



**Commission for the Protection
From Ionising and Non-Ionising Radiation**

F22, Mosta Technopark, Triq Valletta,
Mosta Malta MST 3000
Tel:27998676
info.rpc@gov.mt

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**Guidance on applying for Radiation Protection Expert (RPE) and
Medical Physics Expert (MPE) recognition.**

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| Document Name | | | | | Guidance on applying for Radiation Protection Expert (RPE) and Medical Physics Expert (MPE) recognition. | | | | |
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| Doc 068 Rev.00 | Initial version |
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The Commission for the Protection from Ionising and Non-Ionising Radiation (Commission) would like to provide some guidance on appropriate documentation that will aid applications for Radiation Protection Expert (RPE)/Medical Physics Expert (MPE) recognition.

This document will help applicants understand the relevant RPE and MPE criteria documents available on the Commission website.

Record of work activities

For both RPE and MPE applications, as outlined in the respective criteria, a résumé of work activities performed is required. The Commission wants to be assured that you have been actively working in the area for which you seek recognition. You must keep a record of the work activity you have performed in the relevant areas. This can be a simple list of activities (possibly in the form of a logbook) and should be signed off by a professional who has direct knowledge of your work; ideally this should be your immediate superior, head of department or an official in the capacity of employer who can validate the work experience.

Continuous Professional Development (CPD)

For both RPE and MPE applications there are transitional provisions for the number of CPD points required. From October 2023 60% of number of points is required, this goes up to 100% points from 25 October 2026. Refer to relevant criteria for further details.

Keep your CPD records up to date. Add to your CPD records at the time you complete the learning activity; do not wait until the end of the CPD period.

The table below gives examples of appropriate CPD documentation.

| Activity | Examples of appropriate documentation |
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| Meetings | Certificate of attendance. This should include the duration in hours/days. If no certificate is issued, ask the organisers to provide confirmation with relevant details that you attended. International, national, and virtual meetings are 3 different activities and supported documents should be marked accordingly. |
| Courses | Certificate of attendance, which should include the duration in hours/days. If no certificate is issued, ask the organisers to provide confirmation with relevant details that you attended. |
| Visits overseas for special training | Certificate or statement including number of hours and subject covered by training in relevant aspects of radiation protection, countersigned by trainer from the overseas department. |
| Online radiation related activities | Provide the title, the date and number of hours spent completing the online course. Describe the topic studied and give a short resume of what you learnt from it. |
| Planned self-directed radiation related learning | Provide the title, the date and number of hours spent completing the online course. Describe the topic studied and give a short resume of what you learnt from it. |
| Membership of professional bodies | Certificate of membership or payment receipts from the professional body must be provided. |
| Membership of radiation related committee and/or working groups | Statement of confirmation of your attendance signed by organiser. |
| Formal non-radiation safety training activities | Certificate of attendance. This should include the duration in hours/days. If no certificate is issued, ask the organisers to provide confirmation with relevant details that you attended. |

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| Advice to undertaking on regulatory obligations | Copy of the documented evidence you gave, or signed statement from the undertaking that you gave the evidence. If several persons were involved in producing the document, indicate what your contribution was. |
| Development of radiation protection programme | Documentation which indicates the complexity of the radiation protection programme (e.g., contents page, list of individual documents within the radiation protection programme). If several persons were involved in producing the document indicate what your contribution was. |
| Development of safety culture | Concise explanation of the initiatives you took, countersigned by your immediate superior and/or copy or part of developed document (if applicable). |
| Optimisation of the radiation protection | Explanation of optimisation initiative you performed, countersigned by your immediate superior. |
| Documented design of new facilities | Copy of design or part thereof that clearly attributes the design to you. |
| Workplace, environmental and individual monitoring | Explanation of any monitoring tasks you undertook, countersigned by your immediate superior. |
| Waste management | Explanation of any initiatives you undertook countersigned by your immediate superior. |
| Direct responsibility of Radiation Protection at a facility | Declaration from the responsible person of an undertaking of your responsibility. |
| Performing Safety Assessment per practice area | Copy of Safety Assessment which clearly indicates your contribution to it. |
| Performing an RP Safety Audit | Copy of the report of the audit which clearly attributes the task to you. |
| Emergency response preparations | Copy of the emergency response preparations which clearly indicates your contribution to it. |
| Accident and incident investigation, including potentially accidental or unintended medical exposures | Copy of investigation report, with any personal details deleted, which clearly indicates your contribution to it. |
| Provision of Training | Record of training subject and number of hours and spent in relevant aspects of radiation. This to be countersigned by immediate superior and/or provide a copy of the training programme or an agenda (for technical training). |
| Supervision and mentoring of staff | Record of training subject and number of hours spent supervising or mentoring, countersigned by immediate superior. |
| Preparation and delivery of formal radiation related lectures or seminars, first presentation | Clear statement that you developed and delivered the lecture on radiation related subject. This statement to be countersigned by immediate superior. |

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| Repeat delivery of formal radiation related lectures or seminars. | Clear statement that you repeated delivery of formal lecture or seminars on radiation related subject. This should include the dates of delivery and the duration in hours/days. This statement to be countersigned by immediate superior. |
| Publication of a Radiation protection related paper in a recognised scientific journal | Copy of article along with the name of journal in which it appeared. |
| Oral or poster presentation on a radiation protection | For poster presentation provide a copy of the presentation along with signed declaration from the organiser of the event including name, surname, and date of presentation. For oral presentation, provide signed declaration from organiser or the agenda with you as a named presenter. |
| Development of quality assurance programmes | Copy or part thereof of the quality assurance programme that clearly indicates your contribution to it. You will not receive points for simply performing a quality control test. |
| Development of testing protocols for medical radiological equipment | Copy or part thereof of the testing protocol which clearly indicates your contribution to it. You will not receive points for simply performing a quality control test. |
| The preparation of technical specifications for medical radiological equipment and installation design | Copy or part thereof of the technical specifications which clearly indicates your contribution to it. |
| Development of new technique in medical exposure | Copy of documentation of new technique methodology which clearly indicates your contribution to it. |

Important things to remember when applying for recognition:

1. All supporting documentation should be clearly referenced and categorised. Documentation, which is not clearly referenced and categorised, will result in the Commission returning your application to you.
2. No points will be awarded for documents placed in the wrong reference/category.
3. Supporting documentation must be clear, concise, and specific to the activity.
4. Ensure all documents supplied are dated and signed as required.
5. Refrain from supplying unnecessary information or clutter, such as long email chains.
6. Only Commission application forms are to be submitted for approval. Any other forms or custom-made tables will be rejected.
7. All documents must be submitted electronically in the pdf format.
8. Application should include proof of payment of the application fee.