

**MEDICAL PHYSICS EXPERT ONGOING RECOGNITION AUDIT
MPE4: Instructions and Guidance for MPE Audits**

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1 INTRODUCTION

- (i) The UK Department of Health and Social Care (DHSC) requires that MPEs have a periodic assessment of continued competence. This document describes the practical arrangement agreed between RPA 2000 and DHSC to ensure this.
- (ii) All MPEs on the list will be asked to confirm annually that they are enrolled in a recognised CPD scheme linked to a professional code of conduct and that their MPE related CPD is up to date in terms of both Scientific Knowledge and Practical Competence. Example schemes are those run by IPEM, SRP, HCPC and SoR.
- (iii) Every year a fixed proportion of MPEs will be selected at random to demonstrate that their MPE related CPD shows that they are up to date in terms of both Scientific Knowledge and Practical Competence through operational activities. There will be no additional fee associated with this. No MPE will be selected more than once in any 5-year period, nor within 4 years of first gaining MPE certification via a full application. The process is designed to be light touch.
- (iv) It is recognised that some invited auditees may not be able to participate due to career breaks, and others may have returned to work but been absent for a significant period of time in the 5 years leading up to the audit. Document GD4 (MPE Audit FAQs) is intended to help answer some common questions relating to MPEs having career breaks and to the MPE audit.
- (v) Consideration of extenuating circumstances is also described in document GD4.
- (vi) If an MPE's submitted evidence is judged to be sufficient to show MPE expertise, they will be notified by email and their name will remain on the MPE list
- (vii) If an MPE's submitted evidence is judged to be insufficient to show MPE expertise, feedback will be given, and additional evidence will be requested. If this additional evidence is also judged to be insufficient, a second assessment will be performed by independent MPE assessors. If this independent assessment agrees that the evidence is insufficient and no extenuating circumstances are demonstrated, the individual's name will be removed from the MPE list. To re-join the list, the individual will need to follow the initial MPE application process (as outlined in documents MPE 1 and MPE 2).

2 AUDIT GUIDANCE & POINTS RECORD

- (i) RPA 2000 have provided a form (document MPE3) for those selected for audit to complete, which will demonstrate that they have kept their skills and knowledge up to date by using examples from their CPD record.
- (ii) The audit form (in document MPE3) comprises of 5 parts:
 - Part 1: personal details of the auditee.
 - Part 2: a declaration by the auditee.

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Part 3: an authentication by a suitable referee who can vouch for the authenticity of the evidence submitted.

Part 4: a points record for learning based activities (category 1) to demonstrate that the auditee has kept up to date with appropriate Scientific Knowledge over the previous 5 years.

Part 5: Evidence of operational MPE work requiring detailed understanding (category 2) has kept up to date in terms of practical competence, i.e. that they have been operationally active as an MPE.

- (iii) The application form (MPE3) has been designed to give the auditee a structure for their evidence record and to summarise their qualifying points. A consistent approach to providing evidence greatly facilitates the work of the assessor, and auditees must follow a) the structure of the forms, b) the numbering system in the forms and c) the guidance presented in this document and MPE3.
- (iv) The auditee must ensure that each item of evidence is clearly labelled with the corresponding evidence number listed within the tables.
- (v) To demonstrate that the auditee has kept up to date with scientific knowledge they must provide evidence that they have undertaken directly MPE related learning activities and / or other relevant learning activities. Self-study is permitted. The assessment will be points based with one point being awarded per hour of learning activity. A minimum of 25 points will be required. Learning activities must be listed and must be accompanied by a contextual or reflective statement explaining its relevance to the auditee's work as an MPE. So, for example, a certificate and associated program for an MPE update must have an associated document explaining why the number of points is being claimed, together with a short paragraph detailing any pertinent learning, interesting, insightful or helpful presentations/discussion or reflections.
- (vi) To demonstrate that the auditees has been operationally active as an MPE, they must submit evidence of practical competence for at least two of the four Detailed Understanding (DU) areas in the MPE syllabus:
 - a. Medical Exposure Regulations
 - b. Medical Radiological Equipment Management
 - c. Dosimetry
 - d. Medical Exposure Optimisation.
- (vii) Not more than four items of evidence should be submitted in total, with a maximum of three items from the same area. If assessors subsequently require further evidence, an auditee will be asked to provide it.
- (viii) Each piece of evidence must be accompanied by a short contextual statement explaining its relevance to the auditee's work as an MPE. The evidence should come from the CPD record, and it would be expected that the contextual statement would be at most half a page of text.
- (ix) **If any patient identifiable information is included within the evidence, the whole application will be returned to the auditee and they will be required to resubmit.**

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- (x) Authentication by a referee is required within Part 3. The referee must be able to declare that the evidence being submitted by the auditee accurately reflects their work as an MPE. They should also be able to confirm that the auditee can provide appropriate IRMER related advice to an employer.

3 EVIDENCE

The submitted evidence should come from the auditee's CPD records.

3.1 Learning base evidence (Category 1)

- (i) The auditee must provide a summary of the evidence supporting the submission, together with a summary of points claimed. **All claims for qualifying points must be supported by some form of evidence.**
- (ii) There is a minimum of 25 points allowed in Category 1. Auditees are advised that evidence for at least 30 points is provided as this enables assessors to "pass" the audit without further reference to the auditee, should they have cause to question the absolute validity of some of the points that the auditee is claiming.
- (iii) Suitable evidence includes:
- Training course programmes specifically related to MPE training or update sessions, and attendance at conferences *etc.* The applicant's participation may simply be highlighted (e.g. as a student, lecturer or organiser) and a brief summary (i.e. a paragraph) of contextual/reflective notes justifying points in terms of relevance to MPE work. It would be advantageous to include an attendance certificate and program.
 - Self-study from online webinars with a brief summary (i.e. a paragraph) of contextual/reflective notes.
 - Short, concise extracts from reports, documents, etc, identifying your role.
 - Brief descriptions of other CPD related activities, with a brief justification for the points claimed.

More detailed guidance can be found in each of the tables in Part 4 of MPE3.

3.2 Operational Activities (Category 2)

- (i) To show that they have been operationally active as an MPE, auditees must provide items of evidence that fall within the four DU categories: Medical Exposure Regulations, Medical Radiological Equipment Management, Dosimetry and Medical Exposure Optimisation.
- (ii) In the first instance, auditees should provide four items of evidence or less and these will be shared between at least 2 DU categories. If assessors subsequently require further evidence, the auditee will be asked to provide it.
- (iii) Assessors, in the first instance, will only review up to two items of evidence in any DU category.

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- (iv) Examples of operational evidence are outlined within cross reference table No.2 in Document MPE1 (MPE Application Form), but this is only guidance, and the auditee can supply any relevant evidence. It would be expected that the evidence demonstrates MPE level of work of a comparable level to that required for an initial MPE application. However, the evidence does not need to be large or complex.

4 PEER REVIEW

- (i) Audit will be by peer review assessment. The assessors will themselves be MPEs employed in senior positions.
- (ii) Two assessors will be assigned to review the submitted evidence for each application. The roles of the two Assessors will be as with the other RPA 2000 recertification schemes. The Assessors will decide whether the auditee has kept up to date with appropriate Scientific Knowledge and whether the evidence provided by the applicants shows that they have demonstrable competence in the DU areas.
- (iii) The appeals process will be the same as with other RPA 2000 certification schemes.

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