

## Role Description and Eligibility Requirements for IPEM Professional Contributor

<b>Role</b>	<b>Undergraduate Level Accreditation Framework (ULAF) Assessor</b>
<b>Term of Office</b>	3 years, with possible extension to 6 years
<b>No of Meetings</b>	Occasional 1 or 2 day visits to universities (UK and possibly non-UK) to undertake accreditation visits. All other interactions will be online
<b>Appointment starts</b>	As soon as appointed
<b>Description of the role</b>	<p>ULAF assessors play an important role in the assessment of BSc programmes in either Medical Physics or Clinical Engineering.</p> <p>When a university (HEI) applies for accreditation of its programme/s under the ULAF scheme, arrangements are made for three assessors (all with no connection to the university) to visit the university on a date convenient to both assessors and the university department.</p> <p>Prior to the visit the assessors will have read the application form received by IPEM; during the visit, they will have discussions with the course leaders and with students and will look closely at all aspects of the programme/s.</p> <p>Visits are expected to take a full day and there may be the need to spend a night in a hotel before or after the visit. All expenses will be paid by the HEI.</p> <p>After the visit the assessors will report back to the Course Accreditation Committee (CAC), making recommendations as to whether each programme is accredited immediately, accredited subject to essential changes being made in the next year, or not accredited. These recommendations are then discussed at an online meeting of CAC and the university is informed of the outcome by the chair of CAC.</p> <p>All accredited programmes are also required to take part in an annual audit exercise and assessors are likely to be asked to look at some of these submitted audit forms and comment on them.</p> <p>Training will be provided: IPEM will meet the expenses of a new assessor so that s/he can take part in an accreditation visit, with three experienced assessors, as an observer</p>

### Eligibility Requirements

<b>Membership</b>	MIPEM or FIPEM preferable
<b>Experience</b>	<p>Potential assessors should</p> <ul style="list-style-type: none"> <li>• be practising or retired medical physicists or engineers (scientist or practitioner level)</li> </ul> <p>Either</p> <ul style="list-style-type: none"> <li>• have teaching experience at undergraduate level on an appropriate course</li> </ul> <p>or</p>

## Role Description and Eligibility Requirements for IPEM Professional Contributor

	<ul style="list-style-type: none"><li>• be familiar with the requirements of the profession in a clinical setting</li></ul>
Skills/Attributes	<p>Potential assessors should</p> <ul style="list-style-type: none"><li>• be sympathetic to the aims and objectives of the IPEM accreditation scheme</li><li>• Have an interest in ensuring that best practice in education in Medical Physics and Clinical Engineering is disseminated both throughout the UK and internationally</li><li>• Have a good knowledge of the breadth of Medical Physics or Clinical Engineering (as appropriate)</li><li>• Have a basic understanding of current thinking and practice with respect to University teaching</li><li>• Have experience of clinical practice as appropriate</li></ul>

27 September 2021