



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

The Professional Standards Board Policy

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1. Principles

- 1.1 Via its delegations from the ACPSEM Board the Professional Standards Board (PSB) is tasked with oversight of matters pertaining to the being accountable and responsible for the setting, applying and maintaining policy concerned with professional standards, especially as they apply to the education training and assessment programs and CPD programs
- 1.2 This policy elaborates on the ACPSEM Board's expectations of the Professional Standards Board, including PSB membership and composition, and the areas of decision-making assigned to the PSB as an accountable decision-maker in the ACPSEM.

2. The Role of the PSB

General

- 2.1 The PSB operates generally under the *ACPSEM Constitution*. Among other things, this means its work is to be conducted in accordance with the *ACPSEM Constitution*, the *ACPSEM By-laws*, this Policy and governance documents that the PSB itself approves using the powers delegated to it by the ACPSEM Board beyond the transition period described above.
- 2.2 To facilitate collaboration across ACPSEM and for its governance, The ACPSEM Board has determined that all Policy will be reviewed on a minimum three-year cycle and that some policies for which the PSB is responsible may include a requirement to seek advice and/or agreement from the ACPSEM Board prior to changes being made. These policies will be noted as such in the ACPSEM Policy Register.



Delegations

- 2.3 Under Section 30 of the *ACPSEM Constitution*, the ACPSEM Board of Directors is empowered to delegate certain powers to one or more committees. By means of approving this Policy under the *ACPSEM Constitution*, the ACPSEM Board hereby delegates to the Professional Standards Board the powers and functions described in this Policy, limited and governed by prevailing law related to the status of ACPSEM as an incorporated entity (specifically, a company limited by guarantee), the *ACPSEM Constitution*, the *ACPSEM By-laws*, and other ACPSEM governance documents (details of which are available from the Company Secretary).
- 2.4 The PSB is delegated by the ACPSEM Board the role of being accountable and responsible for the setting, applying and maintaining policy concerned with professional standards, as they apply to the education, training and assessment programs, and CPD programs (The Role). Specific Delegations and PSB Policy Domains are classified under 4.1 Subject Matters.
- 2.5 In these matters, the PSB is regarded as the accountable decision-maker in the ACPSEM and is required to report to the ACPSEM Board as detailed in this policy, or otherwise as required by the ACPSEM Board.
- 2.6 The following are not delegated by the ACPSEM Board to the PSB so require Board Approval:
- Initiating or closing a TEAP scheme
 - Altering the target length of a TEAP scheme
 - Providing TEAP, certification, registration or accreditation outside of Australia and New Zealand
 - Financial matters including policy changes that commit ACPSEM to future expenditure
- 2.7 As a matter of policy, and to assist in advancing public knowledge of ACPSEM and its work, the PSB is hereby empowered to use the ACPSEM logo in the conduct of its work, which must be done in keeping with the ACPSEM Style Guide.
- 2.8 As a matter of policy, making public comment on behalf of ACPSEM is a function reserved to the ACPSEM Board and Chief Executive Officer in the usual course of events, and subject to specific delegations in the *ACPSEM Delegations Policy*. Accordingly, the PSB is not authorised to make public comment on behalf of ACPSEM.
- 2.9 Should circumstances arise in which ACPSEM receives, or may be anticipated to receive, public attention on a matter of professional standards, the ACPSEM Board may request the PSB Chair to assist and possibly speak on behalf of ACPSEM under specific direction from the ACPSEM Board Chair and in accordance with the Delegations Policy.



3. PSB Processes

Subject Matter

3.1.1 The PSB delegation of accountability and responsibility includes but not limited to:

- Developing policies and rules, including procedures for the operation of the PSB itself, in support of The Role;
- Proposing and subsequently reviewing approaches to reporting to the ACPSEM Board by the PSB
- Formulation of policy and subsequent approval of exemptions and concessions granted to individuals related to the scope of professional standards policies in the purview of the PSB.
- Developing and maintaining a framework to demonstrate evidence of policy compliance relevant to both The Role of the PSB and the informing of the ACPSEM's agreed three (3) year policy review cycle.
- Delegating responsibilities to the CPs and CPD Committee in order to assist the PSB in carrying out The Role as designated above (noting accountability for policy development cannot be delegated).
- Considering and advising the Board on the adoption of ACPSEM positions or recommendations in relation to professional matters.
- Identifying areas of member practice which may place the public at risk not adequately addressed by current ACPSEM programs and advising the Board regarding additional programs that may reduce this risk.
- Implementing changes to ACPSEM Registration and Certification Policy as directed by the ACPSEM Board.
- Management of certifications for the profession of physical scientists. See Appendix ACPSEM New Certification Management for details.

3.1.2 As per scope of responsibility above, the examination, fulfillment and certification of the Training Education Assessment Programs falls within the PSB policy domain. The PSB therefore is responsible for the following policies and procedures on:

- TEAP Admission,
- TEAP Progression and Completion,
- Certification.

In addition, the PSB is also responsible for the ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists policy and procedures.

Decision-Making by the Professional Standards Board

3.2 Decision-making by the PSB is to be consistent with Section 24 of the *ACPSEM Constitution*, and other procedural requirements for the relevant meeting must be met before decisions are proposed.

3.3 Where appropriate decisions of the PSB shall be by simple majority vote of eligible individuals present and voting.



- 3.4 A simple majority is calculated as being more than 50% of the votes cast, noting particularly that an abstention is, literally, not a vote.
- 3.5 In keeping with Section 24 of the *ACPSEM Constitution*, no member of ACPSEM is afforded a casting vote in transacting PSB business.
- 3.6 To be eligible to vote, individuals must be in good financial standing
- 3.7 Decisions of the PSB should normally be made at a formal meeting of the PSB, or by way of a specific alternative method nominated in advance by the PSB Chair and supported by the ACPSEM Delegations Policy.

Meetings

- 3.8 The quorum for a meeting of the PSB is five Members, one of which must be the PSB Chair, or a person formally designated to act as meeting chair during the absence of the PSB Chair.
- 3.9 Meetings shall be called by the PSB Chair, or in exceptional circumstances and in the absence of the PSB Chair, The ACPSEM President.
- 3.10 Meetings should normally be called with a minimum of 14 days' notice to PSB Members.

4. Composition of the Professional Standards Board

General

- 4.1 No Member of the PSB, including the PSB Chair, may serve on the PSB while serving on the ACPSEM Board or as a member of any group that the PSB will supervise.
- 4.2 The PSB Chair will be nominated by members of the ACPSEM (not self-nominated) and if necessary, where multiple nominations are received, elected by the ACPSEM Members, usually in concert with ACPSEM Board elections as required.
- 4.3 As further stipulated below, roles on the PSB are divided into two groups with different parts to play in the work of the PSB: Members of the PSB (including the PSB Chair), and other Participants in its work.

Terms of Office

- 4.4 Election of the PSB Chair will be for a three-year term of office.
- 4.5 All appointments of Members of the PSB are subject to a three-year term of office, to be specified in making the appointment.
- 4.6 No individual may serve more than two consecutive terms of office, or six consecutive years, on the PSB.



PSB Chair

- 4.7 In addition to duties as a Member of the PSB, the PSB Chair is specifically accountable to:
- 4.7.1 ensure that procedural requirements are met for PSB meetings, such as due notice being given, and the quorum being satisfied;
 - 4.7.2 designate Chair pro tem when planning to be absent at a time when PSB business is likely to be transacted or a meeting may need to be held;
 - 4.7.3 manage and report on potential or actual conflicts of interest that arise in the conduct of PSB business;
 - 4.7.4 advise the ACPSEM Board in relation to expiration of terms of office and eligibility of individuals to serve further terms of office;

Members

- 4.8 Members of the PSB (including the PSB Chair) are, in governance nomenclature, the PSB's 'constituent members'.
- 4.9 The PSB collectively has decision rights in relation to professional standards in ACPSEM, which means PSB Members determine this by their decision-making.
- 4.10 All PSB Members vote in decisions, unless excluded by a potential or actual conflict of interests (Including from their employment or other activities outside ACPSEM work).
- 4.11 PSB Members are collectively accountable for its work and activities conducted under its auspices, as well as being individually accountable for carrying out their particular role (which includes attendance at meetings as a core accountability).
- 4.12 Members of the PSB are appointed by the ACPSEM Board.
- 4.13 Appointment of members will follow an open call for self-nominations through an expression of interest. Appointment of the PSB Chair follows consideration of nominations from the membership (not self-nomination)
- 4.14 Nominated individuals will be required to provide information on which the ACPSEM Board can base a competitive selection in keeping with the policy.
- 4.15 In addition to the PSB Chair, there will be at least four but no more than eight, Members of the PSB, comprised of PSB Member types as follows:
- 4.15.1 One ACPSEM Fellow who holds *prior* status in the ACPSEM membership category of ACPSEM Fellows and elected by the Fellow Members group
 - 4.15.2 One ACPSEM TEAP Registrar elected by the Registrars Group
 - 4.15.3 One Early Career member who has achieved ACPSEM Registration via certification (TEAP) less than 5 years during his/her term of office and elected by the early career member group.
 - 4.15.3 One Mid-Career member who has achieved ACPSEM registration either by certification (TEAP) or assessment of experience and qualifications, as measured by 5 years post



- certification for those having completed TEAP, or as otherwise determined by the selection panel for non-certified applicants.
- 4.15.4 Three Members with previous Certification Panel, including examiners, and/or Continuing Professional Development management and/or accreditation (of training sites) experience, recommended by the selection panel and appointed by the Board of Directors
- 4.15.5 One Member with experience in other than registered specialties with demonstrated leadership experience, recommended by the selection panel and appointed by the Board of Directors.
- 4.15.6 The ACPSEM Board of Directors may appoint one member to the PSB in order to assist with a particular project for a maximum period of 12 months. This member will have no voting rights on the PSB.
- 4.16 Position descriptions to aid in making appointment form part of this policy, and a generic position description for a PSB Member is provided at appendix B.

Participants

- 4.17 The PSB may also be assisted by Participants if the need arises. Participants may assist the PSB as requested, on, for example, a specific task, project, or item of advice.
- 4.18 Participants need not be ACPSEM Members, but the PSB should seek concurrence from the CEO in deciding such an appointment to ensure that requirements of the ACPSEM Volunteers Policy can be met and sufficient resources are available (as applicable) to support the appointment.
- 4.19 Participants do not vote in PSB decisions and should not usually be present when sensitive matters are discussed by the PSB and need only attend PSB meetings to the extent required by their assigned work (including to report progress on that).
- 4.20 On the request of the PSB, ex officio Participants may be identified by the CEO to assist the PSB in its work (for example a TEAP Coordinator or Specialty Group Executive member). Such individuals will participate in the work of the PSB to the extent needed to provide that assistance, will not be present during discussion of sensitive subject matter, and do not vote in PSB decisions.

Casual Vacancies

- 4.21 Casual vacancies arise when any Member of the PSB is, for whatever reason, no longer available or able to continue serving, or a PSB position is vacated by operation of the *ACPSEM Constitution* or another ACPSEM governance document.
- 4.22 A casual vacancy in the position of PSB Chair shall be filled by means of an election called and conducted on the instructions of the ACPSEM Board. The ACPSEM Board may choose to nominate Chair pro tem until an election can be held.
- 4.23 Any casual vacancy on the PSB, other than that of the PSB Chair, shall be filled by the ACPSEM Board making an appointment in the usual fashion but without delay.



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4.24 Consistent with Section 37 of the *ACPSEM Constitution*, the term of office for those filling a casual vacancy shall be the remainder of the term of the previous office holder, unless the ACPSEM makes a specific determination in relation to a particular appointment.

5. Reporting

- 5.1 Routine reporting is an essential ingredient in bringing to fruition a contemporary model of good governance: that is, one core commitment of the PSB is accountability for reporting its activities to the ACPSEM Board.
- 5.2 All PSB Members are expected to contribute to meeting the PSB's reporting obligations.
- 5.3 As a minimum, such reports shall be made quarterly using templates agreed by the PSB Chair, CEO and ACPSEM Board.
- 5.4 Additional reports may be called for by the ACPSEM Board or required in the course of the work of the PSB, and PSB Members should consider the advisability of raising additional matters with the ACPSEM Board as part of their work on the PSB.
- 5.5 [RESERVED for further details to be added subject to the decisions of the ACPSEM Board].

6. Appendices:

- A: ACPSEM Certification Management Rules
- B: Position Description



Authorised by	Professional Standards Board
Authorised on	19 December 2022
Effective date	21 December 2022
Review date	[3 years from authorisation date]
Responsible officers	[as per delegation/policy framework]
Version	2.0
Policy Domain	Board

Document History:

Version	Date	Author	Reason
1.0	15 January 2019	CEO and PSB Chair	New Policy
1.1	1 July 2019	CEO/PSB Chair	Addition of PSB responsibilities after consideration by PSB in May 2019
1.2	26 June 2020	CEO/Board	Addition of A1 and editing of 4.1.1 (8) and addition of 4.1.1(9) Addition of A2 (accreditation subcommittee rules) approved in 2019 but added here from the
1.3	15 September 2020	PSB	Addition of 3.3 in Appendix A1
1.4	7 October 2021	CEO	Addition of reference of Accreditation Procedure to
1.5	9 September 2022	CEO	Approved extension of term of office under 5.5 and 5.6 from 2 to 3 years by the ACPSEM Board
1.6	18 October 2022	CEO/PSB CHAIR	General update including removal of reference to old projects and the outdated reporting format.
2.0	19 December 2022	CEO/PSB CHAIR	Additional minor updates. Version 2.0 endorsed by the PSB.



Appendix A: ACPSEM Certification Management Rules

Purpose

- 1.1 These Certification Management Rules apply to the management of (non TEAP) Certifications for physical scientists, developed by the ACPSEM.
- 1.2 The emergence of new non-TEAP certifications and the need to determine how these non- TEAP Certifications are best maintained and updated are also drivers of the development of this set of rules.

Scope

- 2.1 The scope of this document is restricted to:
 - New certification management linked with TEAP CTGs (e.g., MRSE or Mammography); and
 - New certification management with no links to TEAP CTGs (e.g., Particle Therapy)
- 2.2 Governance arrangement for certifications developed for other related professions (e.g., radiation therapists, radiation oncologists, radiologists) who are not medical physicists or radiopharmaceutical scientists are not the responsibilities of the PSB.

New Certification Management

2.1 New Certification Management with no Links to TEAP CTGs

The management and oversight of these new certifications without links to TEAP CTGs is a case-by case approach. On approval of a new certification by the Board, the PSB will:

- a. Note the approval,
- b. Ensure a reporting mechanism is established from the body managing the certification to the PSB, focusing on key criteria for governance and oversight.
- c. Specify a timeframe for first review and ongoing review of the certification and its use,
- d. If the working group or other approved group responsible for developing the certification in the first place, remains in existence for the specified period, communicate specific expectations to that group with respect to the review, and
- e. Where this is not the case, a review mechanism must be determined and delegated by the PSB.

2.2 New Certification Management with TEAP CTG Links

The management and oversight of new certifications will occur via the extant processes for CTG review and management delegated to the certification panels. However, the PSB will specify reporting and evaluation requirements:

- a. Note the approval,
- b. Specify a timeframe for first review and ongoing review of the certification and its use, and
- c. Set out expectations to the relevant certification panel.



Monitoring

- 3.1 Monitoring of the program of certification management and review, in accordance with PSB requirements and reporting timeframes, is the joint responsibility of the CPD Committee and the CEO, with the CPD Committee presenting reports for PSB consideration.
- 3.2 Reports would include matters such as being notified of persons certified and being updated on changes made to assessment methods or modes of delivery (within an authorised certification scope of practice).
- 3.3 The panel or working group overseeing each certification shall report to the CPD committee on a quarterly basis:
- Certification enrolment, assessment (pass/fail/pending) and completion statistics, including (if applicable) the breakdown of candidates between QMPS, registrars and other candidates.
 - Numbers of candidates enrolling, passing and failing the certification
 - Details an expertise of any examiners appointed
 - Significant issues with the certification
 - Significant work carried out or planned to be carried out associated with the certification
 - For Certifications with no Links to TEAP CTGs (see 2.1) please also confirm that the responsible group (e.g., a working group) will still exist at the time of the next report.

Certification Withdrawn

- 4.1 The PSB is authorised to recommend to the ACPSEM Board the discontinuation of an approved certification program.



Appendix B: Position Description

ACPSEM Position Description					
About us:	<p>The ACPSEM’s mission is to advance services and professional standards in medical physics, biomedical engineering and radiopharmaceutical science to the benefit and protection of the community.</p> <p>The ACPSEM offers a range of services to professionals, hospitals, universities, governments, students, other peak organisations and all interested parties on matters relating to physical sciences and engineering in medicine.</p>				
Purpose:	<p>ACPSEM’s purpose is to promote and further the development of the physical sciences and engineering in medicine and to facilitate the exchange of information and ideas amongst members of the College and others concerned with medicine and related subjects.</p>				
Position Details					
Position Title:	Professional Standards Board - Member				
Reports To:	PSB Chair				
Incumbent Status:	<input type="checkbox"/> Employee (Paid via ACPSEM Payroll)		<input type="checkbox"/> Temporary / Contractor (Paid via Invoice)		<input checked="" type="checkbox"/> Volunteer (Unpaid)
Committee Membership:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If Yes, Name: Professional Standards Board
Position Purpose:	<p>The Professional Standards Board’s (PSB’s) purpose is to set and maintain professional standards policies for ACPSEM and address ongoing compliance with them.</p> <p>A PSB Member’s purpose is to contribute to the PSB’s purpose by timely and active sharing of their expertise as described within this position description and as per ACPSEM’s PSB Policy.</p>				
Governance Environment (RASCI) Applicable? <small>See RASCI Tables at the end of this document.</small>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Financial Delegations <small>(If Yes, Attach Delegations Policy)</small>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	

Key Duties and Responsibilities	
Professional Expertise	<p>Ensure professional expertise remains current and relevant to PSB through self-directed learning and investigations.</p> <p>Maintain professional networks and contacts to facilitated continued relevance of professional expertise.</p>



PSB Meetings & Reporting	Prepare for and attend PSB meetings (generally 4 per year via teleconference of approximately 120 minutes duration and two one day meetings in person in Sydney).
	Actively contribute to meetings by sharing expertise, opinions and posing questions to facilitate own and PSB's understanding of issues under discussion.
	Contribute to PSB quarterly reporting and ad-hoc reporting as required.
Voting	Maintain financial standing at all times, eligibility to vote is dependent of financial standing.
	Attend & participate in PSB votes unless having disclosed a conflict of interest.
Review & Recommend	Review documentation, policies, procedures etc. and recommend changes aligned to PSB's Purpose.
	Submit recommendations in manner requested by Chair.
Duty of Care	Discharging duty of care and diligence a PSB member should: Be prepared for meetings (reading any papers or submissions). Follow up on action items. Keep informed about ACPSEM's operations and activities. Ask questions. Take steps to ensure that the PSB meets its obligations under laws relating to professional standards.
General Duties	Exercise duties & responsibilities with due care and diligence. Exercise duties & responsibilities consistent with confidentiality standards set by ACPSEM. Act at all times in good faith and in the best interests of the ACPSEM. Not make improper use of information or position for personal profit. Identify and report any conflicts of interest or potential conflicts of interests. Exercise duties and responsibilities in accordance with the rules of the <i>ACPSEM Constitution</i> and all applicable ACPSEM Policy.
Other Duties	Other duties and responsibilities commensurate with skills and experience and aligned to position purpose.

Objectives / Key Performance Indicators / Success Metrics

This role may have specific Objectives, KPIs or success measurements attached which are the outcome of various ACPSEM planning cycles, aligned to organisational priorities and evolve accordingly. Your manager will advise you if Objectives, KPIs or Success Metrics are applicable to this role and will provide separate documentation accordingly.

Work Health & Safety Statement

ACPSEM has a duty of care to all our employees, contractors and volunteers. As a volunteer interacting with the ACPSEM remotely via technologies available, you are nevertheless invited to familiarise yourself with the ACPSEM's Work Health & Safety Policy and Procedures.



Compliance Checks Required

Educational Qualifications	<input checked="" type="checkbox"/>	Employment References	<input checked="" type="checkbox"/>
Drivers Licence / Personal ID	<input checked="" type="checkbox"/>	Member Recommendation	<input checked="" type="checkbox"/>
Criminal History Checks	<input type="checkbox"/>	Working with Children Check	<input type="checkbox"/>

Recruitment & Selection Criteria

Qualification, knowledge, skills and experience required to do the role.

	See Nominations Form

Position Approvals

Tick as appropriate under Delegations Policy.

Chief Executive Officer	<input checked="" type="checkbox"/>	Signature:	Date:	
ACPSEM Board Chair	<input type="checkbox"/>			

Governance Procedure

Position Descriptions to be managed in accordance with ACPSEM Human Resource Policy Manual

Position Descriptions to be managed in accordance with ACPSEM Human Resource Policy Manual	
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Incumbent Acknowledgement

I have received and understood Position Description content.

Incumbent Name		Date:	
Incumbent Signature			



Governance Framework (RASCI) Professional Standards Board

The following RASCI Frameworks are those developed to date regarding certification (TEAP) and a second framework will be developed re Registration of Experienced QMPS

ACPSEM professional standards policy

 	Responsible: ACPSEM Board	Final approval of policies not delegated to PSB; consideration of reports on delegated policy work as input to revising delegations if needed.
	Accountable: PSB	Determine policies required for establishing and maintaining professional standards; seek policy approval from the ACPSEM Board or consider/approve policies within limits of delegations from the ACPSEM Board.
	Support: CEO and employed staff	Communication of approved policies.
	Consult: CEO, CPs, Branches, Specialties, others	Provide specific inputs to policy development based on related expertise or experience with deploying policy.
	Inform: Members, external parties	Policy outcomes and implications of them form part of the strategic communications program.

ACPSEM professional standards policy

 	Responsible: PSB	Approval of policies within limits of current delegations; reporting on that to ACPSEM Board including referral of issues for consideration in review of delegations.
	Accountable: CPs	Compliance with approved policy in steps for assessing TEAP completion and assessing completion of other elements required for Certification.
	Support: CEO and employed staff	Communication of policies, strategically (to the broad ACPSEM audience to develop greater visibility of its work) and tactically (to those involved in the process who need to be aware of changed details).
	Consult: CPs, Branches, Specialties, others	Provide specific inputs to policy development based on related expertise or experience with deploying policy.
	Inform: Members, external parties	Policy outcomes and implications to them form part of the strategic communications program.

*This step is more complicated than this single accountable actor suggests, but nonetheless serves the purpose of illustrating the PSB's role in the process of deploying policy on professional standards - similar tables might be developed as applicable to the role of the CEO and others with parallel accountabilities in that deployment process.



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