



ACPSEM TEAP Program Enrolment Procedure

1. Purpose

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

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 and partial completions of 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. Appendix A has been reserved for the rules to be approved by the PSB, for TEAP coordinators to apply

Function	Responsibility
Approving Enrolment requirements including maximum standardization across TEAP disciplines	PSB
Setting enrolment requirements for approval by the PSB and enaction 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.

[Reserved for link to new policy explaining enrolment and payment requirements]

For more information on eligibility and admissions, refer to ACPSEM's [TEAP Admission 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.

The department is responsible for the continuation of the employment of the Registrar. Where progress of a registrar is unsatisfactory then the TEAP Coordinator should communicate with the employing department.

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

[Reserved for link to new Leave Policy after discussion of leave parameters and lessons learnt with staff and Panels and circulation as a separate draft. Separate and out of session PSB discussion will be facilitated regarding leave and the ACPSEM may seek external review of the draft to ensure fairness and equity.]

Registrars may suspend their enrolment for reduced period of time by applying to the Certification Panel at least 10 business days before the commencement of the period of leave. 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.

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](#)
- 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	17/03/19	Alan Bowen-James	First draft
1.1	22/08/2019	CEO	Incorporation of links and corrections



ACPSEM

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

Appendix A: Rules for TEAP Coordinators to apply

*[Reserved for the rules for TEAP Coordinators to apply (pending PSB approval) as mentioned in **5.2 Enrolment Functions**]*