



# ACPSEM Guidelines on Specialty Groups & Special Interest Groups

## 1. Introduction

---

The College formally established and empowered Interest Groups in 1999 to facilitate the activities of College members with common interest in one or more of the disciplines of radiotherapy, radiology, radiation safety, nuclear medicine or biomedical engineering. In 2004 all these interest groups were restructured into specialty groups as the disciplines were linked with the ACPSEM Training, Education and Assessment Programs (TEAP). A Radiopharmaceutical Scientists Specialty Group was added in 2013.

The interest groups with disciplines that are not linked with TEAP are called Special Interest Groups (SIGs). The operation and administration of Asia-Pacific Special Interest Group (APSIG) was transferred to the ACPSEM Foundation Limited, trading as Better Healthcare Technology Foundation in 2018. The current Special Interest Groups are the University Special Interest Group and Medical Image Registration Special Interest Group.

The ACPSEM introduced a new model for its Specialty Groups (SGs) in 2018. This new model has enabled ACPSEM to distinguish between those with an interest in, and those practicing a specialty; while at the same time offering members greater clarity and opportunity to influence the work specialty groups undertake on behalf of the College. This work includes working with other organizations to develop standards and influence policy, as well as providing expert advice to shape ACPSEM TEAP and CPD programs and policy.

## 2. Mission

---

The general mission of Specialty Groups and Special Interest groups is to act for the benefit and protection of the public, initiate policies or protocols to improve technical standards, methodology and professional standards of best practice.

The specific missions of each Specialty Group or Special Interest Group are listed separately in the Terms of References of each SG or SIG.

## 3. Objectives

---

- To cooperate with the governing bodies that regulate, control or utilise the ACPSEM specialist activities.
- To make recommendations to the relevant Certification Panel on entry standards, training programs, accreditation processes and professional competence.
- To identify opportunities of continuing professional competence and development (CPD) for members in the specialty.
- To contribute to the development and review of Australian and New Zealand standards.
- To develop and update ACPSEM position papers and endorse International papers,
- To facilitate the interfacing and coordination of activities which foster relationships with groups external to the ACPSEM but with common interests to those of the specialty group (e.g. RANZCR, ASMIRT, ANZSNM, ARPS, EA and SMBEs).
- To collaborate with other medical or scientific professions.



## 4. Structure of Specialty Groups and Eligibility

---

A Since 2018 all Specialty Groups comprise three levels of engagement: Interest, Practice and Leadership. The current specialty groups are:

- Radiation Oncology
- Radiology
- Nuclear Medicine
- Radiation Protection
- Radiopharmaceutical Science

### 4.1. The Interest Group

An entry level into Specialty Groups for all members, including students, registrars and physical scientists and engineers working in or interested in a specialty or a related area.

#### Eligibility

- Members who practice a specialty may elect to be in the interest group only because they are not sufficiently interested in the work of the practice group.
- Members may elect to be in the interest group of multiple specialty groups beyond their specialty

#### Opportunities

- Information about events and education opportunities
- A Network to support the development of your expertise
- Resources including online discussion forums

### 4.2. The Practice Group

A sub-community for ACPSEM members with existing or developing expertise in a specialty who want to grow and share their expertise and lead specialty practice.

#### Eligibility

- For the foreseeable future, eligibility will be determined via self-identification. As the new model matures eligibility may become more specifically defined.

#### Opportunities

- Contribute to publications, policy and submissions, Position Papers.
- Networking to support the development of your expertise and guide early-career physical scientists/ engineers.
- Resources including online discussion forums.
- Eligibility to nominate for election to Leadership Committees. Partial completion

### 4.3. The Leadership Committee

The Leadership Committee acts as the executive committees of the Specialty Group. The members of the Leadership Committee are members of the Practice Group who seek to be deeply involved in the specialty practice through a leadership role, and are elected to this committee to guide the College activities that support the specialty practice, the members of the Interest Group and the Practice Group and the College as a whole.

**Eligibility**

Each Leadership Committee can have maximum of 8 Committee members.

**Composition of the Leadership Committee**

The Leadership Committee of Biomedical/Clinical Engineering Specialty Group will consist of:

- 2-4 experienced Biomedical/Clinical Engineers
  - ACPSEM Ordinary members currently working in the clinical setting
  - With a recognised qualification in Engineering
  - Significant work experience
  - Demonstrated leadership in Biomedical/Clinical Engineering
  - Contribution to specialty position papers/conference presentations
  - Australasian/International focus
- 2 Mid-Career Biomedical/Clinical Engineers
  - Members currently working in the clinical setting with a minimum of 5 years' experience
  - Recognised qualification in Engineering
  - Demonstrated early career contributions to professional leadership
  - Participation in other activities that promotes the application of physical sciences principles in healthcare
- 2 Other Experienced members
  - Members with significant work experience working as an engineer or scientist or in academic positions who have maintained strong interest in Biomedical/Clinical Engineering
  - Contribution to specialty position papers/ conference presentations
  - Demonstrated leadership in Biomedical/ Clinical Engineering

The compositions of Leadership Committees of all other Specialty Groups are similar. These Leadership Committees will consist of:

- 2-4 experienced QMPs or RPs who practice in the relevant specialty
  - Experienced registered members currently working in the clinical setting
  - With significant work experience
  - Demonstrated leadership in the relevant specialty
  - Contribution to specialty position papers/conference presentation
  - Australasian/International focus
- 2 Mid-Career QMPs or RPs who practice in the relevant specialty
  - Registered members currently working in the clinical setting with a minimum of 5 years' experience
  - Demonstrated early career contributions to professional leadership
  - Participation in other activities that promotes the application of physical sciences principles in healthcare
- 2 Other Experienced members
  - Members with significant work experience working as medical physicists or equivalent in academic positions who have maintained strong interest in the relevant specialty
  - Contribution to specialty position papers/conference presentations
  - Demonstrated leadership in the relevant specialty



### **Appointment of Leadership Committee**

- i. All members of a Practice Group are eligible to nominate to the Leadership Committee of the same specialty.
- ii. A call for nomination will be conducted amongst the Practical Group members of the particular Specialty Groups.
- iii. A Selection Panel consisting of the CEO, the Head of Specialties and the Chair of the Specialty Group will be formed to review the nominations and select the successful nominee to fill any casual vacancy. The selection criteria to be used in selecting and appointee is specified in the Term of References of each Specialty Group.
- iv. Term of office is two years starting from date of appointment with a maximum of three consecutive terms.
- v. The Chair of a Specialty Group is nominated and elected by the Leadership Committee for a period of two calendar years. A Chair may be re-elected for a maximum of three consecutive terms.
- vi. A former Chair may be re-elected to the position following a break of at least one term from the position. Where ACPSEM Board perceives the requirements of a Chair are not being met, the Board may seek to have a new Chair appointed prior to the completion of a term.
- vii. Secretariat support for all Specialty Groups is provided by College staff
- viii. A Chair of one Specialty Group may not be a Chair of another Specialty Group or Special Interest Group.
- ix. A register of the Specialty Group membership is to be retained by the Company Secretary on the central College database and is to be made available to the Specialty Group Chair on request. At the very least an annual update of Specialty group membership will be provided for the annual meeting.

## **5. Structure of Special Interest Groups and Eligibility**

---

All Special Interest Groups have two levels of engagement: Interest and Leadership. The current special Interest groups are:

- University Special Interest Group
- Medical Image Registration Special Interest Group
- New and Early Career Special Interest Group

### **5.1. THE INTEREST GROUP**

Entry level into a Special Interest Group for all members or non-members (including students, registrars and physical scientists and engineers, or other medical or clinical professionals) who share an interest in the subject matter of the SIG.

#### **Eligibility**

- Members of ACPSEM who take an interest in the subject matter.
- Members of other medical or clinical professional associations may elect to be part of the Special Interest Group with a fee or free of charge if they take interest in the subject matter.
- Members may elect to be in the interest group of multiple subject matters beyond their specialty.
- To have maximum input, ACPSEM recommends joining no more than three Special Interest Groups.

#### **Opportunities**

- Information about events and education opportunities.
- A Community of Practice - networking to support the development of your expertise.



- Resources including online discussion forums.

## **5.2. THE LEADERSHIP COMMITTEE**

The Leadership Committee acts as executive committees of the Special Interest Group. The members of the Leadership Committee are decided upon formation of the Special Interest Group. The Committee Members must be deeply involved in the special interest through a leadership role, and are elected to this committee to guide activities that support the special interest group and the College as a whole.

### **Appointment of Leadership Committee**

- i. The Inaugural Members of the Leadership Committee are nominated by the Group and appointed by the CEO and Head of Specialties upon formation of the Special Interest Group.
- ii. Each Leadership Committee can have a maximum of 8 Committee members.
- iii. Should a Casual Vacancy occur on the Leadership Committee, the Committee will decide whether to fill in the casual vacancy or not, provided that the remaining members will still form a quorum.
- iv. Should the Committee decide to fill a casual vacancy, a call for nomination will be conducted amongst the Special Interest Group members. All members of the Special Interest Group can nominate themselves or other members within the group to the Leadership Committee.
- v. A Selection Panel consisting of the CEO, the Head of Specialties and the Chair of the Special Interest Group will be formed to review the nominations and select the successful nominee to fill the casual vacancy. The selection criteria to be used in selecting and appointee is specified in the Term of References of each Special Interest Group.
- vi. The term of office is two years starting from date of appointment, with a maximum of three consecutive terms.
- vii. The Chair of a Special Interest Group is nominated and elected by the Leadership Committee for a period of two calendar years. A Chair may be re-elected for a maximum of three consecutive terms.
- viii. A former Chair may be re-elected to the position following a break of at least one term from the position. Where ACPSEM Board perceives the requirements of a Chair are not being met, the Board may seek to have a new Chair appointed prior to the completion of a term.
- ix. The Leadership Committee elects a Secretary for a period of two calendar years.
- x. A Chair or Secretary of one Special Interest Group may not be a Chair or Secretary of another Specialty Group or Special Interest Group.
- xi. A register of the Special Interest Group membership is to be retained by the Company Secretary on the central College database and is to be made available to the Special Interest Group Chair on request. At the very least an annual update of Special Interest Group membership will be provided for the annual meeting.

## **6. Initiatives of Establishing a New Special Interest Group**

---

ACPSEM recognizes that it may have members who have interests that may not fit in the current specialty groups or special Interest groups. The Board and Advisory Forum will, on an ongoing basis, consider the formation of additional special Interest groups based on the need to encompass the interests of our members at the time and into the future.

Members of ACPSEM can submit proposals to the ACPSEM CEO or Head of Specialties to create new Special Interest Groups, provided that the new Special Interest Group would:

- Fit within the mission and objectives of ACPSEM
- That there is sufficient membership demand for the concept, and
- There is an absence of conflict with existing Specialty Groups or Special Interest Groups.



In the proposal, the inaugural group members must reach a consensus on a draft Term of Reference with the initial list of Leadership Committee members and presented to the ACPSEM (the CEO and the Head of Specialties). Once the proposal is approved by the CEO and the Head of Specialties, the new Special Interest Group will have access to secretariat support for all meetings, development of papers, and funding in support of activities. The Term of Reference of the new SIG will be reported to the Board at its next Board meeting.

## **7. Meetings**

---

### **7.1. Specialty Group and Special Interest Group Meeting**

- i. The SGs/SIGs shall aim to meet at least once per year, typically in conjunction with the Annual EPSM Conference. Where a meeting is to be held in conjunction with the EPSM conference, the Chair should liaise with the conference organising committee to choose a time and a venue for the meeting.
- ii. This meeting should be advertised in advance as part of the conference program. The Chair should attempt to ensure that there is no conflicting simultaneous session.
- iii. At least five members and either the Chair or the Secretary shall be present to reach a quorum.
- iv. Each branch of the ACPSEM should have a representative, and ideally each state
- v. The SGs/ SIGs shall utilise electronic forms of communication (e-mail and Internet) to communicate regularly amongst its members. The Chair or the Secretary will initiate the circulation of an issue for discussion by the members.

### **Minutes of Specialty Group and Special Interest Group Meeting**

- i. Minutes are to be prepared for each SG/SIG meeting.
- ii. The draft minutes of each meeting are to be reviewed by the Chair of SG/SIG and circulated to all SG/SIG members by the Committee Secretary as soon as practicable but no later than the distribution date for the papers for the next Specialty Group meeting.
- iii. A copy of the minutes, once they have been reviewed by the Chair of SG/SIG, must be included in the papers for the next Head of Specialties meeting
- iv. The Leadership Committee shall consider and adopt the minutes of each Specialty Group meeting at its next meeting (or the next practicable meeting if the minutes are not available at the next meeting).

### **7.2. Leadership Committee Meeting**

- i. In any year the Leadership Committees must have no less than two meetings.
- ii. Any Committee member may, and the Committee Secretary at the request of a Committee member must, convene a meeting of the Committee.
- iii. The agenda for Committee meetings is determined by the Committee Chair but must include any item of business of the member who requested the meeting under 3.2.
- iv. The agenda shall be provided to Committee members by the Committee Secretary at least seven (7) days in advance of each meeting. Supporting papers should be provided at the earliest opportunity they become available and may be presented at the meeting with the permission of the committee Chair.
- v. A Committee meeting may be called or held using any technology consented to by each
- vi. member. The consent may be a standing one.
- vii. A quorum for any meeting shall be a majority (greater than 50%) of the number of the committee members.
- viii. In the absence of the Specialty Group Chair (or their properly appointed delegate), the members will elect one of their number as Chair of that meeting.



- ix. The Committee may invite other people including employees of the College and external advisers to attend all or part of its meetings, as it deems necessary or appropriate.
- x. If a person has a material personal interest in a matter that is being considered at a meeting, they must not be present for consideration of that matter unless the interest has been fully disclosed to the Committee and the Committee agrees that the employee or other person may be present. A Committee member with a material personal interest in a matter shall not vote on that matter.
- xi. Decisions of the Committee may be made:
  - o at a duly called and constituted meeting; or
  - o by a resolution in writing notified to all members of the Committee and approved by at least 75% of the members of the Committee who are entitled to vote on the resolution. A member's approval may be evidenced by a hard copy or electronically scanned signature or by email.

**Minutes of Leadership Committee Meeting**

- i. Minutes are to be prepared for each Committee meeting.
- ii. The draft minutes of each Committee meeting are to be reviewed by the Specialty Group Chair and circulated to all Committee members by the Committee Secretariat as soon as practicable but no later than the distribution date for the papers for the next Committee meeting.
- iii. A copy of the minutes once they have been reviewed by the Specialty Group Chair must be included in the papers for the next Head of Specialties meeting
- iv. The Committee shall consider and adopt the minutes of each Committee meeting at its next meeting (or the next practicable meeting if the minutes are not available at the next meeting).

**8. Exiting an Interest Group, Practice Group or Leadership Committee**

Members may exit Specialty Practice Streams at any or all levels by unselect the Specialty Groups in the Member Portal of the ACPSEM website by unselect the relevant groups.

Members of Leadership Committee who intend to exit the Leadership Committee would need to notify the Company Secretary at [secretary@acpsem.org.au](mailto:secretary@acpsem.org.au) and the relevant Chair of the Specialty Group.

<b>Authorised by</b>	Chief Executive Officer
<b>Authorised on</b>	22 <sup>nd</sup> December 2022
<b>Effective date</b>	22 <sup>nd</sup> December 2022
<b>Review date</b>	3 years from Authorisation Date
<b>Responsible officer</b>	CEO
<b>Enquiries</b>	N/A
<b>Version</b>	2.0
<b>Policy domain</b>	CEO

## Document History

Version	Date	Author	Reason
1.0	21/10/2019	Susie Zhong	First draft
2.0	22/12/2022	Sharon Flynn	Review and edits to reflect transfer of responsibility for secretariat support to SGs from Secretary to ACPSEM Staff