



Examiner Recruitment Procedure

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to maintaining the integrity of the professional standards it promotes by implementing a robust assessment framework for achieving Certification and Registration as a medical physicist or radiopharmaceutical scientist, including through the recruitment and development of appropriately qualified and skilled examiners.

2. Application

This Procedure applies to ACPSEM staff, contractors and volunteers (including Board, Committee, and Panel members).

3. Context

The ACPSEM mission is to advance services and professional standards in the physical sciences and engineering in medicine for the benefit and protection of the community. The ACPSEM sees training, education and assessment of registrars as key elements of this mission. 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).

This Procedure does not apply to Radiopharmaceutical Science (RPS) as the program does not include examinations (refer to the *Assessment Procedure* for more information on RPS assessments).

4. Definitions

Clinical Training Guide (CTG): guide for both supervisors and registrars which outlines the competencies deemed essential for the purpose of professional Certification or Registration.

Examination: formal written, oral, or practical assessment limited in time and conducted under supervision.

Examiner: person conducting examinations as appointed by the Professional Standards Board and the ACPSEM Chief Executive Officer.

5. Requirements

5.1. Principles underlying examiner selection criteria

Traditionally the ACPSEM has relied on number of years of clinical experience and exposure to and knowledge of TEAP (and antecedents) as the discriminating criteria in the selection of ROMP and DIMP examiners.

The revised and generic (to ROMP and DIMP) criteria included in this Policy have been developed as a component of the “Refreshing Professional Standards Projects” and take account of three principles:



1. **Succession and expertise.** The need to view the skills and knowledge base of the examiner workforce as whole and organize recruitment cycles to maintain breadth and depth of knowledge and experience.
2. **Adaption.** Planning for the future including building in natural mechanisms to enable the examiner skills and experience base to increasingly and organically take account of changes in technology and advancement in education, training and assessment theory and practice.
3. **Proximity to certification¹.** Recognising that including less-experienced persons in the examiner workforce, with close proximity to certification, who can be partnered with those with extensive clinical experience, will be advantageous. The advantages are their in-depth knowledge of the TEAP syllabus and current clinical practices in relevant specialties. Also, over time, this will add to the ACPSEM's adaptability (see 2 above).

5.2. Competency-based selection criteria

Selection of all ACPSEM examiners is competency-based. The competencies are included in the Examiner Position Description (see Appendix A) and will be reviewed by the Professional Standards Board (PSB) on a triennial basis (i.e. once every three years).

5.3. TEAP examiner recruitment and selection cycles

Recruitment cycles will differ in the manner in which experience criteria are applied, balancing experience and succession needs against the value of proximity to certification and taking account of any other unique requirements identified. Examiners shall be selected and appointed via a selection panel constituted in accordance with the ACPSEM's *Volunteer Policy*.

The PSB Chair may vary the requirement if necessary but otherwise the panel for selection of examiners shall consist of:

- Two members of the PSB, selected by the PSB, and specifically including members of the PSB with subject matter expertise, where possible;
- The applicable Certification Panel (CP) Chair or their nominee (which must be a CP member and examiner);
- a representative of the ACPSEM CEO, specifically a TEAP Coordinator with subject matter expertise, where possible.

5.4. Waitlist of suitable examiner candidates

Based on the forecasting and planning of examiner recruitment, the PSB and Certification Panels may choose to maintain a "Waitlist of Suitable Examiners" enabling more efficient and less frequent recruitment and embodying the principle that those on the Waitlist (listed by merit) would be asked to fill vacancies as they arise.

Currency of the Waitlist, that is the time for which candidates remain eligible, is limited to 2 years.

¹ This principle and terminology (proximity to certification) is used following consultation of examiner selection in medical colleges and in particularly the RACGP, from whence use of the term "proximity" derives and whom recruit examiners who are 18 months post-Fellowship.



6. Appeals

If an examiner or candidate examiner is not satisfied with a decision made under this Policy, they may submit an appeal in accordance with ACPSEM's *Grievance Handling and Appeal Policy*

7. References

7.1. Related Documents

- *Assessment Policy* [*Reserved. Available May 2020*]
- *Assessment Procedure* [*Reserved. Available May 2020*]
- [Certification Policy](#)
- *Clinical Training Guides*
- [Grievance Handling and Appeal Policy](#)
- [Registration Requirements Policy](#)
- [Volunteer Policy](#)



Authorised by	Professional Standards Board
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Responsible officer	[as per delegation/policy framework]
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Document History

Version	Date	Author	Reason
1.0	10/09/2019	Alan Bowen-James	First draft
1.1	8/10/2019	CEO	Review
1.2	14/10/2019	PSB	Addition of Appendix A

**Appendix A – Examiner Position Description and Associated Documentation****ACPSEM Position Description**

About us:	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.
Purpose:	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.

Position Details

Position Title:	Examiner (ACPSEM Specialty; ROMP, DIMP)		
Reports To:	Certification Panel (for Specialty of ROMP, DIMP)		
Incumbent Status:	<input type="checkbox"/> Employee <small>(Paid via ACPSEM Payroll)</small>	<input type="checkbox"/> Temporary / Contractor <small>(Paid via Invoice)</small>	<input checked="" type="checkbox"/> Volunteer <small>(Unpaid/Honorarium)</small>
Committee Membership:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Yes, Name:	Examiner Committee

Position Purpose:	<p>The Examiners purpose is to Examine Registrars enrolled within ACPSEM’s Training Education and Assessment Programs (TEAP) in accordance with the procedures developed by the relevant certification panel and approved by the PSB. Examiners assess if the Registrars have met the accepted professional standard as evidenced by the registrar’s examination performance, that standard having been set under ACPSEM’s Professional Standards Board’s direction.</p> <p>Examiners will report to the ACPSEM’s Certification Panel relevant to their specialty area; Radiation Oncology Medical Physics (ROMP Certification Panel), or Diagnostic Imaging Medical Physics (DIMP Certification Panel) – the Specialty - as required and outlined in the ACPSEM’s Examination Policy and procedure.</p>		
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Governance Environment (RASCI) Applicable? <small>(If Yes, Attach RASCI Table(s))</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

Exam Commitment	Examiners are required to meet the minimum criteria (usually participation in a minimum number of examinations within a set time frame) set by each certification panel in order to maintain currency as an examiner, noting that failure to do so in will result in review by the PSB in the period immediately following notification that the criteria has not been met.
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Preparation	Examiners must be familiar with and prepared to apply the Specialty Exam processes as approved by the PSB and ensure that knowledge and understanding of Exam processes remains current.
	Ensure knowledge of Specialty TEAP and syllabus is current.
	Liaise with ACPSEM Coordinators in a timely fashion to diarise Examination commitments and book associated travel and accommodation. Ensure clarity between yourself and ACPSEM Coordinators on Examination assignments accepted by yourself.
	Liaise with ACPSEM allocated co-examiner (where applicable), to facilitate agreement of specific exam questions and/or exam documentation where that detail is delegated to Examiners as per relevant Specialty Exam process.
	Ensure any questions or process clarifications are resolved by you in contact with ACPSEM Coordinator or Certification Panel Chair in a timely fashion.
	Complete Exam preparation documentation as per relevant Specialty Exam process.
Examination & Assessment	Implement the Certification Panel's prescribed examination policy and procedures.
	Conduct and supervise each component of Exam (oral, written and practical) in a professional and supportive manner.
	Assess each component of the Exam utilising your knowledge and expertise and applying the assessment standards in accordance with standard setting and other requirements set by the Certification Panel
	Be open to constructive, respectful challenge in respect of assessments made and be prepared to deliver the same, in pursuit of maintaining the Specialty's professional standards.
	Complete all required paperwork, documentation and computer systems input as applicable to demonstrate and support your assessment. Ensure all required paperwork for assessment is complete and delivered to ACPSEM within timeframes set by TEAP process.
Appeals Process	Be available to participate in an appeal process where requested by the ACPSEM Appeals Panel.
Continuing Professional Development	Maintain knowledge of Specialty TEAP exam processes and syllabus by being diligent in reading and responding to Certification Panel and ACPSEM communications.
	Actively seek to ensure professional knowledge stays current through self-directed learning and development, publishing papers, speaking at and attending relevant conferences etc.
	It is mandatory for all examiners to maintain a CPD record on the ACPSEM's CPD system or an alternate system approved by the CEO. This requirement applies to all examiners whether or not they are on the Register of QMPS. Annual CPD records must include evidence of activities focussed on maintaining examiners skills and CTG knowledge and each three-year triennium of activity should also include evidence of keeping up to date with advances and best practice in adult learning and assessment theory.



	(Note: from 2020 the ACPSEM will provide opportunity to achieve the latter triennium requirement)
Certification Panel Membership	If the Examiner is elected to a Certification Panel, a separate position description describes duties and responsibilities of Certification Panel membership is applicable.
Duty of Care	Discharging duty of care and diligence as an Examiner, the Examiner should: <ul style="list-style-type: none"> ▪ Be prepared for meetings and exams (reading any papers or submissions) and liaising with co-examiners as required. ▪ Follow up on action items. ▪ Keep informed about ACPSEM's operations and activities. ▪ Ask questions where clarity on duties or responsibilities is required. ▪ Comply with the ACPSEM Volunteer Agreement and Code of Ethics and any specific Examiner Code that the ACPSEM may develop. Examiners Volunteer agreements will be amended should the latter occur.
General Duties	<ul style="list-style-type: none"> ▪ Identify and report any conflicts of interest or potential conflicts of interests. ▪ 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. ▪ 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.

Recruitment & Selection Criteria

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

INITIAL RECRUITMENT AS AN EXAMINER

ESSENTIAL (CHOOSE ONE OR BOTH FOR EACH RECRUITMENT CYCLE)

1. Extensive clinical experience - minimum 5 years post certification and/or registration, and/or
2. Proximity to certification (recent exemplary TEAP graduate) 2-5 years post TEAP completion

ESSENTIAL

1. Post Graduate Qualifications (minimum; master's degree in medical physics)
2. Demonstrated knowledge of the relevant TEAP program including the ability to articulate the structure and purpose of the CTG and the examination processes
3. Demonstrated understanding of the roles and responsibilities of the examiner.
4. Evidence (from referees) of being a respected practitioner in the Specialty either by way of an extended and successful career, or as an emerging leader and influencer.
5. Demonstrated effective communication skills including the ability to work in a team
6. Demonstrated capacity to devote the time and attention required to undertake examiner activities



7. Demonstrated desire to contribute to the standards of the profession and the growth of individuals engaged within it.

DESIRABLE

1. It is highly desirable that an Examiner be on the Register of QMPS .²
2. Relevant supervision and/or teaching experience, e.g. of TEAP registrars or higher-degree students.
3. Relevant assessment experience, e.g. of TEAP registrar or higher-degree student work, peer-review of journal articles, and/or grant funding applications.

ONGOING VALIDATION OF EXAMINER SKILLS**ESSENTIAL**

1. Maintain CPD record on the ACPSEM system including:
 - a. annual evidence of activities focussed on maintaining examiners skills and CTG knowledge; and
 - b. three-year triennium inclusion of evidence of keeping up to date with advances and best practice in adult learning and assessment theory
2. Maintain registration (on QMPS) or other exception requirements advised at the time of recruitment

² Those approved without ACPSEM registration will need to demonstrate either an intention and plan to do so, or if it suits the purposes of the ACPSEM and assists in balancing the overall skill set of the examiner pool, non-registered members may be recruited for a fixed duration