



TEAP Admission and Enrolment Policy

1. Purpose

The Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) is committed to admitting registrars based on clear and fair criteria and to maintaining the integrity of its Training, Education and Assessment Program (TEAP). This policy

2. Application

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

The ACPSEM will actively consider potential bias in enrolment and recruitment. Where the ACPSEM is advised that this policy and/or related procedures potentially disadvantaged applicants, the CEO will seek a determination from the PSB and Certification Panel or Appeals Panel.

3. Context

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).

Admission to the TEAP and exemptions to entry requirements are based on published criteria and granted by the Professional Standards Board (PSB).

4. Definitions

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

Accredited Training Institution: a clinical department authorised by ACPSEM to provide training to registrars in one or more disciplines as part of a TEAP.

ACPSEM approved undergraduate degree: degree approved via the ACPSEM's University accreditation program or by a TEAP coordinator and/or certification panel on a case-by-case basis.

Registrar: trainee registered in the TEAP administered by ACPSEM.

Certification: recognition that a registrar has satisfactorily completed a TEAP in one of the three disciplines offered by ACPSEM.

Enrolment: period during which a candidate is considered a registrar of ACPSEM and progressing towards the completion of a TEAP



5. Admission Requirements

5.1. TEAP Admission Requirements

Admission to a TEAP will be granted to candidates who:

- have obtained an ACPSEM approved undergraduate degree or have an approved equivalence from the ACPSEM for such a requirement – see Appendix A for details on the undergraduate degree requirement by discipline; and
- are accepted into an ACPSEM accredited postgraduate degree program in medical physics or to have completed an ACPSEM accredited postgraduate degree program in medical physics; and
- are accepted into a registrar training position at an ACPSEM accredited clinical training institution.

For more information on accreditation, refer to the ACPSEM's [Accreditation Policy](#).

5.2. Admission Exemptions

While recent graduates are required to meet all general entry requirements, the ACPSEM may exempt a candidate from any of these requirements and/or approve admission but require additional coursework under special circumstances.

Professionals who have obtained graduate and/or post graduate qualifications in other countries may be exempt from these general entry requirements; however, they must be employed in a clinical department accredited for training, have the support of their Chief Physicist to enter TEAP and have access to suitable and ACPSEM-approved supervision.

For other experienced professionals, the relevant Certification Panel will advise the PSB what exemptions, if any, apply, e.g. a candidate deemed an experienced professional may not have to meet the undergraduate and postgraduate degree requirements.

Appendix B provides a list of exemptions to the TEAP entry requirements by discipline. TEAP coordinators will assess eligibility for exemptions based on rules set by the ACPSEM and its committees.

6. Enrolment Requirements

6.1. Commencement of enrolment

Registrars must be enrolled in TEAP and employed at an ACPSEM-accredited training institution to participate in, progress in, and complete a TEAP. Registrars must be enrolled in a TEAP to be eligible to sit written and final TEAP examinations.

The ACPSEM Leave Policy makes time-limited provision for those who have completed all TEAP requirements except final TEAP Examinations but whose employment in a registrar training position has ceased.

When enrolling in a program, the registrar is to nominate the speciality they are undertaking as applicable.

Enrolment will only be valid where:

- admission requirements have been met;
- an approved supervisor has been identified for the training program in the nominated speciality or specialities; and



- all [fees](#) due to ACPSEM have been paid.

6.2. Continuity of enrolment

To maintain continuity of enrolment, registrars must:

- pay annual enrolment [fees](#), exam [fees](#), and other [fees](#) as they fall due; and
- remain employed in a position approved for registrar training at an ACPSEM-accredited clinical training institution.
- Meet TEAP training milestones, including program progression committee requirements, set with respect to stages of training (where applicable).

7. Duration of Enrolment in TEAP

7.1. Time expected to complete TEAP in a single discipline varies according to a registrar's prior qualifications:

- Enrolment with a relevant completed MSc or PhD completion in 3 years is expected
- Enrolment without an MSc requires the 3-year baseline 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 3-year baseline TEAP duration be extended by an agreed length of time following submission of a training plan.
- Enrolment by an experienced professional is expected to take a shorter time with the specific program length to be determined following submission of a training plan.
- Enrolment to complete a second specialty within a discipline will require extension of the agreed enrolment period (up to one year) with the specific program length to be determined following submission of a training plan.

Further information regarding application for and approval of leave (categories 1 to 3) from TEAP is contained in the ACPSEM's Leave Policy. Notwithstanding approval of one or more forms of leave from the program, the maximum time that can be taken to complete TEAP is 8 calendar years inclusive of one of the full time equivalent (FTE) circumstances listed at above.

7.2. Additional enrolment requirements vary across discipline and are outlined in the TEAP Handbooks:

- [DIMP TEAP Curriculum Framework](#)
- [DIMP TEAP Program Handbook](#)
- [ROMP TEAP Curriculum Framework](#)
- [ROMP TEAP Training Handbook](#)

Registrars experiencing difficulties in completing a Program within the expected timeframe should refer to ACPSEM's Program Progression and Completion [Policy](#) and [Procedure](#),

Registrars are expected to be enrolled on a full-time basis. Enrolment on a part-time basis may only be granted based on special consideration. Where part-time enrolment is granted the milestones in the enrolment letter must reflect the approved part time training arrangement, determined following submission of a training plan. Enrolling in TEAP while also studying for a post graduate degree is considered full time enrolment with approved FTE training time determined in accordance with 7.1 above.



7.3. Training Plans

Individual Registrar Training Plans are required to be submitted in the following circumstances to determine the approved length of TEAP training in accordance with 7.1 above:

- In support of applications for part time training
- In support of a TEAP enrolment application where a registrar is also seeking to complete post graduate studies in addition to clinical training.
- (for DIMP registrars only) where registrars elect to complete a second specialty (radiology or nuclear medicine).

7.4. Termination of enrolment

Enrolment in a TEAP will be terminated in the following circumstances:

- failure to demonstrate satisfactory progress (see ACPSEM Program Progression and Completion [Policy](#) and [Procedure](#),) as advised by the relevant Certification Panel to the PSB following remediation and/or other processes undertaken by the Panels.
- failure to achieve Assessment Components by Discipline (HURDLES) as outlined in the ACPSEM Progression and Completion Policy and notably Appendix A, where special circumstances have not been identified
- failure to cooperate with those appointed by the ACPSEM to monitor and assess TEAP progress;
- failure to comply with any conditions imposed on continuing enrolment either through the application of this policy or further determinations made by certification panels;
- failure to pay enrolment fees or other fees due to the ACPSEM within 6 months of the due date, unless an alternative payment arrangement has been agreed between the registrar and the ACPSEM; or
- professional misconduct or unethical behaviour as determined by the appropriate ACPSEM Committee, and at the request of fellow college members, staff , certification panels or the PSB.

A registrar whose enrolment has been terminated is excluded from re-enrolling for a period of one year from the date of termination. A registrar whose enrolment has been terminated twice is permanently excluded from re-enrolling. The prerequisites to termination of enrolment and associated processes are outlined in the ACPSEM Program Progression and Completion [Policy](#) and [Procedure](#), and roles and responsibilities for related processes are detailed in the [ACPSEM Enrolment Procedure](#).

8. Accountability

The ACPSEM Board has delegated accountability and responsibility for determining and evaluating TEAP admissions and enrolment policy to the PSB. The ACPSEM Board also requires that sufficient detail is included in procedures and rules to enable decisions to be made by ACPSEM staff with reference to precedents, with referral to certification panels for individual cases by exception only.

Additionally, terminations of enrolment in TEAP should be confirmed and noted by the PSB and periodically reported to the ACPSEM Board



9. Appeals

If a registrar is not satisfied with a decision made in relation to admission, they may submit an appeal in accordance with ACPSEM's [Grievance Handling and Appeal Policy](#).

10. References

10.1. Legislation and Regulation

- *Standards for Assessment and Accreditation of Specialist Medical Programs and Professional Development Programs by the Australian Medical Council 2015*

10.2. Related Documentation

- TEAP Admission Procedure
- Program Enrolment Policy
- Program Enrolment Procedure
- Grievance Handling and Appeal Policy
- Certification Policy
- Recognition of Prior Learning Policy



Authorised by	Professional Standards Board
Authorised on	13 December 2022
Effective date	1 January 2023
Review date	30 June 2025
Responsible officer	Chair of the PSB
Enquiries	N/A
Version	1.3
Policy domain	PSB

Document History

Version	Date	Author	Reason
1.0	22/03/2019	Alan Bowen-James	First draft
1.1	10/05/2019	CEO	Addition of section 6
1.2	23/06/2019	Alan Bowen-James	Inclusion of Appendix B
1.3	22/08/2019	CEO	Incorporation of links and corrections
1.4	13/12/2022	PSB	Combining of Admissions and Enrolment policies, general updates removing mention of dates and projects, and adjustments to accommodate updates to DIMP and ROMP Curriculums



Appendix A – Undergraduate Degree Entry Requirement

Medical Physics	Diagnostic Imaging Medical Physics	Radiopharmaceutical Science
<p>Undergraduate degree majoring in physics</p> <p>A BSc degree majoring in physics from an Australian or New Zealand university will generally meet this requirement. Acceptable degrees will have a strong mathematics and physics component and meet criteria for an accredited degree program by the Australian Institute of Physics (AIP) or IAEA recommendations for accreditation of medical physics academic programs. BE degree may be suitable provided it meets the academics requirement details in appendix C</p>		<p>Undergraduate degree majoring in chemistry, medicinal chemistry, pharmacy, pharmacology or other relevant specialty</p> <p>The undergraduate degree should contain a chemistry, pharmacy or pharmacology major, or be proved to have a sufficient chemistry content to satisfy the Certification Panel of the applicant's background knowledge in these areas of study.</p>
<p>Equivalence</p> <p>having an equivalent physics and maths content in a relevant physical science or engineering degree or an appropriate overseas degree which has been assessed by and ACPSEM as being an equivalent qualification to the above criteria.</p>		-



Appendix B – TEAP Requirement Exemptions

Medical Physics	Diagnostic Imaging Medical Physics	Radiopharmaceutical Science
<p>Undergraduate degree majoring in Physics</p> <p>Candidates who do not have an undergraduate degree with strong physics and maths components as described in Appendix A may need to complete a series of individual courses or a diploma of science or full BSc, in order to demonstrate meeting the undergraduate degree requirements. Refer to Table 1 for more specific information.</p>	<p>Undergraduate degree majoring in Physics</p> <p>Candidates who do not have an undergraduate degree with strong physics and maths components as described in Appendix A may need to complete a series of individual courses or a diploma of science or full BSc, in order to demonstrate meeting the undergraduate degree requirements. Refer to Table 1 for more specific information.</p>	
<p>Postgraduate degree in Medical Physics (Coursework)</p> <p>Candidates who have completed an MSc or PhD program that is not accredited by the ACPSEM may be exempted from the coursework component of an ACPSEM accredited MSc program if they can demonstrate completion of coursework or professional experience equivalent to that described in the ACPSEM University Accreditation Sample Syllabus.</p>	<p>Postgraduate degree in Medical Physics (Coursework)</p> <p>Candidates who have completed an MSc or PhD program that is not accredited by the ACPSEM may be exempted from the coursework component of an ACPSEM accredited MSc program if they can demonstrate completion of coursework or professional experience equivalent to that described in the ACPSEM University Accreditation Sample Syllabus.</p>	<p>There is no 'advanced standing' offered for the RPS program as it relies on a process of progressive assessment which includes the submission of evidence that is assessed and graded, with feedback given to the applicant.</p> <p>Work undertaken prior to entry into TEAP, as part of a program of education or a research project, may be submitted as evidence to satisfy the requirements of a Learning Outcome. It will be assessed and graded in the same way other submissions are managed. This minimises unnecessary repetition of experience, but satisfies the requirement for documented evidence.</p> <p>This approach to Recognition of Prior Learning policies supports trainees to transition between programs as per the Australian Medical Council's Accreditation Standard 3.3.2 for Assessment and Accreditation of Specialist Medical Programs and Professional Development Programs by the Australian Medical Council 2015.</p>
<p>Postgraduate degree in Medical Physics (Research)</p> <p>Candidates who have completed an MSc or PhD program that is not accredited by the ACPSEM may be exempted from the research component of an ACPSEM accredited MSc program if they can demonstrate completion of a postgraduate physics research degree at least equivalent to that undertaken in an ACPSEM accredited university program. If the postgraduate degree is not in the field of physics, a high standard of research completion must be evident.</p>	<p>Postgraduate degree in Medical Physics (Research)</p> <p>Candidates who have completed an MSc or PhD program that is not accredited by the ACPSEM may be exempted from the research component of an ACPSEM accredited MSc program if they can demonstrate completion of a postgraduate physics research degree at least equivalent to that undertaken in an ACPSEM accredited university program. If the postgraduate degree is not in the field of physics, a high standard of research completion must be evident.</p>	

Appendix C – Undergraduate coursework requirements for TEAP entry

Medical Physics	Radiopharmaceutical Science
<p>Candidates who do not have an undergraduate degree with strong physics and maths components as described in Appendix A, may complete a series of individual courses or a diploma of science or full BSc, in order to meet the undergraduate degree requirements.</p> <p>The following mathematics topics must be covered, with at least 2 of these covered to 2nd year level:</p> <ul style="list-style-type: none"> • Linear Algebra 	-



- Calculus
- Complex Variables
- Differential Equations
- Numerical methods

The following physics topics MUST be covered, with at least 2 of these covered to 3rd year level:

- Electromagnetism
- Atomic/Nuclear Physics
- Quantum Physics
- Classical Mechanics
- Optics
- Relativity
- Thermodynamics
- Solid State and/or Condensed Matter Physics