



# ACPSEM Continuing Professional Development User Handbook <sup>v5</sup>





### **OUR VISION**

Safe and effective diagnosis and treatment.

### **OUR PURPOSE**

To advance medical science to keep our community healthy and safe.

### **OUR STRATEGIC PILLARS**

1. Sustainability
2. Members
3. Education
4. The Profession

### **OUR VALUES**

1. A commitment to quality and safety in the practice of clinical science and engineering, centred on the best interests of patients
2. A determination to support workplace innovation and safe and evidence-based translation of research into clinical practice
3. The personalisation of learning and all collegiate experiences for all members
4. Transparency and accountability in all activities

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# CPD Essentials

## 1. Mission

The purpose of the ACPSEM Continuing Professional Development (CPD) system is to engage members in the practice of life-long learning; thereby strengthening a commitment to improve professional standing, standards and safety for the benefit of the individual, profession, and protection of the public.

The purpose of CPD is to maintain our profession's currency, relevance of knowledge and skills, and to ensure practice is professionally sound.

## 2. Aims

To provide advice and guidance to College members in identifying their professional development needs;

To encourage members to engage in life-long learning;

To establish a credible mechanism by which members receive formal recognition for participation in CPD activities; and thereby, demonstrate their commitment to the profession, their patients, the public, and their employers;

To demonstrate to employers the importance and expectation of professionals in active CPD engagement;

To maintain the highest professional standards of College members;

To enhance the status of physical scientists and engineers in medicine;

To increase the likelihood of external regulatory bodies recognising ACPSEM registration and certification; and

To enable individuals on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists* (the Register) to maintain their Registration through compliance with the prerequisites of this CPD Program.

## 3. Objectives

CPD Participants will be provided with:

A comprehensive CPD system in line with other global health industry CPD system standards.

Tools to identify individual professional development needs and to track progress.

Online CPD opportunities.

An outline of the level of CPD required of professionals.

Recommendations for CPD opportunities through courses being assessed in the CPD system's endorsement process.



#### 4. Eligibility

All physical scientists, radiopharmaceutical scientists and engineers in medicine are eligible to participate in the ACPSEM CPD system.

Participation is not limited by country or membership status; however, participation fees are determined by membership status.

#### 5. Enrolment/Participation

Participation in the ACPSEM CPD Program is mandatory for anyone listed on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*.

Participants not on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists* must submit an annual declaration to the College confirming their intention to participate. Without the declaration, participants will not be recognised by the ACPSEM as active in the CPD

program

#### 6. Fees

Participation in the CPD program is included in the ACPSEM membership fee.

Non-members can participate in the CPD system for an annual fee. Eligibility and fee discounts and/or exemptions may be granted at the discretion of the Chief Executive Officer.

The ACPSEM does not cover nor reimburse the costs for participation in any CPD event. All relevant fees are the responsibility of the participant.

#### 7. Terminology

**Participants:** Professionals undertaking CPD and/or enrolled in the ACPSEM CPD program.

**Endorsed CPD provider:** an organisation or individual providing a course that has been officially endorsed by the ACPSEM CPD program.

Period: refers to a time period of 3 years CPD participation.

### **8. Commencement of Logging CPD Activity**

This CPD User Handbook takes effect as of 1 January 2022. Points are not rolled over from previous CPD periods when a new one begins. With the beginning of each CPD period, the points balance for all participants starts at 0.

The current CPD period runs from 1 January 2022 to 31 December 2024.

### **9. Points Requirement**

Participants are required to collect a minimum of 150 points over a 3-year CPD period. On average, this equates to 50 points per year. Of these 150 points, a minimum number of points must be achieved across each of the three core CPD Categories (detailed in the following pages of this booklet).

The 150 points requirement is mandatory for all participants listed on the Register

Participants who are not employed in a full time capacity may apply for an adjustment to their points requirement on a pro-rata basis. Participants are asked to email [cpd@acpsem.org.au](mailto:cpd@acpsem.org.au) for further advice. Points may be adjusted to up to 50% of the standard requirement.

Newly certified TEAP graduates will be advised of their points requirement when formally notified of their admittance to the Register.

### **10. ACPSEM CPD Tracker**

The ACPSEM CPD Tracker is the official online mechanism that participants must use to record their CPD activities and points.

Instructions for using the CPD Tracker can be downloaded [here](#).

### **11. Identification of Training Needs**

Guidance for identifying training needs will be available on the ACPSEM website.

The ACPSEM recognises the value of in-house CPD mentors who can assist in identifying areas of training relevant to a participant's career development.

# CPD Program

## 1. Categories

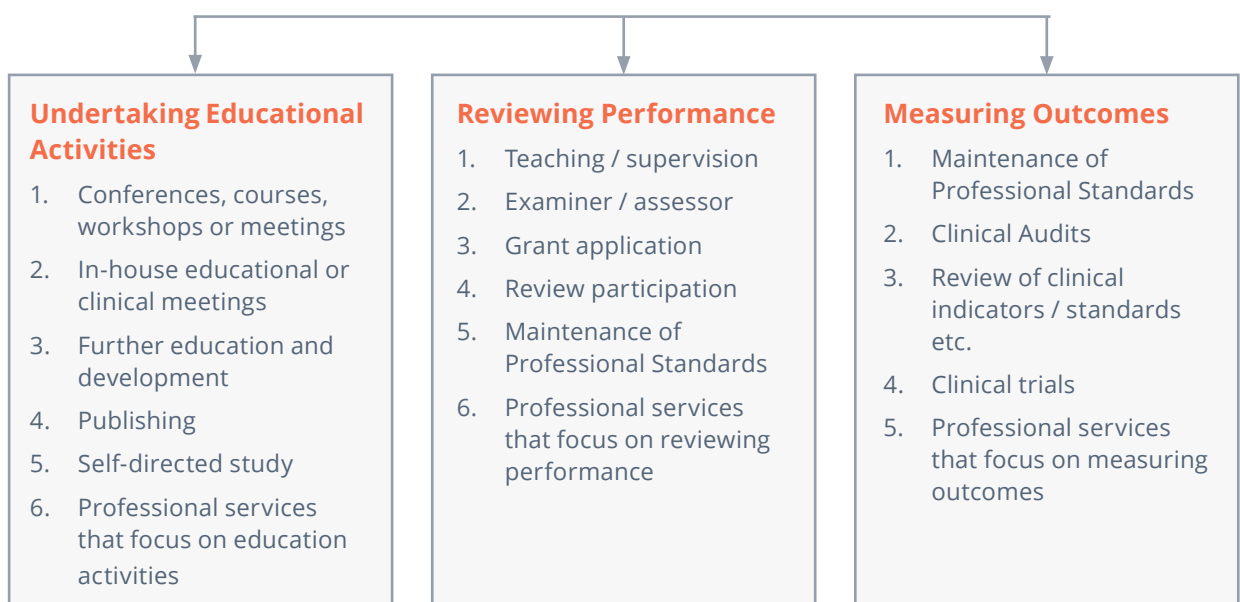
There are three (3) core CPD categories:

1. Undertaking Educational Activities
2. Reviewing Performance
3. Measuring Outcomes

Categories	# Types of Activities	Min Points Per Period*
Undertaking Educational Activities*	6	20
Reviewing Performance*	6	20
Measuring Outcomes*	5	15

\*It is mandatory for all participants on the Register that a minimum number of points be achieved from all 3 categories within a CPD Period.

## Types of CPD



## 2. Activities

Under the 3 categories the following activities include:

### 1) Undertaking Education Activities

Performing activities that provide professional knowledge and/or skills

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>A Conferences, Course, Workshops or Meetings</b>			
Attendance at an ACPSEM CPD Event or an ACPSEM Endorsed CPD Event	2 points / hour Max 10 points / day <b>Attendance Documentation</b>	1 point Optional Reflective	Conferences, seminars / webinars, workshops, conferences organised by the ACPSEM or any CPD events provided by external parties which have been ACPSEM CPD endorsed
Attendance at a non-ACPSEM endorsed CPD event	1 point / hour Max 5 points / day <b>Attendance Documentation</b>	1 point Optional Reflective	Other Recognised Organisation events (Appendix 1) or Vendor User Group meetings that are not CPD endorsed by the ACPSEM
Attendance at a non-ACPSEM endorsed examined course	2 points / hour Max 10 points / day <b>Attendance Documentation</b>	1 point Optional Reflective	Exam pass rate required; a feedback survey is not considered as an exam
Speaker	5 points / event <b>Any record or document(s) which verifies your role/ involvement</b>		Includes keynote / plenary
Paper or Poster Author	5 points / item Max 10 points / event <b>Any record or document(s) which verifies you having produced a paper or poster</b>	1 point Optional Reflective	
<b>B In-house Educational or Clinical Meetings</b>			
Attendance at an In-house Meeting		1 point / hour Max 2 points / day <b>Compulsory Reflective</b>	Journal Club, Multidisciplinary meetings, Chart rounds
Presenter at an In-house Meeting		2 points / hour Max 4 points / day <b>Compulsory Reflective</b>	



Activity	Points and Evidence		Examples
	Objective	Reflective	

### C Further Education and Development

Tutorials for TEAP Registrars		2 points / hour Max 4 points / day <b>Compulsory Reflective</b>	ACPSEM Examiners / Assessors, TEAP Supervisors
Further Education	Full time 2 points / month Part time 1 point / month <b>Documentation Required (Enrolment or APR's)</b>		PhD, MSc, MBA, Education etc.
Department Developmental Study		10 points / item - new learning 5 points / item - new skills maintenance 3 points / item - updating learning or skills maintenance <b>Compulsory Reflective</b>	New and Emerging Technologies Research and Development Programming / Coding and Artificial Intelligence Prototypes (new equipment and patents)

### D Publishing

Books and book chapters	30 points / joint author book 15 points / first author book chapter 5 points / co-author book chapter <b>Documentation required</b>		Author Co-author
Published journal articles	10 points / first author non-peer reviewed journal 15 points / first author peer reviewed journal 3 points / co-author non-peer reviewed journal 5 points / co-author peer reviewed journal <b>Documentation required</b>		First Author, Co-author

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>E Self-Directed Study</b>			
ACPSEM Examiner / Assessor *Mandatory for all ACPSEM Examiners and Assessors		1 point / hour <b>Compulsory Reflective</b>	CTG Content Review Preparation for Examinations Mock Practical Exams
Journal reading		1 point / article <b>Compulsory Reflective</b>	
Textbook and technical report review		1 point / resource <b>Compulsory Reflective</b>	
AAPM Online Education Credits Program	1 point / successful exam <b>Supporting AAPM documentation required</b>		
Other Self-Study		1 point / hour <b>Compulsory Reflective</b>	Structured self-study with study plan and progress record Web-based learning, such as e-learning modules, podcasts Remote and Rural learning

### F Professional Services that Focus on Education Activities

Leadership Committee of Specialty Groups, Special Interest Groups and Branches	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Members of Working Groups	2 points / meeting Max 10 points / year 2 points / additional outcomes (i.e. published position paper etc.) <b>Documentation required</b>	2 points / year Optional Reflective	
Members of Conference or Workshop Organising Committee	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / conference or workshop Optional Reflective	
Members of any other committees that develop educational contents for the physical scientists' profession	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	

## 2) Reviewing Performance

Performing activities that review the performance of your peers or yourself

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>A Teaching / Supervision</b>			
Supervision of Students / Registrars	8 points / year <b>Documentation required</b>	2 points / year Optional Reflective	PhD or MSc Candidate, including honours students ACPSEM TEAP Registrar Overseas Medical Physicists (APSIG Volunteers)
Trainer (Subject-Matter Experts)		5 points / year <b>Compulsory Reflective</b>	TEAP Registrars
Thesis Reviewer		10 points / PhD Thesis 5 points / MSc Thesis <b>Compulsory Reflective</b>	
Invited Lecturer		2 points / hour <b>Compulsory Reflective</b>	
<b>B Examiner / Assessor</b>			
Acting as an examiner for university or professional body		1 point / hour Max 10 points per session <b>Compulsory Reflective</b>	Examiners for Universities DIMP/ROMP TEAP Examiners RPS TEAP Assessors
ACPSEM Examiner / Assessor		1 point / hour (local) 2 points / hour (external) Max 5 points per session <b>Compulsory Reflective</b>	Practice exam for Registrar (part A or B)
<b>C Grant Application</b>			
Grant Application	15 points / major grant application 8 pts / minor grant application <b>Documentation required</b>	1 point Optional Reflective	
Grant Review	3 points / grant review <b>Documentation required</b>	1 point Optional Reflective	

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>D Review Participation</b>			
Invited referee of a Journal, a Book, or a Book Chapter		3 points / invited review <b>Compulsory Reflective</b>	For participants not on an editorial board but are invited to be a referee
Participation in a mentoring program		3 points / year <b>Compulsory Reflective</b>	Mentor Mentee
Peer review of performance		3 points / review <b>Compulsory Reflective</b>	Multi-source feedback An assessment of the participant by observers who have direct interaction with the participant Assessee and Assessor can claim points
In-house / Departmental		3 points / review <b>Compulsory Reflective</b>	Chart Rounds / Patient cases, Incidents, Safety and Quality
<b>E Maintenance of Professional Standards – Performance Review</b>			
Examiner / Assessor		2 points / per examiner review <b>Compulsory Reflective</b>	Performing review of examiners
Professional Development Plan		3 points / per plan <b>Compulsory Reflective</b>	Prepared by the participant or with direct line manager and allows for a detailed plan for learning and development needs in the CPD Period
Off-site Training		1 point / hour <b>Compulsory Reflective</b>	Inter-centre training for advanced techniques OR update on professional knowledge/skills
<b>F Professional Services that Focus on Reviewing Performance</b>			
Members of Professional Standards Board, Certification Panel, Accreditation Committee, or CPD Committee	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Members of Membership Committee, Award Committee or Journal Editorial Board	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	

Activity	Points and Evidence		Examples
	Objective	Reflective	
	OR		
	3 points / review Max 12 points / year		
Members of Assessment Panels for other Certifications	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Members of other committees that assess eligibility of entry, award, accreditation, certification, or registration	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Members of Conference or Workshop Organising Committee	2 points / meeting Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	Review of abstracts, Finalisation of prizes or awards at the conference or workshop
Any other volunteer activities that review organisational performance, management, and governance in an organisation other than your workplace	5 points / meeting <b>Documentation required</b>	2 points / year Optional Reflective	APSIG

### 3) Measuring Outcomes

Performing activities that measure outcomes

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>A Maintenance of Professional Standards – Outcome based</b>			
Examiner / Assessor		1 point / exam <b>Compulsory Reflective</b>	Marking of exams
Reflection on professional outcomes		3 points / reflection / per staff member <b>Compulsory Reflective</b>	Reflection on Professional outcomes Professional Development Plan, Multi-source feedback
Reflective Diary		5 points / year <b>Compulsory Reflective</b>	Completion of a reflective diary either in hard copy or electronic form.  See the <a href="#">CPD Program Examples Document</a> for guidance and examples of reflective entries.

Activity	Points and Evidence		Examples
	Objective	Reflective	
<b>B Clinical Audits</b>			
Audits	5 points / audit <b>Evidence of participation in the Audit</b>	1 point Optional Reflective	ACDS Independent Departmental
<b>C Review of Clinical Indicators / Standards etc.</b>			
Review of clinical indicators / standards	5 points / review <b>Evidence of the review</b>	1 point Optional Reflective	In-house
<b>D Clinical Trials</b>			
Lead / Head of the Clinical Trial	10 points / year <b>Evidence of participation in the Clinical Trial</b>	1 point Optional Reflective	
Participation in Clinical Trials	8 points / year <b>Evidence of participation in the Clinical Trial</b>	1 point Optional Reflective	
Data review	4 points / year <b>Evidence of participation in the Clinical Trial</b>	1 point Optional Reflective	
<b>E Professional Services that Focus on Measuring Outcomes</b>			
Director of a Professional Association	2 points / hour Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Members of Finance and Audit Committee	2 points / hour Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Assessors of site or university accreditation	3 points / accreditation Max 12 points / year <b>Documentation required</b>	2 points / year Optional Reflective	
Any other volunteer activities that measure organisational performance, management, and governance in an organisation other than your workplace	2 points / hour Max 10 points / year <b>Documentation required</b>	2 points / year Optional Reflective	APSIG

# CPD Program Evidence

CPD activity evidence is mandatory for all participants listed on the ACPSEM *Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*. Evidence must be logged on the CPD tracker. Logged CPD activities must follow the evidence principles below. Evidence can be objective, reflective, or both.

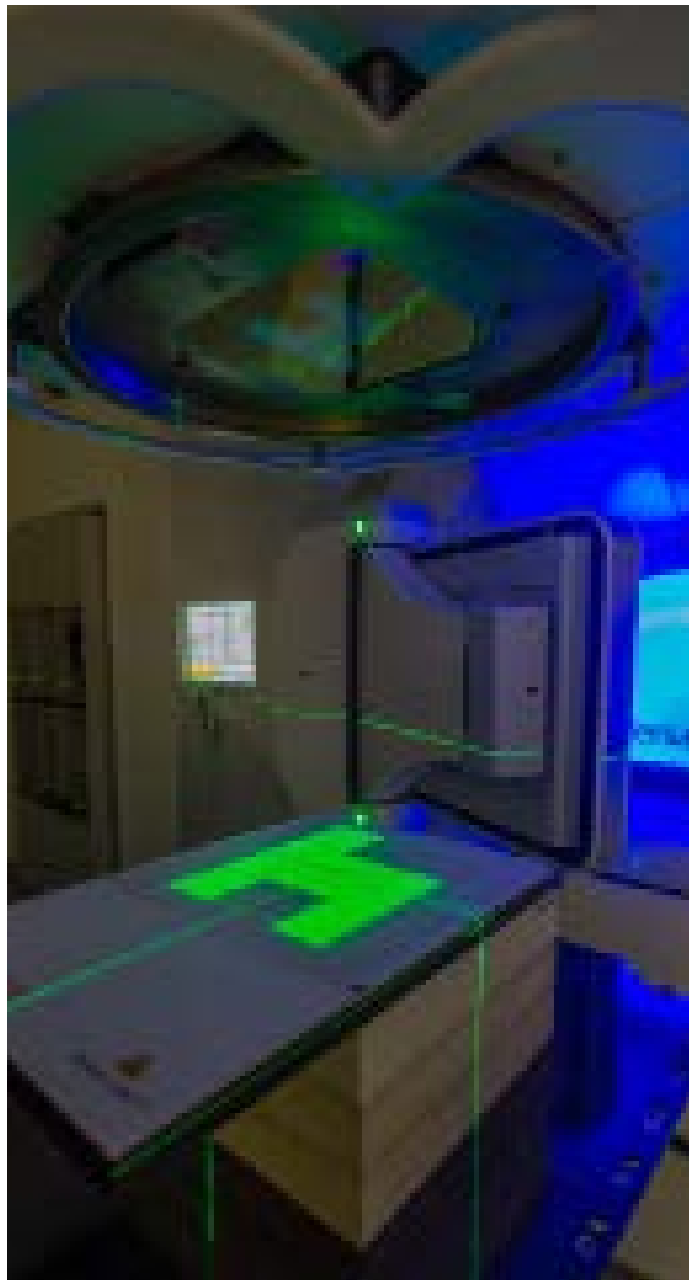
## Principles:

1. Evidence should support the illustration of the particular CPD activity. i.e. the CPD entry should make sense on its own.
2. Evidence should support the purpose of CPD, which is to self-reflect, to identify gaps in skill or knowledge and to improve.
3. CPD Evidence is separate from the CPD Audit process. The new CPD Audit process will be different from our previous practice and focus on identifying the self-improvements over the period.

## Definitions:

**Objective evidence:** Certificate of Attendance for educational activities, or similar.

**Reflective evidence:** A summary of lessons learned from attending an activity.





# CPD Audit System

The ACPSEM audits CPD participants to ensure that standards and records are maintained, and that the CPD system itself is meeting participants' needs.

## Points checks

The ACPSEM examines the points of all participants on an annual basis to ensure each participant is complying with the CPD requirements. Emails are sent at the end of each year of the CPD period to inform participants of their points balance.

## CPD Audit

The principle of the CPD Audit is to focus on participants' reflections on the activities they have undertaken. The Audit is not designed to examine record-keeping abilities.

Audits commence at the beginning of the final year of the CPD period. At least 10% of participants on the Register are selected at

random for audit. Audit participants will be notified in writing 28 days before their audit is to commence.

The audit comprises a 30 minute structured interview designed to both confirm that participants have performed CPD activities relevant to their respective registration and that they have adequately reflected on how these activities have been of benefit to them professionally.

Page 15 outlines the procedure in cases where CPD participation is deemed unsatisfactory.

## Audit of ACPSEM CPD Endorsed Activities

ACPSEM Endorsed CPD activities or courses are also audited periodically to ensure quality and standards remain consistent.

For more information on auditing of CPD provider courses, please see the ACPSEM Endorsement booklet.



# Insufficient CPD Participation

Participants listed on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists* must comply with all requirements of the CPD program in order to maintain their registration.

The ACPSEM will ensure all participants are aware of their CPD status by sending annual points updates via email. More frequent updates will be sent in the final year of the CPD period. The ACPSEM will work with all participants to ensure they are aware of, and comply with the registration requirements.

If, at the end of the period, a participant's CPD Tracker indicates that they have not met the CPD requirements, the participant

will be removed from the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*.

Participants may be re-admitted to the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists* if they can update their CPD tracker to demonstrate evidence of compliance by a certain deadline determined by the CPD Coordinator. Participants must also undergo a CPD compliance audit at the end of the first year of the next CPD period in order to remain on the *ACPSEM Register of Qualified Medical Physics Specialists and Radiopharmaceutical Scientists*.

# Exemption from ACPSEM CPD Tracker

Where a participant is already keeping a CPD record in the required format of another institution, such as the AAPM, it is not required that they maintain a separate record with the ACPSEM; provided that the CPD system meets or exceeds the requirements of the ACPSEM.

Records kept with other institutes should include the dates, points allocated and supporting documentation for all activities. All records must be available for review upon

request from the CPD Coordinator.

If a participant wishes to use an alternative record to track their CPD, they must register it for approval by the ACPSEM CPD Coordinator.

Registration and approval are sought by way of the CPD Tracker Exemption Form.

# Appendix 1

## List of Recognised Organisations

American Association of Physicists in Medicine (AAPM)	International Council of Science (ICSU)
Australian Clinical Dosimetry Service (ACDS)	International Federation of Medical and Biological Engineering (IFMBE)
Australian Institute of Physics (AIP)	International Organization for Medical Physics (IOMP)
American Osteopathic Association (AOA)	International Radiation Protection Association (IRPA)
American Society for Radiation Oncology (ASTRO)	The International Society for Magnetic Resonance in Medicine (ISMRM)
Asia-Oceania Federation of Organizations for Medical Physics (AFOMP)	International Stereotactic Radiosurgery Society (ISRS)
Australasian Radiation Protection Society (ARPS)	International Symposium on Radiopharmaceutical Sciences (ISRS)
Australasian Brachytherapy Group (ABG)	International Union for Physical and Engineering Sciences in Medicine (IUPESM)
Australian & New Zealand Bone & Mineral Society (ANZBMS)	International Union for Pure and Applied Biophysics (IUPAB)
Australian and New Zealand Society of Nuclear Medicine (ANZSNM)	National Council on Radiation Protection and Measurements (NCRP)
Australian Society of Medical Imaging and Radiation Therapy (ASMIRT)	Nuclear and Plasma Sciences Society (NSS)
British Institute of Radiology (BIR)	Royal Australian and New Zealand College of Radiologists (RANZCR)
Clinical Oncological Society of Australia (COSA)	Radiological Society of North America (RSNA)
Engineers Australia (EA)	Society of Nuclear Medicine (SNM)
European Association of Nuclear Medicine (EANM)	South East Asia Federation of Organizations for Medical Physics (SEAFOMP)
European Federation of Organizations for Medical Physics (EFOMP)	Trans-Tasman Radiation Oncology Group (TROG)
European Society for Therapeutic Radiology and Oncology (ESTRO)	
Institute of Electrical and Electronics Engineers (IEEE)	
Institute of Physics and Engineering in Medicine (IPEM)	
International Atomic Energy Agency (IAEA)	
International Commission on Radiological Protection (ICRP)	

If the organisation you are looking for is not on this list, please email [cpd@acpsem.org.au](mailto:cpd@acpsem.org.au) for advice.

# Get in touch

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