

**ACPSEM**Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

ACPSEM Position Description					
ACPSEM Mission:	The ACPSEM Mission is to advance services and professional standards in clinically-related physical science and engineering professions for the benefit and protection of patients, staff and the community.				
Position Details					
Position Title:	Certification Panel Member				
Reports To:	Certification Panel Chair and ultimately Professional Standards Board Chair.				
Incumbent Status:	<input type="checkbox"/> Employee (Paid via ACPSEM Payroll)		<input type="checkbox"/> Temporary / Contractor (Paid via Invoice)		<input checked="" type="checkbox"/> Volunteer (Unpaid/Honorarium)
Committee Membership:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If Yes, Name: Certification Panel (Specialty)
Position Purpose:					
ACPSEM's Certification Panels exist for three (3) specialty areas; Radiation Oncology Medical Physics (ROMP Certification Panel), Diagnostic Imaging Medical Physics (DIMP Certification Panel) and Radiopharmaceutical Science (RPS Certification Panel). The purpose of Certification Panels for each specialty is to apply professional standards to the assessment and certification of individuals who have entered ACPSEM's specialty Training Education Assessment Programs (TEAP) or sought entry to the Register of QMPS via an assessment of qualifications and experience. Members of the Certification Panels (CP) provide their expertise across the TEAP process from "Eligibility" to "Certification" and "Registration" to ensure the TEAP participants and potential registrants reach standards set by Professional Standards Board.					
Governance Environment (RASCI) Applicable? (If Yes, Attach RASCI Table(s))		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Financial Delegations (If Yes, Attach Delegations Policy)		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Key Duties and Responsibilities	
Policies and Procedure Delegations	Please refer to the current policies and procedures regarding delegations, including, but not limited to: - Accreditation Policy and Procedures

	<p>Admission Policy and Procedures.</p> <p>Enrolment Policy and Procedures.</p> <p>Certification Policy and Procedures.</p> <p>Monitoring and Progression Policy and Procedures.</p> <p>Assessment and Examination Policy and Procedures.</p>
Eligibility & Application	Certification Panels are required to observe ACPSEM policy and exercise delegated responsibilities by Professional Standards Board regarding eligibility standards to enter the TEAP for their speciality.
	Individual CP members are required to bring their current and practical expertise to the exercise of delegations to ensure specialty professional standards are maintained.
TEAP	Certification Panels are delegated to set clear requirements with respect to individual participant's progress within their TEAP speciality to enable day to day application by TEAP coordinators and other staff and facilitate exception management and review by the Panel.
	Panel members are required to bring their current and practical expertise to set requirements and make determinations in response to unsatisfactory progress and other exceptional circumstances.
Examination	The RO and DI Certification Panels are accountable for conduct of examinations of individuals in their specialty TEAP.
	In accordance with Professional Standards Board requirements the CP must set clear requirements that enable staff assessment of an individual's eligibility to sit exam and ensure the conduct of exams as per ACPSEM's approved policy and procedures.
	The Certification Panel is responsible for the management, support and performance evaluation of examiners in accordance with policy set by the Professional Standards Board. The Certification Panel Chair (or their delegate) shall convene meetings of all examiners (as required) but no less than annually
	[Reserved for completion following finalization of the new ACPSEM Examination Policy]
Programmatic Assessment	The RPS Certification Panel is accountable for the conduct of RPS programmatic assessment of individuals in their specialty TEAP.
	In accordance with Professional Standards Board requirements the RPS CP must set clear requirements that enable supervisor assessment
	[Reserved for completion following conclusion of the RPS TEAP review]
	The Certification Panel is responsible for the management, support and performance evaluation of assessors in accordance with policy set by the Professional Standards Board. The Certification Panel Chair (or their delegate) shall convene meetings of all assessors (as required) but no less than annually

	[Reserved for completion following conclusion of the RPS TEAP review]
Fulfillment	Certification Panels are responsible for exercising delegations in a manner that enables TEAP coordinators to collate and assess all elements of registrars' progress and making recommendations to the PSB in respect of each element's status – complete, partially complete or incomplete/withdrawal.
	Individual CP members are required to bring their current and practical expertise to the setting of requirements and assessment of exceptional circumstances to ensure specialty professional standards are maintained.
Certification and Registration (including CTG)	The Professional Standards Board has accountability for conferring Certification and Registration. Certification Panels are delegated responsibility to ensure each individual participant's eligibility for certification and registration, delegating appropriately to TEAP coordinators to meet this requirement.
	Individual Certification Panel members are required to bring their current and practical expertise to the exercise of delegations relating to assessment of participants for certification and registration, to ensure specialty professional standards are maintained.
	The Certification Panel as a whole is responsible for [Reserved for finalization of wording addressing the role of the CP in the maintenance of the CTG]
Duty of Care	Discharging duty of care and diligence a Certification Panel member should: <ul style="list-style-type: none"> ▪ Be prepared for meetings (reading any papers or submissions). ▪ Follow up on action items. ▪ Keep informed about ACPSEM's operations and activities. ▪ Ask questions. ▪ Take steps to ensure that the Certification Panel meets its obligations to assess to professional standards set by the College via Professional Standards Board.
General Duties	<ul style="list-style-type: none"> ▪ Exercise duties & responsibilities with due care and diligence. ▪ 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. ▪ Identify and report any conflicts of interest or potential conflicts of interests. ▪ Exercise duties and responsibilities in accordance with the rules of the ACPSEM Constitution and all applicable ACPSEM Policy.
Other Duties	Other duties and responsibilities commensurate with skills and experience and aligned to position purpose.

Objectives / Key Performance Indicators / Success Metrics

This role may have specific Objectives, KPIs or success measurements attached which are the outcome of various ACPSEM planning cycles, aligned to organisational priorities and evolve accordingly. Your manager will advise you if Objectives, KPIs or Success Metrics are applicable to this role and will provide separate documentation accordingly.

Work Health & Safety Statement

ACPSEM has a duty of care to all our employees, contractors and volunteers. Whether an employee, contractor or volunteer you are required to familiarise yourself and comply at all times with ACPSEM's Work Health & Safety Policy and Procedures.

Compliance Checks Required

Educational Qualifications	<input checked="" type="checkbox"/>	Employment References	<input checked="" type="checkbox"/>
Drivers Licence / Personal ID	<input checked="" type="checkbox"/>	Member Recommendation	<input checked="" type="checkbox"/>
Professional Registrations	<input checked="" type="checkbox"/>	Working with Children Check	<input type="checkbox"/>

Recruitment & Selection Criteria

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

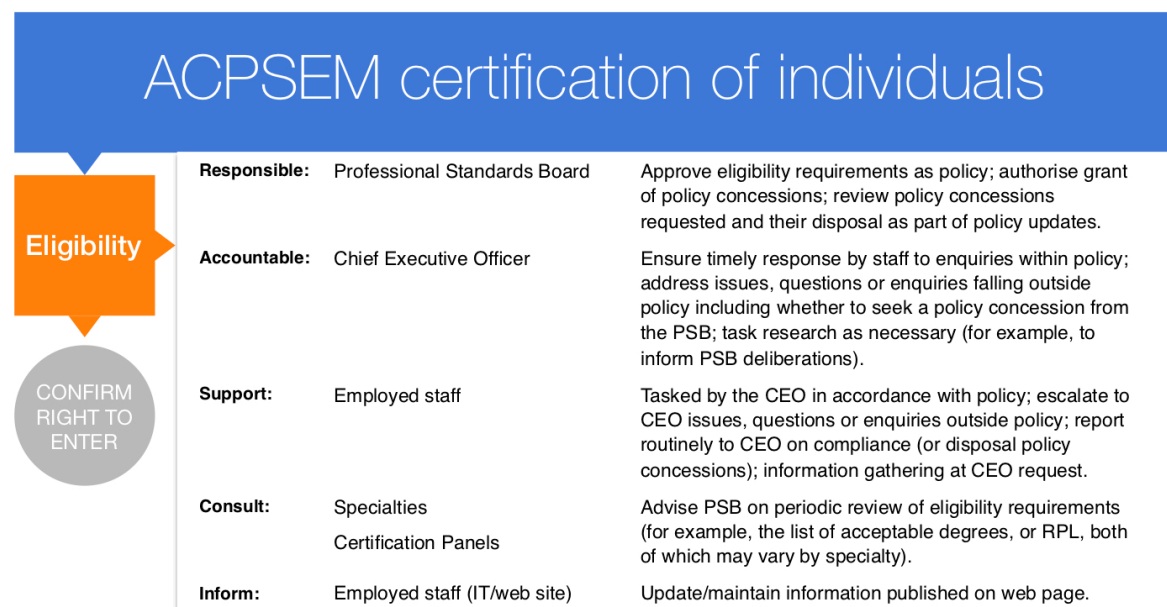
Essential	Meet the eligibility requirements (one or more categories) set for membership of a Certification Panel
	Be certified and/or registered by the ACPSEM in the Specialty (excluding Registrar member)
	Demonstrated understanding of the requirements of the TEAP for the Specialty, including a working knowledge of the applicable CTG.
	Demonstrated verbal and written communication skills.
	Demonstrated understanding of the role the PSB and Certification Panels in the maintenance of professional standards by the ACPSEM
Desirable	Relevant supervision and/or teaching experience, e.g. of TEAP registrars or higher-degree students.
	Relevant assessment experience, e.g. of TEAP registrars or higher-degree students.

Position Approvals			
Tick as appropriate under Delegations Policy.			
Chief Executive Officer	<input checked="" type="checkbox"/>	Signature:	Date:
ACPSEM Board Chair	<input type="checkbox"/>		

Governance Procedure
Position Descriptions to be managed in accordance with ACPSEM's Human Resources Policy Manual.

Incumbent Acknowledgement			
I have received and understood Position Description content.			
Incumbent Name		Date:	
Incumbent Signature			

Please keep a copy for your records.



ACPSEM certification of individuals

TEAP

DELIVER
PROGRAM

Responsible:	Professional Standards Board	Approve program design for each TEAP program; policy oversight of TEAP delivery via routine reports plus complaints and appeals; consider policy concessions requested such as enrolment beyond five years.
Accountable:	Chief Executive Officer	Conduct TEAP from a non-clinical, non-educational standpoint to ensure fiduciary and related parameters are satisfied; ensure timely support for CPs in view of clinical and educational requirements.
Support:	TEAP coordinator (employee)	Call for annual review reports from assessors in good time, sort and provide to CPs appropriately; highlight any element outside policy; collate TEAP statistics or other information for the CEO.
	Assessors	Submit timely reports of assessments.
Consult:	Certification Panels	Confirm each candidate has made satisfactory progress or what response is required to less than satisfactory progress; direct complaints and appeals to the CEO for administration and submission to the PSB.
Inform:	Certification Panels	If complaints or appeals are received by the CEO.

ACPSEM certification of individuals

Examination

ASSESS
PROGRAM
COMPLETION

Responsible:	Professional Standards Board	Approve construction of 'final examination' for each TEAP; approve eligibility requirements for 'final examination' for each TEAP; policy oversight of examinations via reports plus complaints and appeals.
Accountable:	Certification Panels	Conduct examinations in accordance with PSB approved policies, including check of individual eligibility to sit.
Support:	Body of examiners	Be available for a set number of examinations each year to maintain status; complete examination reports within prescribed time after examination being conducted.
	Chief Executive Officer	Ensure timely support for CPs.
Consult:	-	-
Inform:	Candidates	PSB letter to candidates with results.

ACPSEM certification of individuals

Fulfilment

ASSESS
ADDITIONAL
ELEMENTS

Responsible:	Professional Standards Board	Policy oversight of externally assessed elements for Certification via routine reports plus complaints and appeals.
Accountable:	Certification Panels	Collate and assess evidence of externally assessed elements from TEAP candidates and make recommendations to the PSB in regard to each - for status of complete, partially complete, or incomplete.
Support:	Chief Executive Officer	Ensure timely support for CPs (such as by receiving and verifying external documentation for externally assessed elements; subsequent letters to candidates).
Consult:	-	-
Inform:	TEAP Coordinator (employee)	Update each candidate's records.

ACPSEM certification of individuals

Certification

RECOGNISE
STATUS

Responsible:	Professional Standards Board	Policy oversight of 'Certification'.
Accountable:	Professional Standards Board	Issuance of letters to successful candidates, including final compliance check.
Support:	Chief Executive Officer	Preparation and quality control of letters for signature by PSB Chair.
Consult:	Certification Panels	As part of 'Fulfilment' step, provides confirmation of those individuals appearing eligible for 'Certification'.
	TEAP Coordinator	Update each candidate's records.
Inform:	Candidates	'Certification' letter plus information about other ways in which they are now qualified to engage with ACPSEM.