



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. This document states the requirements necessary for TEAP progression and completion as well as definitions for remediation, unsatisfactory progress and notices of concern

2. Application

This Policy applies to ACPSEM registrars, authorised staff, and volunteers

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

Remediation

Remediation refers to a positive process formulated by TEAP coordinators which is confidentially executed locally, to help registrars address performance-related issues that may impact their ability to successfully complete TEAP

Registrar Unsatisfactory Progress

Registrar Unsatisfactory Progress includes failure to meet any of the of the assessment components by discipline (Hurdles) listed in Appendix A to this policy.

Notice of Concern

A Notice of Concern 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; or where current policy and procedure does not address the circumstances faced by the initiator of the notice.

Learning Outcomes

Learning outcomes are descriptions of the specific knowledge, skills, or expertise that a learner will gain from completion of structured learning activities and assessments.

Programmatic Assessment Framework

A framework where the design and utility of the assessment program as a whole is emphasised, rather than focusing on the adequacy of individual assessments of performance. This is because a program of assessment recognises that assessing complex competencies requires a range of measures and cannot be adequately learned and assessed through single assessments.

Progression Committee



The committee responsible for periodic assessment of registrars in relation to their progress in training.

Hurdles

Assessment components that must be completed to successfully complete TEAP (see Appendix 1)

Authorised Staff

Authorised staff are those approved by the PSB and CEO and for the purposes of this policy and the associated procedure refers to TEAP coordinators, the ACPSEM Education Manager and the CEO

Volunteers

Volunteers for the purposes of this policy and the associated procedure refers to members of the PSB and certification panels.

ROMP TEAP Curriculum 2022

ROMPs only because of no longer using the term CTG.

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, referred to collectively as “**Hurdles**” is provided in Appendix A. For approved timeframes for TEAP completion and related matters see ACPSEM's [TEAP Program Enrolment Policy](#).

5.2. Learning Outcome-Based Training and Assessment

Learning Outcome-based clinical training is conducted through a placement at a department or clinical institution (site).

The ACPSEM is responsible for initial accreditation and periodic review of sites' capacity to provide the clinical work experience, teaching, tutoring, and mentoring required in support of a TEAP registrar.

Registrars enrolled in the TEAP must follow the relevant curriculum to attain required Learning Outcomes (LOs). Targeting the required LO's may largely be undertaken in any order and with more than one LO undertaken at a time.

Please note that revised 2022 TEAP curriculums include new approved programmatic assessment frameworks inclusive of a new focus on “assessment hurdles” and structured learning activities (SLAs), that will require careful consideration of the manner of and order in which LOs are undertaken.

5.3. Program Progression by Discipline

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



- DIMP and ROMP: Programmatic learning outcome attainment, structured learning activities and high stakes examination milestones.
- RPS: Programmatic learning outcome attainment, structured learning activities and high stakes, progressive activity-based assessment.

5.4. The Program Progression Committee

Registrars will be assessed periodically in relation to their progress in training and receive feedback on their performance.

Registrars must have the approval of a discipline specific Progression Committee (PC) to progress through the specified stages of training. Feedback will be provided to support these decisions.

For ROMPs, Progression from Stage A to B, Stage B to C, and Stage C to completion (Certification) is now a high-stakes decision by the PC. The committee must review all submitted evidence and requirements and make an informed decision of Registrar competence.

The PC conducting desktop reviews of registrars' progress in accordance with approved programmatic assessment frameworks, will consist of:

- 2 members of the relevant CP
- 1 TEAP Coordinator (secretariat)
- PSB Member Observer (periodically)

From time-to-time a PC may not be in place for a TEAP discipline because of changes in membership of certification panels or for other reasons. In these cases, the relevant CP will act in lieu of the PC, in a manner determined by the Chair.

Decisions of the committee will be aggregated and anonymized and reported to CPs and the PSB. If an individual registrar is not approved to progress to the next stage of training, applying the principles of due process and natural justice, this should not result in discussion beyond the Progression Committee, unless remediation fails, and an unsatisfactory performance case is put before the CP or a Notice of Concern (NOC) is submitted to the PSB.

6. Compassionate or Compelling Circumstances

Compassionate or Compelling Circumstances are generally deemed to be those beyond the control of an individual. These circumstances would be considered as having an impact on the Registrar's course progress and well-being. These circumstances could include but are not limited to: serious illness or injury, or bereavement of a close family member.

At all stages of consideration of registrar progress, such circumstances must be taken into account, where they exist, and special consideration by way of revised timelines and expectations provided.

7. Remediation

The ACPSEM recognises 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 which is confidentially executed locally, to help registrars address performance-related issues that may impact their ability to successfully complete TEAP. The requirements for management of remediation plans are outlined in the Program Progression and Completion Procedure.



8. Unsatisfactory Progress

ACPSEM will endeavour to identify and support registrars who are at risk of failing to complete TEAP as appropriate, through all stages of training.

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.

Triggers for TEAP Coordinator recommendations of Unsatisfactory Progress, are outlined in the Program Progression and Completion Procedure.

Where a registrar's performance ultimately indicates that they do not fulfill the professional standards required of a certified medical physicist or radiopharmaceutical scientist, then termination of their TEAP enrolment is the most appropriate outcome.

9. Notices of Concern

A Notice of Concern (NOC) 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, or where current policy and procedure does not address the circumstances faced by the initiator of the NOC.

This mechanism provides the means for authorised staff, volunteers and others (supervisors, preceptors etc.) to recommend action ranging from: 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; or needs urgent assistance to continue in TEAP; or where immediate termination of enrolment based on exceptional circumstances is warranted.

The management of the NOC process is outlined in the Program Progression and Completion Procedure.

10. Accountability

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

The ACPSEM Board requires that:

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

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



11. 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](#).

12. References

12.1. 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](#)

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1.1	22/08/2019	Sharon Flynn	Incorporation of corrections and links
2.0	24/10/2022	CEO and PSB	Revisions made based on cyclical review and updated curriculum



Appendix A – Schedule of Assessment Components by Discipline (HURDLES)

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

Radiation Oncology Medical Physics	Diagnostic Imaging Medical Physics	Radiopharmaceutical Science
CTG V 3.6 (applicable to registrars not transitioning to the new 2022 TEAP Curriculum)		
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 Assessments of Competencies attained, and training progress	Periodic Assessments of Competencies attained and training progress	Assessments of training progress
Publication in peer reviewed journal(s) including acceptance or publication of a manuscript in a peer reviewed journal by the end of Year 2	Publication in peer reviewed journal(s), including acceptance or publication of a manuscript in a peer reviewed journal by the end of Year 2	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	Submission and acceptance of three examples of best work	
Pass in the Part A Practical/Oral Exam	Pass in the Final Oral Exam	
Pass in the Part B Oral Exam	Pass in the Practical Exam	

ROMP TEAP Curriculum 2022
Award of Approved Postgraduate Degree (Masters or higher)
Participation in the minimum required number of Periodic Progress Reviews (PPR)
Presentation at an approved national/international conference(s) during the TEAP enrolment period
Submission and acceptance of Clinical and Scientific Reports (CASR), one per stage A,B,C.
Pass in CASR (Clinical and Scientific Report) Stage C Oral Exam
Pass in the Written Exam
Pass in the Practical Exam
Pass in the Oral Exam
Achievement of all learning outcomes (LO), structured learning activities (SLA) and hurdle requirements as outlined in the ACPSEM Radiation Oncology Medical Physics Handbook including ROMP Progression Committee sign off of each stage of training