



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine

ABN 44 005 379 162

POLICY ON POSITION PAPERS & GUIDELINES

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INTRODUCTION

This policy outlines the accepted mechanisms by which Position Papers and Guidelines will be developed by the ACPSEM. Such papers will provide rationale, methodology, and recommendations in an area of science or practice of importance to the physical sciences and engineering in medicine, such as education, qualifications (educational & professional), accreditation, quality assurance, and manpower strategy. Documents commissioned by the College will acknowledge primary authorship.

DEFINITION

ACPSEM Position Paper: A formal written statement, developed to communicate opinions and recommendations including the promotion of discussion on emerging issues. Position Papers advocate positions or courses of action (e.g. the definition of a Qualified Medical Physicist) to members and external stakeholders.

ACPSEM Guideline: A rigorous, systematically developed statement aimed at promoting workplace best practice for members and to increase awareness among other groups with whom the College and its members work. By definition guidelines are not mandated or enforced.

The Post-Board Approval and Position Paper and Guideline Review requirements in this policy also apply to endorsed documents.

POLICY PRINCIPLES

Proposing Endorsement of International Position Papers or Guidelines

In 2017 the ACPSEM Board adopted the strategy that it encourages specialty groups to consider and seek ACPSEM endorsement of international papers and guidelines subject to adequate discussion and contextualization.

The ACPSEM also expects that from time to time it will be appropriate to endorse positions and guidelines of Australian stakeholders e.g., RANZCR, ARPANSA, ANZSNM.

Specialty Group Executives may at anytime request ACPSEM Board endorsement of other papers and guidelines by requesting the Head of Specialties to seek ACPSEM endorsement of the relevant document. The Head of Specialties will consider the request, including the justification and contextualization of the request and either:

1. Propose endorsement to the ACPSEM Board, or
2. Require member consultation prior to proposing endorsement to the ACPSEM Board, or
3. Deny the request after consultation and discussion.

Determine the Need to Develop a Position Paper or Guideline

A recommendation to develop either a position paper or guideline will be made to the Board in writing, via the following means:

1. At the request of a specialty group (the specialty group Chair)



2. At the request of the Chair of working group convened by the Board in conjunction with the Chair of the applicable specialty group.
3. At the request of the Advisory Forum (the Head of Specialties)
4. At the request of the Head of Specialties following review of position papers (or similar) developed by other international aligned societies/colleges and deemed necessary for review and endorsement in an Australian context.

The recommendation may be proceeded by one or more of a discussion paper, proposed policy change, or other pertinent recommendations to the Board.

Development and Approval Process for ACPSEM Developed Position Paper or Guideline

Requests approved by the Board will be delegated to Head of Specialties for oversight of the development process, supported by the CEO or their delegate and where deemed useful, the Advisory Forum.

All development processes must include consultation with the ACPSEM membership

Development of a position paper or guideline may be undertaken using the most efficient and appropriate consultation process appropriate to the paper's purpose. The Head of Specialties and Chair/s of relevant specialty groups will jointly determine the consultation process, and associated timeframes, in each instance.

The Board will approve papers based on its confidence in the development process or endorsement process undertaken. However, the Board reserves the option of seeking independent review and opinion if the need arises, before approving publication.

Development Timeframes

Requests to develop documents should include specification of a proposed completion date. Irrespective of the proposed completion date the designated contact for each paper under development is required to:

1. Provide six monthly updates to the Head of Specialties on the progress of the paper (for relay to the Board)
2. Immediately advise the Head of Specialties where circumstances arise preventing the on-time completion of a paper or where the proposer of the paper is now of the view that the paper is no longer required (e.g. obsolescence or outside of the scope of ACPSEM activities)
3. Advise the Head of Specialties of delays in completion including gaining approval for a revised completion date.
4. Request the Head of Specialties to seek Board approval when all work in accordance with the agreed process has been undertaken.

Post – Board Approval

If the Position Paper or Guideline is accepted by the Board it will be authorised as a formal publication of the College. Presentation to the membership will be by way of publication in the APESM Journal and, where pertinent, directed to related professions, government, academic and industrial bodies, etc.

Where the Head of Specialties in consultation with the authors determines that publication of a position paper or guideline in the journal is not appropriate, the rationale for this should be



included in the request for approval by the Board. In such case publication of a summary article with appropriate links, should be pursued.

Endorsed Papers and Guidelines will be listed on the ACPSEM Website. Those proposing endorsement may pursue the publishing of summary articles as appropriate.

Position Paper and Guideline Review

Position Papers and Guidelines should be reviewed under the auspices of the relevant specialty group and where useful, the Advisory Forum, by their Authors not more than three years after their approval and distribution (unless otherwise prospectively specified by the Authors and agreed by the Board).

The Head of Specialties will decide in conjunction with the specialty group chair or other appointed contact how a paper will be reviewed where the authors are no longer available and/or qualified to undertake the review.

Advisory Forum review in conjunction with specialty groups may be appropriate for papers that are cross disciplinary in nature (e.g. Position Paper -The Role of Physical Scientists and Engineers in Medicine)

Position papers developed to endorse other organizations positions will be reviewed in accordance with those organizations’ review timeframes.

The head of Specialties will seek Board re-endorsement of positions as required.

Open Access Financial Support for ACPSEM Position Papers

Financial support is offered towards the associated open access costs for position papers submitted as scientific papers that contribute to strengthening professional standards and/or adding to the reputation and standing of the ACPSEM.

The criteria for attracting 100% fee relief include:

- Approved by the Head of Specialties and CEO as per the policy (encompassing the need for the paper in the first place)
- Written in accordance with the agreed project plan and including time-related milestones
- Meets all other policy requirements including internal and external stakeholder consultation, following which a strengthening of professional standards and/or adding to the reputation and standing of the ACPSEM outcome is still obvious.

Related Documents

Nil

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1.0	27/10/2019	CEO	
1.2	11/03/2022	CEO	Changes to financial support of open access fees