



## Program Admission Procedure

### 1. Purpose

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This Procedure implements the Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM)'s [TEAP Program Admission Policy](#) and outlines the roles, responsibilities, and processes for admitting candidates as registrars in the Training, Education and Assessment Program.

### 2. Application

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

### 3. Context

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This Procedure applies to the ACPSEM's Training, Education, and Assessment Program (TEAP) 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

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**Accredited Postgraduate Degree:** recognition that graduates are educated to a postgraduate level suitable for the entry into clinical training in Medical Physics or Radiopharmaceutical Science.

**Accredited Training Institution:** a clinical department authorised by ACPSEM to provide training to registrars as part of a TEAP.

**Registrar:** trainee or person registered in the Training, Education and Assessment Program administered by ACPSEM.

### 5. Key Roles and Responsibilities

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#### 5.1. Key Roles

The **Professional Standards Board (PSB)** is accountable and responsible for overseeing a fair and robust framework for the admission of registrars to the TEAP, including reviewing entry requirement exemptions based on special circumstances and ascertaining that entry requirements are being met for admission to TEAP.

**Certification Panels** are responsible for recommending entry requirements to the PSB (see Admissions Policy)

**The CEO (delegated to the TEAP Coordinators)** is responsible for administering Admissions Policy in accordance with this procedure and any other direction made by the PSB.

**The CEO (delegated to support staff)** is responsible for the admission application process, including receiving applications, dispatching the applications for review, recording the outcome of the application, communicating the outcome to the applicant and reporting to the PSB as directed.

**Registrars** are responsible for providing adequate documentation and evidence as part of their admission application.



## **6. Application**

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### **6.1. Application**

Candidates must submit their application using the [TEAP Application Form](#) and include all relevant supporting documentation. Official documentation provided for entry into the courses must be certified. Documents that are not in English must be officially translated, submitted with a certified copy of the document, and stamped as having been translated by an official translator (registered with the National Accreditation Authority for Translators and Interpreters).

The application must include any request for exemption and associated supporting documentation at the time of submission.

The application must be sent to the ACPSEM Office which will issue an acknowledgment of receipt to the candidate, including a timeframe for communicating the outcome of the application.

### **6.2. Assessment**

#### **6.2.1. Normal Processing**

ACPSEM TEAP coordination staff will review each TEAP enrolment application and apply the admission criteria developed by Certification Panels and approved by the PSB.

Applications that do not require consideration of an exemption from the requirements of ACPSEM's admissions policy will be processed within 5 working days of receipt

#### **6.2.2 Exemptions to Admissions Policy**

Where precedents exist for the provisions of an exemption to the recognized degree component of Admissions Policy, TEAP Coordinators may apply precedence and advise the Chair of the relevant Certification Panel and PSB, that this action has been taken.

Appendix B contains Certification Panel Guidance for the consideration of exemptions to admissions requirements including a list of common scenarios for which precedents exist.

Approval of TEAP Applications requiring exemptions that are not included in the list at Appendix B must be obtained from the PSB. The Certification Panel Chair is responsible to act independently to propose a decision, in a manner analogous with the Censor of a Medical College, for consideration by the PSB.

All applications requiring consideration of an exemption to admission requirements should be processed within 5 working days of being sent to TEAP coordinators or Chairs.

The PSB is encouraged to from time to time second to its membership an academic with suitable experience and background to evaluate the policy and its application.

The PSB will accept the recommendation of the TEAP coordinator or Certification Panel Chair. Exemptions will be noted at each scheduled PSB Meeting.

### **6.3. Communication of the outcome**

The ACPSEM Office will communicate the outcome of the application to the candidate and, in the event that admission is not granted, include a brief rationale supporting the decision.

Correspondence to successful applicants will include all of the information requirements outlined at Appendix A and staff must ensure that the same milestones are recorded and monitored appropriately.



## **7. Application Fee**

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Refer to [ACPSEM Annual Fee Structure](#) for Application Fee.

## **8. Records**

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Records will be created for all applications submitted to the ACPSEM. Approved applications, including supporting documentation, will be kept for two years after the registrar has ceased to be enrolled in a TEAP. Rejected applications will be kept for two years and supporting documentation will be securely disposed of within 1 month of communication of the negative outcome to the applicant.

## **9. Reporting**

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Certification Panels provide an annual report on applications for admission, including recommendations for change to admission criteria, application form, and other aspects of the admission process.

## **10. Admission Criteria**

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The **PSB** reviews the admission criteria on a yearly basis for adequacy based on the analysis and recommendations provided by the Certification Panels.

## **11. References**

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### **11.1. Related Documentation**

- [TEAP Program Admission Policy](#)
- [TEAP Enrolment Policy](#)
- [Program Enrolment Procedure](#)
- [Grievance Handling and Appeal Policy](#)
- [Certification Policy](#)



<b>Authorised by</b>	Professional Standards Board
<b>Authorised on</b>	30 June 2019
<b>Effective date</b>	1 July 2019
<b>Review date</b>	30 June 2022
<b>Responsible officer</b>	Chair of PSB
<b>Enquiries</b>	N/A
<b>Version</b>	1.3
<b>Policy Domain</b>	PSB

## Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
1.0		Alan Bowen-James	First draft
1.1	15/05/2019	Sharon Flynn	Review of first draft
1.2	22/08/2019	Sharon Flynn	Incorporation of corrections and links
1.2		Alan Bowen James	Creation of App B
1.3	14/10/2019	PSB	Review of version 1.2



## Appendix A: ACPSEM Program Admission Protocols

The letter advising candidates of acceptable enrolment in the ROMP and DIMP TEAP programs must include the following:

- Duration of Programme: 3 years or alternate (from note below)
- Date of written exam: No later than (date)
- Date of final practical and oral exam: No later than (date)

Note: Alternates are:

- Enrolment without an MSc requires the acceptable TEAP duration be extended by the nominal length of the MSc (i.e. 18 or 24 months or remaining length if partially completed).
- Enrolment without an MSc but where a PhD is being undertaken requires the acceptable TEAP duration be extended by an agreed length of time following submission of a personal plan

A link to the RPS Candidate Letter Template is provided [here](#).



**ACPSEM**

Australasian College of Physical Scientists & Engineers in Medicine  
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## **Appendix B:**

[Reserved for finalisation of exemptions to admission requirements]