

Role Description

Member Course Accreditation Committee (CAC)

Term of Office	3 years, renewable for one further 3-year term
Meetings	The committee conducts most of its business by email and Teams and meets once per year (generally in January), either at the IPEM National Office or via Teams.
Why volunteer?	<p>Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteers are key to achieving IPEM's charitable objective through its strategy.</p>
Where does this role fit in?	<p>The work of the Course Accreditation Committee is to oversee the development and implementation of course accreditation standards at different academic levels and plays a vital role in supporting to achieve IPEM's strategy in Professional Development. The Course Accreditation Committee reports to the IPEM Professional and Standards Council.</p> <p>The Committee is made up of a Chair and up to 8 members who have experience of higher education programmes, assessing programmes and UKSPEC. There is a balance of industry and academic members as well to share insights from both perspectives. As well as academic course accreditation, the CAC approve short course for CPD purposes.</p> <p>This role contributes to the functions of the committee which are:</p> <ul style="list-style-type: none"> • To advise Professional and Standards Council about course accreditation developments and issues • To oversee all the Institute's course accreditation processes and activities • To identify appropriate opportunities for IPEM to extend accreditation activities • To develop a strategic plan for IPEM's course accreditation activities • To oversee the development and implementation of course accreditation standards at different academic levels (the 'accreditation model') • To coordinate assessment processes and the recruitment and training of assessors • To organise and oversee the approval of short/industrial courses that are suitable for IPEM members.
Who can apply?	You must be a Fellow, Full Member or Associate Member
Examples of work	<ul style="list-style-type: none"> • Providing requirements and recommendations for accreditation approval on behalf of IPEM. • Reviewing visit reports and providing comments and recommendations before finalising approval. • Liaising with other IPEM accreditation panels and / or working groups, when required. • Ensuring the accreditation of short/industrial courses fits into IPEM's accreditation portfolio using IPEM's Special Interest Groups (SIGs) as appropriate. • Coordinating assessment processes and the recruitment and training of assessors.
Time Commitment	Around 10 days annually
What you get out of it	<ul style="list-style-type: none"> • Participating means you meet other professionals outside your local network to help with contacts and career progression as well as CPD. • Adopting our value of inclusiveness in our committee work means you are helping us work towards being a more diverse profession to better reflect a diverse community. • Inclusion on the Course Accreditation Committee provides an opportunity to be involved in promoting educational standards which aid career progression.

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Support available	<p>ECAP reports into the Course Accreditation Committee with members also experienced in accreditation who can offer support.</p> <p>Training and support will also be provided at the start of the role. In addition to this, you can access further support from IPEM National Office. CAC works in conjunction with the IPEM Workforce Intelligence and Training Team: training@ipem.ac.uk</p>
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Eligibility Requirements

Membership	Full Member or Fellow
Experience	<ul style="list-style-type: none"> • knowledge and understanding of the Higher Education sector, research fields and developments in academic physics and engineering. • be practising or a retired medical physicist or engineer • have considerable teaching experience on appropriate courses, including at university level • have an insight into short courses for CPD activity
Skills and Attributes	<ul style="list-style-type: none"> • be sympathetic to the aims and objectives of the IPEM accreditation scheme • have an interest in ensuring that best practice in education in Medical Physics and Clinical Engineering is disseminated both throughout the UK and internationally • have a good knowledge of the breadth of Medical Physics or Clinical Engineering (as appropriate) • have a basic understanding of current thinking and practice with respect to University teaching