



ACPSEM TEAP Program Enrolment Procedure

1. Purpose

This Procedure implements the Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM)'s [Program Admission and Enrolment Policy](#) and outlines the roles, responsibilities, and processes for enrolling and managing enrolment in Training, Education and Assessment Programs.

The ACPSEM will actively consider potential bias in enrolment and recruitment. Where the ACPSEM is advised that this policy and/or related procedures potentially disadvantaged applicants, the CEO will seek a determination from the PSB and Certification Panel or Appeals Panel.

2. Application

This Procedure applies to ACPSEM registrars, experienced professionals, staff, and volunteers (including Board, Committee, and Panel members), and addresses the administration procedures associated with TEAP enrolment.

3. Context

This Procedure applies to the ACPSEM's Training, Education, and Assessment Program in:

- 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

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 registered 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. Roles and Responsibilities for the enrolment into TEAP

5.1. Key Roles

The Professional Standards Board (PSB) is responsible for determining and evaluating program enrolment policy. Additionally, terminations of enrolment in TEAP should be confirmed and noted by the PSB and periodically reported to the ACPSEM Board.



Certification Panels are responsible for making recommendations on compliance with TEAP enrolment requirements in relation to the accredited clinical training institution, including departmental limits and supervision.

The ACPSEM TEAP Coordinators and Office Staff are responsible for administering TEAP enrolment, including by:

- handling enrolment applications;
- responding to enquiries;
- completing enrolment;
- managing reenrolments; and
- maintaining records.

Registrars are responsible for complying with enrolment requirements, including by:

- paying enrolment fees as they fall due;
- notifying the ACPSEM Office of any material change to their status at the clinical training institution.

Registrars are encouraged to enrol in TEAP as soon as they start the clinical training.

5.2. Enrolment Functions

The following table defines the involvement of stakeholders in ACPSEM's enrolment process.

Function	Responsibility
Approving Enrolment requirements including maximum standardization across TEAP disciplines	PSB
Setting enrolment requirements for approval by the PSB and enactment by TEAP Coordinators	Certification Panels (for inclusion in Admissions Policy and Procedure)
Overseeing compliance with enrolment requirements	TEAP Coordinators (referring exceptions to the CPs) where approved rules do not provide authority or precedent.
Approving enrolment and issuing the Enrolment Letter in accordance with the requirements of Appendix A to the ACPSEM TEAP Admission Procedure .	
Varying enrolment	
Terminating enrolment	TEAP Coordinator and Certification Panel recommendation to the PSB
Enrolment administration including: review and update of forms, ensuring fees and payments processes effectively support TEAP enrolment and reenrolment and maintaining records.	CEO

6. Commencing enrolment

To be enrolled, registrars must have paid all due fees and have provided any information or evidence requested as part of the admission process.



For more information on eligibility and admissions, refer to ACPSEM's [TEAP Admission and Enrolment Policy](#).

7. Continuing enrolment

Registrars will receive an annual notice of renewal of enrolment on the anniversary of commencement of enrolment. The notice will contain an invoice for the payment of the annual enrolment fee, including payment terms.

A registrar must notify the ACPSEM Office in writing when:

- there is a change in supervisor;
- the registrar's status at the clinical training institution is changing, e.g. non-renewal of contract; and when
- the registrar transfers to another department.

Failure to notify the ACPSEM Office of material changes to their status at the clinical training institution may result in termination of enrolment.

8. Leave of absence

The ACPSEM's Leave Policy provides all the information needed for registrars, supervisors and other line managers to consider leave options open to registrars.

Registrars may suspend their enrolment by applying to the Certification Panel at least 10 business days before the commencement of the period of leave, cognisant of the leave rules outlined in the ACPSEM Leave Policy. The application must include relevant details, i.e. period of leave, reason for the leave, and whether the approval of the clinical supervisor has been sought and obtained.

Registrars in, and administrators of Australian federally funded grant positions should contact their nominated TEAP coordinator and the ACPSEM Education Program Officer for advice regarding the impact of leave on grant funding arrangements.

9. Terminating enrolment

Registrars who have been found to fail the conditions for maintaining enrolment will have their enrolment terminated. Based on evidence that the registrar has failed to satisfy enrolment requirements, the CEO or Certification Panel will submit a recommendation for termination of enrolment to the PSB.

The PSB may request additional information from ACPSEM staff, from the registrar, or the registrar's clinical supervisor. The PSB will decide within 10 business days of receiving the recommendation. The ACPSEM Office will notify the registrar of the termination of enrolment, the grounds for the decision, and information on avenues for appealing the decision.

Registrars should refer to ACPSEM's *Fees and Refund Policy* for more information on the circumstances where fees charged by ACPSEM may be refunded to the registrar.

10. Re-enrolment

A candidate whose enrolment has been terminated once may apply for re-entry to TEAP after one year using the standard TEAP application form. Any application for re-enrolment will be treated as a new application and will be assessed according to the ACPSEM's standard procedures for TEAP admission.



A registrar who re-enrols in TEAP will be considered by the ACPSEM as a new registrar and is therefore required to comply with all the conditions imposed on new registrars. Any competencies and requirements achieved under their previous enrolment must be reassessed according to current TEAP assessment criteria. The registrar must resit all TEAP examinations, including the written and final examinations, regardless of any attempts at these exams (successful or unsuccessful) in the previous terminated enrolment.

11. Records

Records relating to program enrolment, including payment of fees, periods of approved leave, and termination of enrolment, will be stored in a confidential personal file for the registrar.

In the event that the ACPSEM terminates the enrolment of a registrar, records of the termination, including reasons for the decision, must be kept for two years after the enrolment has been terminated.

12. Reporting

The ACPSEM Office will provide data and analysis on program enrolment for the relevant Certification Panels and the PSB.

Certification Panels should regularly review and (if necessary) recommend revised enrolment requirements to improve the effectiveness of the program, to the PSB.

13. References

13.1. Related Documentation

- Program Enrolment Policy
- Program Admission Policy
- Fees and Refund Policy
- Grievance Handling and Appeal Policy
- Certification Policy
- Program Progression and Completion Policy
- Articles of Association of the ACPSEM
- Code of Conduct for Registrars



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