certification panel consideration of unsatisfactory progress, within 5 days of the recommendation from the TEAP coordinator, and be given 10 days in which to show cause to the certification panel as it considers a decision as to why TEAP enrolment should not be terminated.
- 4.5.5. More urgent consideration may be undertaken with the agreement of all parties.



5. Certification Panel Responsibilities

- 5.1. The CP will confirm automatic termination from TEAP unless an application for special consideration is approved or exceptional circumstances are identified by ACPSEM staff or the panel.
- 5.1.1. The CP will determine rules for consideration of all other recommendations of unsatisfactory progress, cognizant of any requirements set by the PSB, and ensure that the PSB is annually informed of the decision-making rules formulated by panels.
- 5.1.2. CPs must consider the TEAP coordinator's recommendation regarding unsatisfactory progress in conjunction with the registrar's show cause submission or application for special consideration; and decide either by circular resolution, or at a scheduled or extraordinary meeting, within 10 working days of receiving a recommendation (unless the CP Chair negotiates otherwise with the PSB Chair). Three possible decisions are open to the CP:
- Allow the registrar's enrolment to continue subject to an agreed remediation plan
 - Recommend termination of the registrar's enrolment
 - Require further investigation

Where further investigation is sought, in each case the CP must record why, how and who will undertake the investigation, and such investigations and subsequent decision making, should not exceed 20 working days.

6. PSB Responsibilities

- 6.1. Decisions to exclude registrars from TEAP must be confirmed by the PSB within 5 working days of referral from a CP.
- 6.2. The role of the PSB is to determine whether principles of due process and natural justice have been applied. The CEO shall assist the panel in this process.
- 6.3. The role of the PSB is NOT to re-investigate decisions to exclude, unless a lack of fairness or inconsistent decision making (by the CP) is evident. Lack of sufficient



information in support of a recommendation to exclude should be addressed prior to the scheduled consideration, so unnecessary delays are avoided.

- 6.4. Where a detailed review of a recommendation is sought, in each case the PSB must record why, how and who will undertake the investigation, and such investigations and subsequent decision making, should not exceed 10 working days.
- 6.5. The PSB should include updates and changes in its decision making with respect to unsatisfactory progress in TEAP, in its reporting to the ACPSEM Board.

7. Appeals

- 7.1. All decisions made via the application of these rules will be subject to appeal in accordance with the [ACPSEM's Grievance Handling and Appeals Policy](#).