

**Australian Institute of Radiography
Professional Accreditation and Education Board**



ABN 26 924 779 836

Accreditation of Professional-entry Programmes in Medical Imaging and Radiation Therapy

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Purpose of accreditation by the Australian Institute of Radiography

This document describes the requirements for accreditation of professional-entry programmes in medical imaging and radiation therapy by the Australian Institute of Radiography (AIR). This document provides information on the professional accreditation requirements and procedures.

In the context of this document, the Medical Radiation Sciences (MRS) represents medical imaging and radiation therapy professionals. MRS professionals are one of a group of occupations that may be known collectively as the Health Science professions. Health Science professionals work in a wide range of occupational situations. It is accepted that Health Science professionals must possess specific professional understanding (knowledge, skills and attributes) or Graduate Practitioner abilities, in addition to generic understanding (knowledge, skills and attributes) required of all health science professionals.

The purpose of accreditation is to ensure:

- ❑ The Australian community has access to medical imaging and radiation therapy services of the highest international standard.
- ❑ Medical imaging and radiation therapy graduates entering the profession possess understanding (knowledge, skills and attributes) appropriate for safe and effective contemporary professional practice.
- ❑ Graduates develop the thinking and learning skills to respond to the changing demands of medical imaging and radiation therapy professional practice.
- ❑ Graduates develop the skills for and a commitment to continuous improvement, lifelong learning and participation in research.
- ❑ Maintenance of academic and professional practice standards of the medical imaging and radiation therapy professions in Australia

Accreditation process overview

The Professional Accreditation and Education Board (PAEB) of the AIR accredits medical imaging and radiation therapy programmes to ensure that graduates are prepared to competently assume the responsibilities of an Accredited Practitioner as described in the Competency Based Standards for the Accredited Practitioner (2005).

Programmes are reviewed to determine whether graduates are eligible for either the Provisional Statement of Accreditation or the Validated Statement of Accreditation. Graduates who receive the Provisional Statement of Accreditation are required to complete the AIR Professional Development Year.

The accreditation process involves a comprehensive review of the programme, including detailed consideration of the academic and professional practice components.

Distinct accreditation processes exist for the review of new or previously unaccredited programmes and the reaccreditation of existing programmes. Major revision or changes to existing accredited programmes may necessitate a new accreditation review.

Objectives of professional accreditation

The objectives of accreditation by the profession are to ensure that:

- The academic standards for professional entry are appropriate for contemporary professional practice
- Medical imaging and radiation therapy professionals are sufficiently prepared to safely and effectively manage their professional roles and responsibilities.

The accreditation process:

- Stimulates maintenance of high standards and continuing improvement in the quality of professional education in medical imaging and radiation therapy
- Provides a benchmark for education at the highest international standard
- Supports varied and flexible programmes that are aligned with the requirements of the professional workplace
- Encourages University programme developers to seek excellence in professional preparation

Glossary

AIR	Australian Institute of Radiography
MRS	Medical Radiation Sciences
PAEB	Professional Accreditation and Education Board

Professional Accreditation Requirements

Programme structure

AIR accredited programmes in medical imaging or radiation therapy may lead to eligibility for a Provisional Statement of Accreditation enabling entry to the Professional Development Year. Alternatively, AIR accredited programmes may lead directly to eligibility for a Validated Statement of Accreditation.

In either case, the minimum expected academic award is a Bachelor degree or a graduate-entry Master degree.

Programme design

Diversity in approaches to the design of programmes and teaching and learning methodologies is considered desirable and reflects the AIR's commitment to ongoing quality improvement. The AIR recognises that many different educational models exist, each influencing graduate characteristics and programme outcomes.

Accreditation review criteria

Key considerations in accreditation

- Programme approaches to teaching & learning
- Programme curriculum
- Programme management & resources

Programme approaches to teaching and learning

- The teaching and learning approaches are clearly articulated.
- The teaching and learning initiatives support the programme objectives.
- The programme staff are actively engaged in teaching and learning initiatives.
- The programme's objectives are clearly articulated and communicated to students.
- The programme's approach to fulfilling the objectives is clearly articulated and communicated to students.
- The graduate outcomes reflect attainment of the expected knowledge, understanding and skills described in the AIR Competency Based Standards for the Accredited Practitioner (2005).

Programme curriculum

Academic aspects of the curriculum are expected to be integrated into and applied in professional practice aspects of the curriculum. Specific elements relating to the professional practice programme are separated in these guidelines for clarity.

- The curriculum focuses on the integration of theory and practice.
- Patient well-being, welfare and safety are central to the curriculum which develops student understanding of professional expectations for performance and conduct.
- Learning outcomes for each unit of study are clearly articulated and assessed.
- The curriculum reflects contemporary professional practice.
- The curriculum develops knowledge and understanding of medical imaging/radiation therapy theoretical foundations including the understanding of the profession, professional methodology and practice, and the development of basic practice skills necessary to engage in professional practice as a beginning student practitioner.

- The curriculum develops knowledge and understanding of the physical sciences including radiation physics, radiation protection, medical imaging/ radiation therapy principles, image manipulation, instrumentation, quality assurance and radiation biology, and the ability to solve problems as related to the physical sciences.
- The curriculum develops knowledge and understanding of the medical/biological sciences including cellular anatomy & function, gross anatomy and function, normal and disease pathology (relevant to medical imaging/radiation therapy), single and multi-plane sectional anatomy and pathology, surface anatomy, and the ability to interpret and comment on anatomy and pathology.
- The curriculum develops knowledge and understanding of the humanities and behavioural science including models of behaviour and behavioural development, ethics, communication and patient care.
- The curriculum develops knowledge and understanding of research including research methodology and presentation.
- Assessment strategies in academic units of study are contextualised to professional aspects of practice.
- Requirements for student achievement and progression are articulated and communicated to students.

Professional practice programme

- The curriculum develops professional practice skills of medical imaging/radiation therapy reflective of the Scope of Practice described in the AIR Competency Based Standards for the Accredited Practitioner (2005).
- The teaching and learning requirements during professional practice placement respect patient rights and the needs of clinical professionals.
- Supervision, teaching and learning during professional practice placement encourages safe and effective practice and promotes independent learning and critical thinking.
- The learning outcomes are supported by the range, number, duration, timing and structure of professional practice placements.
- Professional practice placements are monitored to ensure student progression in safe and supportive learning environments.
- The professional practice programme is supported with effective systems for allocating, recording and managing placements.

- The University employs a process to ensure that professional practice placements occur in facilities with an appropriate range of clinical experiences and patient case-mix.
- Expectations for professional practice placement undertaken at international clinical facilities are equivalent to those conducted in Australia.
- The University and clinical professionals collaborate and communicate regularly and effectively.
- Students and clinical professionals are appropriately prepared for professional practice placement including an understanding of the placement schedule, expected learning outcomes, expectations for performance & conduct, documentation & assessment requirements, roles & responsibilities, and requirements for action in the case of unsatisfactory or inadequate performance.

Programme management and resources

- The programme has received approval from the University.
- The programme is securely embedded in the University's business plan.
- Where the programme embraces a philosophy of interprofessional learning, the specific needs of medical imaging and radiation therapy students are adequately addressed.
- The University has clearly articulated and structured requirements for student admission to the programme.
- The quality assurance and improvement programme is articulated and includes feedback mechanisms for students, academic staff and the professional community.
- Key stakeholders are consulted in relation to programme implementation, development and changes.
- An appropriately qualified and experienced MRS professional is responsible for the overall professional coordination of the programme.
- Effective delivery of the programme is supported by a sufficient number of appropriately qualified and experienced academic staff with relevant specialist knowledge
- Academic staff are supported with appropriate resources to encourage ongoing professional development
- Resources are used effectively to support the programme's teaching and learning activities

- Appropriate learning resources are readily available for students and academic staff. This includes IT facilities, equipment for medical imaging/radiation therapy laboratories, patient positioning resources, equipment for physics laboratories, anatomy resources and specimens, and library facilities.
- Readily accessible facilities exist to support students' psychosocial and academic well-being
- The programme's student grievance process is articulated and communicated to students
- The programme's procedure for managing inappropriate student professional conduct is articulated and communicated to students

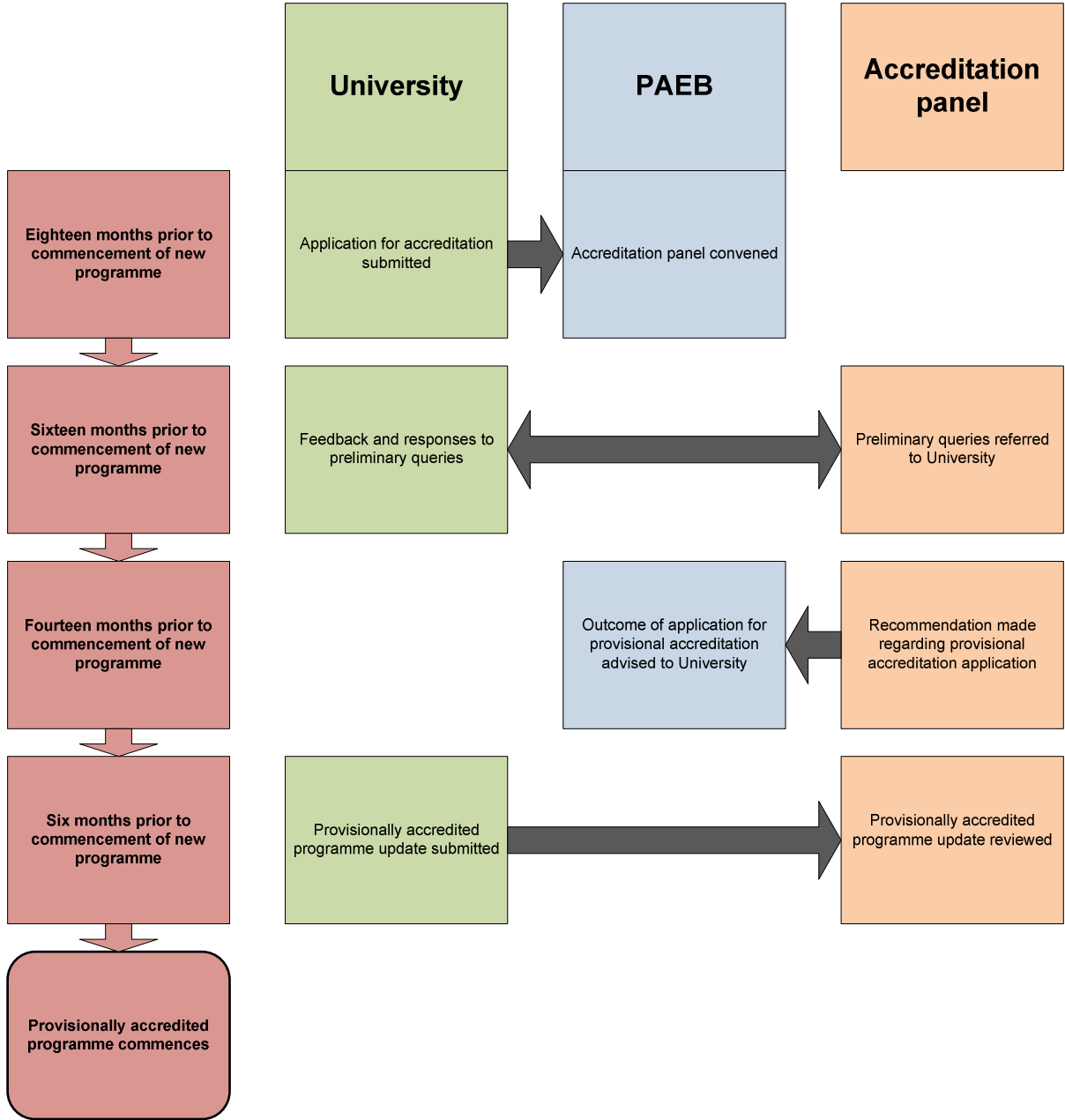
Professional Accreditation Procedures

New programmes

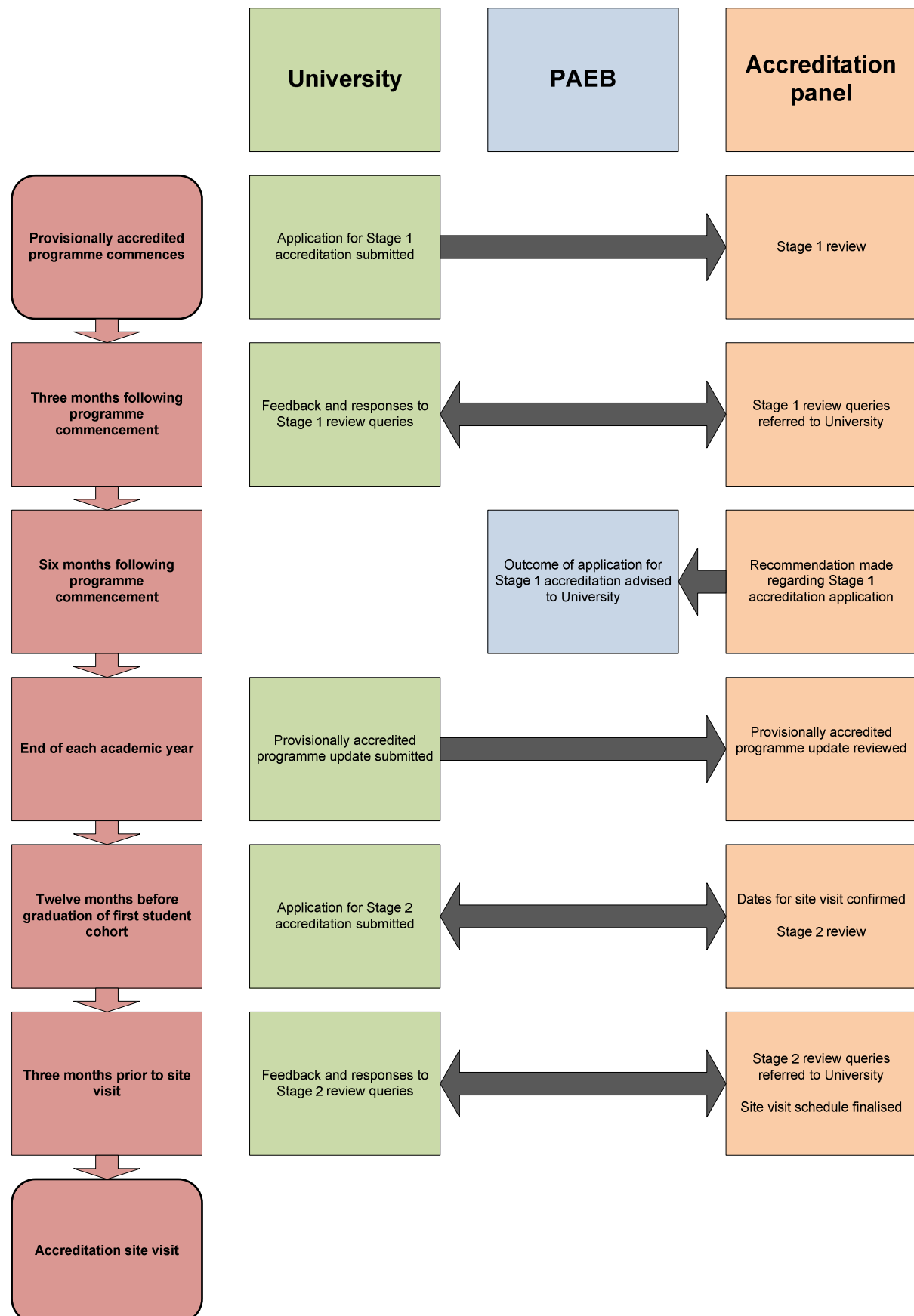
The accreditation process for new programmes includes the following milestones:

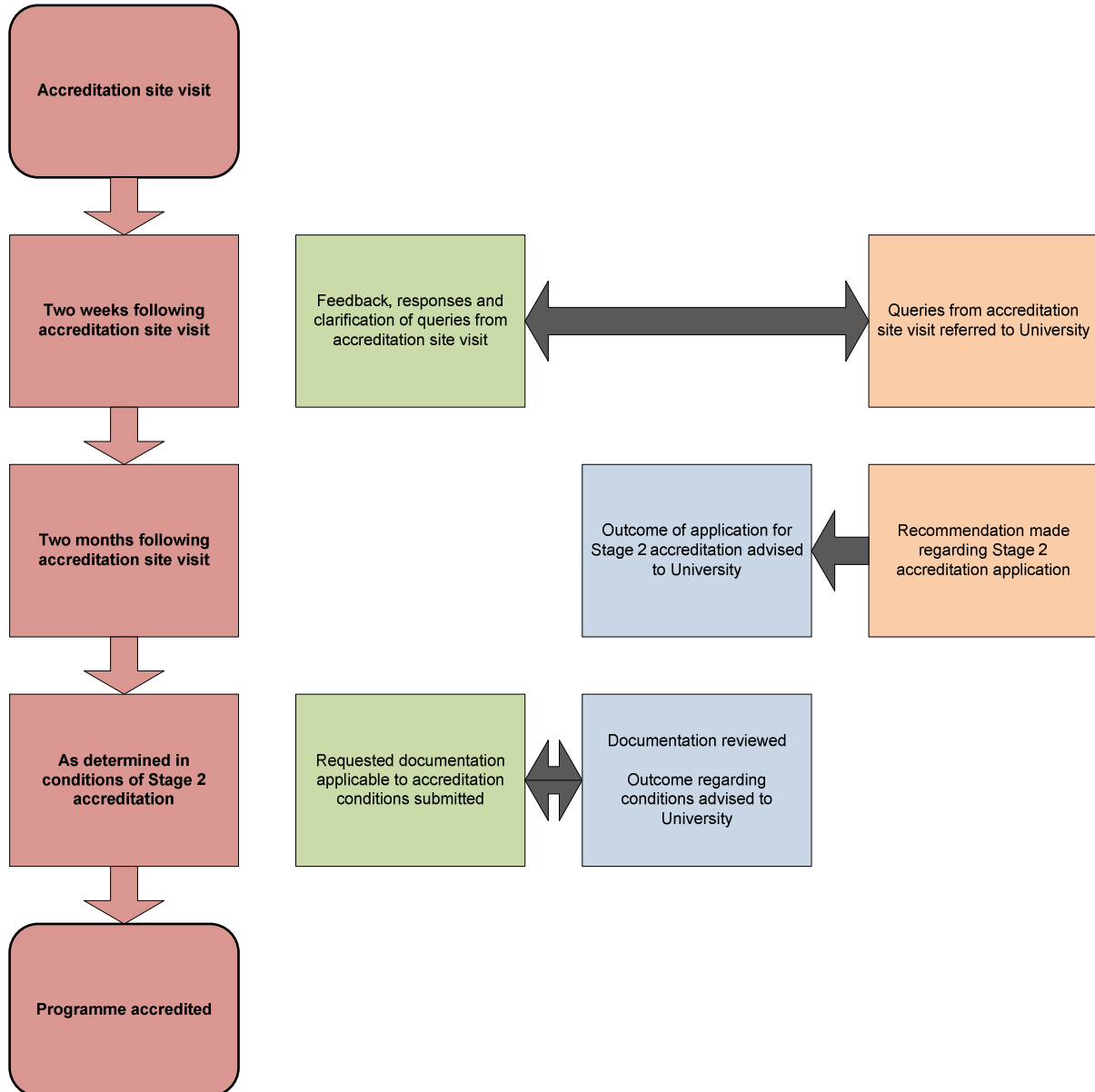
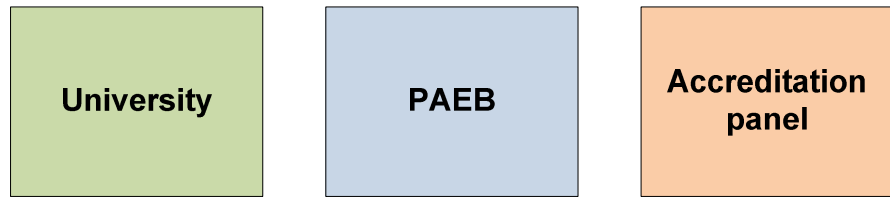
- Provisional accreditation of new programmes
- Stage 1 accreditation review, which may include a site visit from professional representatives
- Stage 2 accreditation review, including a site visit from professional representatives

Provisional accreditation of new programmes



Stage 1 and Stage 2 accreditation reviews





Accredited programmes

Biennial programme update

Every two years, Universities offering accredited programmes are required submit a programme update using the template available from the PAEB. Continuing accreditation of the programme is contingent upon the submission of these updates. A sample template is provided at Appendix 1. This update provides key information relating to student enrolments, programme amendments, academic staff and quality management. Programme amendments include unit amendments requiring University approval

Notification of programme changes

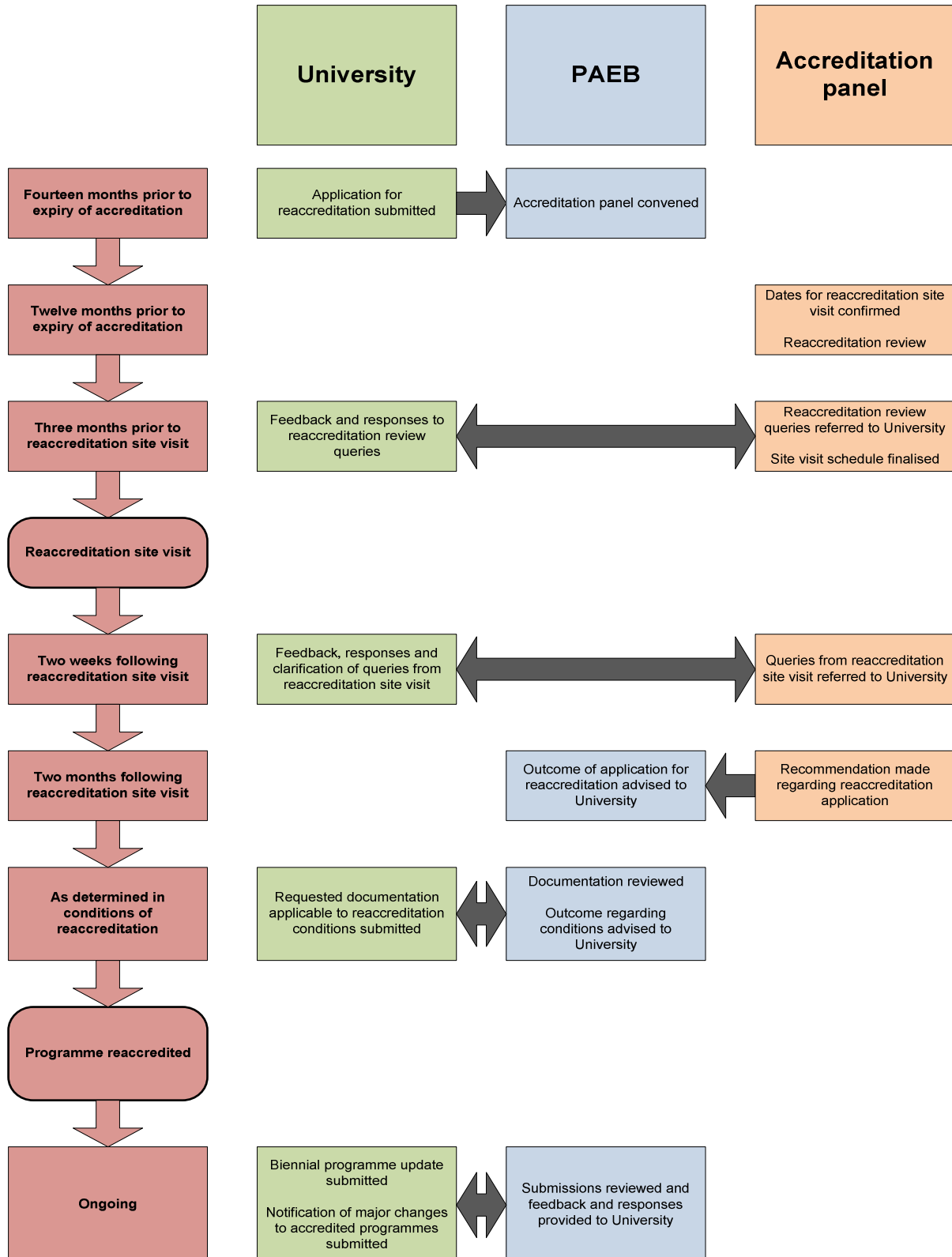
Where the University makes major changes to accredited or provisionally accredited programmes, the AIR requires that a Notification of Changes to Accredited Programmes is submitted using the template available from the PAEB. A sample template is provided at Appendix 1.

Such changes may include, but are not limited to, changes in the length, format or structure of a programme, a significant change in the programme objectives, direction or philosophy, or key changes to the institutional setting. Significant change to the content or sequencing of units of study is considered a major change. Significant change forced by a major reduction in resources leading to an inability to meet the programme objectives is considered a major change.

Major changes to a programme may affect the accreditation status.

Reaccreditation review

The reaccreditation process for accredited programmes involves a reaccreditation review including a site visit from professional representatives.



Accreditation review applications

Applications for accreditation and reaccreditation review are submitted electronically using the templates available from the PAEB. Samples of the templates are provided at Appendix 1.

Applications must include all the required information and documentation and must be submitted in the format requested. Incomplete applications may be rejected and may result in delays to or termination of the accreditation process.

Applications for accreditation review must include payment of the applicable fee.

Accreditation Panels

The Accreditation Panel will generally include, at a minimum:

- Two members of the PAEB (including the Accreditation Panel Leader, nominated by the Chair PAEB), and
- One academic member, and
- One professional member each for radiation therapy and medical imaging, as applicable

The Accreditation Panel includes a community representative, a representative from the relevant regulatory authorities or observer members. Observer members are generally professionals training for membership of future Accreditation Panels.

Site visits

Site visits for accreditation and reaccreditation reviews are coordinated by the PAEB in consultation with the University programme convenor. Usually of 2-3 days duration, the site visit incorporates consultation meetings with academic representatives on the University campus and with medical imaging and radiation therapy professionals at clinical facilities. The Accreditation Panel will co-ordinate visits to clinical facilities.

During the site visit, the Accreditation Panel are to be provided with the opportunity to meet with students on-campus.

An example site visit schedule is included at Appendix 2. The site visit schedule will be determined by the Accreditation Panel in consultation with the University.

Stakeholder consultation

Consultation with key stakeholders is critical to the accreditation process.

Information to assist in the accreditation review may be sourced from:

- The clinical professional community, including supervisors, managers and other MRS professionals
- Current students
- Recent graduates
- Local AIR representatives
- The University's accreditation application

Outcomes of accreditation application

The University will be advised of the outcome of the accreditation or reaccreditation review by the PAEB.

Outcomes may include, but are not limited to:

- Accreditation / reaccreditation of programme approved
 - Programmes may be accredited for a period of up to five years commencing with the first cohort of graduates, unless the AIR determines otherwise.
- Conditional accreditation / reaccreditation of programme approved
 - Conditions must be satisfactorily addressed within the nominated time frame in order for accreditation of the programme to progress. Conditions apply where it is considered there is a high probability it will adversely affect the outcome of the programme if not addressed. Where conditions are not met, accreditation may be withdrawn or cancelled.
- Accreditation / reaccreditation of programme declined

Through the accreditation / reaccreditation review, the Accreditation Panel will provide feedback to the University to assist in further development of the programme. The Accreditation Panel may include recommendations in the review report for consideration in future programme development. The Accreditation Panel **will not** provide an indication to the University of the outcomes of the accreditation application during the site visit or at any other point.

Appendix 1 – Samples of application templates



Template 1: Application for provisional accreditation for a new programme

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	
Indicate which AIR accreditation status is sought for programme graduates	Provisional Statement of Accreditation Validated Statement of Accreditation		

Applications should be submitted to paeb@air.asn.au. Applications may be in the form of a single searchable PDF document or as a collection of individual PDF documents. If multiple documents are used, please ensure that relevant hyperlinks OR that details of document name and relevant page numbers are included in the template.

Applications may be submitted on CD-ROM to PAEB, PO Box 1169, Collingwood V 3066. Five CD-ROM copies should be submitted.

Applications must address each of the review considerations summarised below and supporting documentation must be appended.

General programme details and background	
A1 Brief programme description	Details OR Title and page number of appended supporting documentation OR hyperlink
A2 Programme structure including credit weighting	
A3 University / Faculty / School structure	

and programme organisational chart	
A4 Overview of key milestones in developing the programme	
A5 Programme approval from the University Senate and evidence of needs assessment for the programme/graduates/proposed cohort size	
A6 Overview of student admission and selection to the programme	
Programme approaches to teaching and learning	
B1 Programme teaching and learning approaches	
B2 Programme objectives	
B3 Graduate profile / attributes	
Programme curriculum	
C1 Programme outline including synopsis of each unit of study	
C2 Programme academic & professional practice calendar	
C3 Horizontal and vertical alignment of academic and clinical units of study	
Programme management and resources	
D1 Evidence of discussion and engagement with professional community to develop the programme	
D2 Academic staff profile or brief CV for the MRS professional responsible for overall coordination of the programme	



Template 2: Provisionally accredited programme update

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	

Provisionally accredited programme update advice should be submitted to paeb@air.asn.au. Advice may be in the form of a single searchable PDF document or as a collection of individual PDF documents. If multiple documents are used, please ensure that relevant hyperlinks OR that details of document name and relevant page numbers are included in the template.

	Details OR Title and page number of appended supporting documentation OR hyperlink
Academic staff profile or brief CV for all medical imaging / radiation therapy staff, including appointment and qualifications	
Programme handbook	
Unit outlines for all first year units of study, including topic areas	
Overview of professional practice programme, including objectives, structure and skills progression framework	
Overview of programme quality assurance framework	
Summary of programme resources and infrastructure	

Summary of engagement/collaboration with professional community in developing the programme	
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Template 3: Application for Stage 1 Accreditation review of a new programme

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	
Indicate which AIR accreditation status is sought for programme graduates	Provisional Statement of Accreditation Validated Statement of Accreditation		

Applications should be submitted to paeb@air.asn.au. Applications may be in the form of a single searchable PDF document or as a collection of individual PDF documents. If multiple documents are used, please ensure that relevant hyperlinks OR that details of document name and relevant page numbers are included in the template.

Applications may be submitted on CD-ROM to PAEB, PO Box 1169, Collingwood V 3066. Five CD-ROM copies should be submitted.

Applications must address each of the review considerations summarised below and supporting documentation must be appended

	Details OR Title and page number of appended supporting documentation OR hyperlink
General programme details and background	
A1 Brief programme description	
A2 Programme structure including credit weighting	
A3 University / Faculty / School structure and programme organisational chart	

A4 Overview of key milestones in developing the programme	
A5 Programme handbook	
A6 Programme approval from the University Senate	
A7 Overview of student admission and selection to the programme	
Programme approaches to teaching and learning	
B1 Programme teaching and learning approaches	
B2 Programme objectives	
B3 Graduate profile / attributes	
Programme curriculum	
C1 Unit outlines for all units of study, including learning objectives, overview of content, teaching & learning activities, assessment & weightings, prescribed texts & references.	
C2 Programme academic & professional practice calendar	
C3 Horizontal and vertical alignment of units of study, including the intellectual level at which students are expected to engage	
C4 Policy statements articulating requirements for student achievement and progression	
C5 Professional practice framework, including skills/competency expectations, skill progression and transition to professional practice	
C6 Samples of professional practice documentation, including clinical handbook and clinical workbooks.	
C7 Overview of clinical assessment, including samples of assessment forms/reports	
C8 Summary of documentation provided to clinical centres for student placements including samples of communication	

C9 Overview of placement matching and management, including details demonstrating that the clinical learning environment and experiences are aligned with students' progress through the programme	
C10 Overview of placement monitoring and feedback mechanisms for clinical professionals and students	
Programme management and resources	
D1 Overview of programme quality management and feedback mechanisms	
D2 Programme performance, including demand, TER cut-off, enrolments, progress and programme experience questionnaires	
D3 Summary of programme evaluation results, including student evaluation	
D4 Summary of unit of study evaluation results, including student evaluation	
D5 Summary of teaching evaluation results, including student evaluation	
D6 Evidence of discussion and engagement with professional community to develop the programme	
D7 Academic staff profile or brief CV for all medical imaging / radiation therapy staff, including appointment, fraction and qualifications	
D8 Overview of programme learning resources and infrastructure	
D9 Summary of student support services and facilities	
D10 Policies relating to student grievances	
D11 Policies relating to management of inappropriate student professional conduct	



Template 4: Application for Stage 2 Accreditation review of a new programme

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	
Indicate which AIR accreditation status is sought for programme graduates	Provisional Statement of Accreditation Validated Statement of Accreditation		

Applications should be submitted to paeb@air.asn.au. Applications may be in the form of a single searchable PDF document or as a collection of individual PDF documents. If multiple documents are used, please ensure that relevant hyperlinks OR that details of document name and relevant page numbers are included in the template.

Applications may be submitted on CD-ROM to PAEB, PO Box 1169, Collingwood V 3066. Five CD-ROM copies should be submitted.

Applications must address each of the review considerations summarised below and supporting documentation must be appended

		Details OR Title and page number of appended supporting documentation OR hyperlink
General programme details and background		
A1 Brief programme description		
A2 Programme structure including credit weighting		

A3 University / Faculty / School structure and programme organisational chart	
A4 Overview of key milestones in developing the programme	
A5 Programme handbook	
A6 Programme approval from the University Senate	
A7 Overview of student admission and selection to the programme	
A8 Summary of programme changes since Stage 1 accreditation review	
A9 Summary of responses to recommendations & conditions of St 1 accreditation review report	
Programme approaches to teaching and learning	
B1 Programme teaching and learning approaches	
B2 Programme objectives	
B3 Graduate profile / attributes	
Programme curriculum	
C1 Unit outlines for all units of study, including learning objectives, overview of content, teaching & learning activities, assessment & weightings, prescribed texts & references.	
C2 Programme academic & professional practice calendar	
C3 Horizontal and vertical alignment of units of study, including the intellectual level at which students are expected to engage	
C4 Policy statements articulating requirements for student achievement and progression	
C5 Professional practice framework, including skills/competency expectations, skill progression and transition to professional practice	
C6 Samples of professional practice documentation, including clinical	

handbook and clinical workbooks.	
C7 Overview of clinical assessment, including samples of assessment forms/reports	
C8 Summary of documentation provided to clinical centres for student placements including samples of communication	
C9 Overview of placement matching and management, including details demonstrating that the clinical learning environment and experiences are aligned with students' progress through the programme	
C10 Overview of placement monitoring and feedback mechanisms for clinical professionals and students	
Programme management and resources	
D1 Overview of programme quality management and feedback mechanisms	
D2 Programme performance, including demand, TER cut-off, enrolments, progress and programme experience questionnaires	
D3 Summary of programme evaluation results, including student evaluation	
D4 Summary of unit of study evaluation results, including student evaluation	
D5 Summary of teaching evaluation results, including student evaluation	
D6 Evidence of discussion and engagement with professional community to develop the programme	
D7 Academic staff profile or brief CV for all medical imaging / radiation therapy staff, including appointment, fraction and qualifications	
D8 Overview of programme learning resources and infrastructure	
D9 Summary of student support services and facilities	
D10 Policies relating to student grievances	

D11 Policies relating to management of inappropriate student professional conduct	
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Template 5: Application for Reaccreditation review

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	
Indicate which AIR accreditation status is sought for programme graduates	Provisional Statement of Accreditation Validated Statement of Accreditation		

Applications should be submitted to paeb@air.asn.au. Applications may be in the form of a single searchable PDF document or as a collection of individual PDF documents. If multiple documents are used, please ensure that relevant hyperlinks OR that details of document name and relevant page numbers are included in the template.

Applications may be submitted on CD-ROM to PAEB, PO Box 1169, Collingwood V 3066. Five CD-ROM copies should be submitted.

Applications must address each of the review considerations summarised below and supporting documentation must be appended

	Details OR Title and page number of appended supporting documentation OR hyperlink
General programme details and background	
A1 Brief programme description	
A2 Programme structure including credit weighting	
A3 University / Faculty / School structure and programme organisational chart	

A4 Overview of key milestones in developing the programme	
A5 Programme handbook	
A6 Programme approval from the University Senate and evidence of needs assessment for the programme/graduates/proposed cohort size	
A7 Overview of student admission and selection to the programme	
A8 Summary of programme changes since last accreditation or reaccreditation review	
A9 Summary of responses to recommendations & conditions of last accreditation or reaccreditation review report	
Programme approaches to teaching and learning	
B1 Programme teaching and learning approaches	
B2 Programme objectives	
B3 Graduate profile / attributes	
Programme curriculum	
C1 Unit outlines for all units of study, including learning objectives, overview of content, teaching & learning activities, assessment & weightings, prescribed texts & references.	
C2 Programme academic & professional practice calendar	
C3 Horizontal and vertical alignment of units of study, including the intellectual level at which students are expected to engage	
C4 Policy statements articulating requirements for student achievement and progression	
C5 Professional practice framework, including skills/competency expectations, skill progression and transition to professional practice	

C6 Samples of professional practice documentation, including clinical handbook and clinical workbooks.	
C7 Overview of clinical assessment, including samples of assessment forms/reports	
C8 Summary of documentation provided to clinical centres for student placements including samples of communication	
C9 Overview of placement matching and management, including details demonstrating that the clinical learning environment and experiences are aligned with students' progress through the programme	
C10 Overview of placement monitoring and feedback mechanisms for clinical professionals and students	
Programme management and resources	
D1 Overview of programme quality management and feedback mechanisms	
D2 Programme performance, including demand, TER cut-off, enrolments, progress and programme experience questionnaires	
D3 Summary of programme evaluation results, including student evaluation	
D4 Summary of unit of study evaluation results, including student evaluation	
D5 Summary of teaching evaluation results, including student evaluation	
D6 Evidence of discussion and engagement with professional community to develop the programme	
D7 Academic staff profile or brief CV for all medical imaging / radiation therapy staff, including appointment, fraction and qualifications	
D8 Overview of programme learning resources and infrastructure	
D9 Summary of student support services and facilities	

D10 Policies relating to student grievances	
D11 Policies relating to management of inappropriate student professional conduct	



Template 6: Biennial accredited programme update

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	

Accredited programme update advice should be submitted as searchable PDF documents to paeb@air.asn.au.

	Details OR Title and page number of appended supporting documentation OR hyperlink
Programme title	
Programme duration	
Mode of delivery	
University / Faculty / School structure	
Summary of enrolled student cohort sizes	
Programme amendments since previous accreditation review or biennial update	
Planned programme amendments or changes	
List of medical imaging / radiation therapy academic staff	



Template 7: Notification of changes to accredited programmes

University			
Faculty & School (or equivalent)			
Programme title			
Campus address			
Contact name		Contact position	
Email address			
Postal address			
Telephone		Application date	

Notification advice should be submitted as searchable PDF documents to paeb@air.asn.au.

Supporting documentation must be appended and referenced.

	Details OR Title and page number of appended supporting documentation OR hyperlink
Programme title	
Programme duration	
Mode of delivery	
University / Faculty / School structure	
Summary of and rationale for change	
Change to programme title, duration, delivery or admission?	
Change to teaching & learning approaches or programme objectives?	
Change to programme curriculum?	

Change to professional practice programme?	
Change of key academic staff?	
Change to programme resources?	

Appendix 2 – Sample accreditation review site visit schedule

Accreditation review site visit schedule (sample only)

Day 1

9.00 am

- Meeting with Head of School, Head of Discipline & Programme manager/coordinator (30 minutes)
- Includes:
 - Introductions
 - Accreditation purpose, process and outcomes
 - Terms of review
 - Overview of visit and provision of report

9.30 am

- Meeting with programme discipline academic staff to discuss curriculum (120 minutes)
- Includes:
 - Review of programme structure
 - Review of each year and unit of study, including rationale, objectives, content, assessment & evaluation
 - Preparation for professional placement - pre-placement skill development
 - Research knowledge & skill development, including preparation and pathways for higher degrees

11.30 am

- Meeting with service teaching academic staff to discuss curriculum (60 minutes)
- Includes
 - Review of each unit of study, including rationale, objectives, content, assessment & evaluation
 - Review of the way in which each unit of study is contextualised to medical imaging / radiation therapy

12.30 pm

- Lunch meeting with students on campus (90 minutes)

2.30 pm

- Meeting with professional practice programme staff (90 minutes)
- Includes:
 - Review of professional practice programme, including each unit of study, programme calendar, content and assessment
 - Review links to pre-placement learning & skill development
 - Competency or skill framework & assessment
 - Communication with clinical professionals
 - Review of policy for unsatisfactory performance or unprofessional conduct

4.00 pm

- Tour of relevant facilities, which may include:
 - Library
 - Clinical skills laboratories (including radiation therapy planning facilities)
 - Physics, anatomy & physiology laboratories
 - WebCT, BlackBoard or other similar facilities

Day 2

Clinical site visits

Day 3

9.00 am

- Meeting with Dean/Manager Teaching & Learning (30 minutes)
- Includes:
 - Introductions
 - Accreditation purpose, process and outcomes
 - Terms of review
 - Overview of visit and provision of report
 - General queries from/of the University

9.30 am

- Accreditation Panel meets

1.00 pm

- Meeting with Head of Discipline & Programme manager / co-ordinator (60 minutes)
- Includes
 - Clarification of further queries from the Accreditation Panel
 - Additional meetings or tour of facilities as required

2.00 pm

- Meeting with head of School, Head of Discipline & Programme manager / co-ordinator (30 minutes)
- Includes:
 - General feedback about accreditation review site visit
 - Anticipated provision of report
 - Conclusion of visit
- Does not include indication of outcomes of accreditation review