

2026



ASMIRT

Guidelines

Fellowship

Your profession. Your future.

Australian Society of Medical Imaging and Radiation Therapy
Contact us at info@asmirt.org or call us on +61 3 9419 3336

asmirt.org



There are a number of protected titles for medical radiation practice. They include:

Medical Radiation Practitioner (MRP)

Diagnostic Radiographer (DR)

Medical Imaging Technologist (MIT)

Radiographer

Nuclear Medicine Scientist (NMS)

Nuclear Medicine Technologist (NMT)

Radiation Therapist (RT).

For the purposes of our documentation we use the broad descriptor Medical Radiation Practitioner (MRP) recognising that it covers a range of areas of practice.



info@asmirt.org
www.asmirt.org
PO Box 16234,
Collins Street West,
VIC 8007, Australia
+61 3 9419 3336

Table of Contents

SECTION A. OVERVIEW	4
1.1 Introduction	4
1.2 Eligibility.....	4
1.3 Procedure.....	4
1.4 Evaluation	5
1.5 Presentation of the Award of Fellowship	5
SECTION B: INFORMATION FOR CANDIDATES.....	6
1 General.....	6
2 Mentor	6
3 Categories and Activities.....	6
3.1 Maximum points per category.....	8
4 Proposed plan and Draft Precis submission.....	8
5 Content of Portfolio Submission	9
5.1 Evidence for individual activities	9
5.1.1 Postgraduate Education.....	10
5.1.2 Presentation of Papers.....	10
5.1.3 Published articles	10
5.1.4 Completion of Fellowship assignment:.....	11
5.1.5 Original Research:	11
5.1.6 Quality Improvement projects:.....	11
5.1.7 Poster Presentations:.....	11
5.1.8 Organiser of an ASMIRT approved conference, seminar or workshop	12
6 Electronic Submission	12
7 Results of Submission	13
8 Appeals.....	13
Appendix One – Fellowship timeline	14
Appendix Two - Example Draft Precis.....	15
Appendix Three – Co-contributor form	16
Appendix Four – Oral Presentation.....	17
Appendix Five - Fellowship Assignment.....	22
Appendix Six – Poster.....	27
Appendix Seven – Example Submission Precis	32
Appendix Eight - Document Checklist.....	33

SECTION A. OVERVIEW

This section contains general information for candidates wishing to obtain information on the requirements and conditions for obtaining the award of Fellowship.

1.1 Introduction

Fellowship is the highest level of ASMIRT membership, and a Fellow is a person who has made significant contributions to the Medical Radiation Practice profession. Fellowship recognises the extensive professional knowledge, skills and achievements of the individual over a sustained period of membership of the society. Fellows will demonstrate a broad scope of commitment and impact within and outside the profession through; advocacy (patient, the profession, the society), leadership, scholarship (education/academic and research/innovation), maintenance of excellent professional standards and a commitment to enhancing patient centred, equitable practice.

It is difficult to encapsulate what it means to an individual to be a Fellow of the Australian Society of Medical Imaging and Radiation Therapy as the process and experiences to attain Fellowship are unique for each individual candidate. The method for obtaining Fellowship is via points accumulation with differing activities contributing to the final points accrual. The portfolio of each candidate demonstrates a body of work and activities that is founded on their own unique knowledge, education, and skill set leading to their demonstration of their extensive knowledge of diagnostic imaging or radiation therapy.

1.2 Eligibility

Each year the Fellowship Panel recommend candidates who have successfully fulfilled the requirements for the award to the Board of Directors who may award Fellowship to the candidate.

A Fellow must have been a financial voting member for the five years prior to submission of their Fellowship portfolio. Consideration by the Fellowship panel will be given to candidates who have had parental leave or other extended leave.

1.3 Procedure

Those seeking to attain Fellowship should submit a proposed plan to the Panel 12 – 24 months prior to portfolio submission. The proposed plan should contain an outline of proposed activities (completed and planned) that will contribute to the portfolio submission. General feedback is provided to the candidate and they will be placed on the active candidate list.

A draft précis should be submitted to the Fellowship Warden at least 12 months prior to the intended date of portfolio submission. The précis is a summary of activities which have been completed and/or which are intended to be completed prior to submission. It provides the broad framework for candidate preparation towards submission of the Fellowship portfolio. Activities up to a period of 7 years will be considered. Evidence of continuing engagement in the profession during this time and up to the time of submission is required

The précis will be reviewed by the Fellowship panel to determine whether the candidate should proceed to submission of the portfolio or that additional activity is required. The Warden will provide detailed feedback to the candidate including whether the précis has been accepted. If the précis has been accepted, the candidate should complete the

Fellowship application form and submit to the Chief Executive of the Australian Society of Medical Imaging and Radiation Therapy, with the appropriate fee. The Warden is responsible for notifying the candidate that the application form has been received.

After acceptance of the précis of submission by the Panel, and ratification of eligibility from the Board, the Candidate may proceed with preparation of the final submission. The Fellowship portfolio may be submitted at any time during the year but must have been submitted by 1 September for the award to be conferred at the following year National Conference.

A flowchart of the timeline is provided in [Appendix One](#)

1.4 Evaluation

The portfolio is evaluated by the Fellowship panel. Additional assessors of suitable experience may assist in the evaluation of a submission. Final approval rests with the whole Panel. The Panel will recommend admission of the candidate to Fellowship to the Board of Directors when the final portfolio submission is assessed to have satisfied the criteria of the accumulation of 100 points within a maximum period of seven years and met the mandatory requirement for membership.

1.5 Presentation of the Award of Fellowship

Successful candidates for Fellowship will be presented to the President by the Warden to receive the award of Fellowship. This will usually occur at the awards ceremony of the ASMIRT conference following the successful submission.

SECTION B: INFORMATION FOR CANDIDATES

1 General

All prospective Fellowship candidates are advised to:

- a) be aware that any Fellowship submission that intends to include a research component or any patient data will need to comply with privacy legislation and may need Ethics approval.
- b) ensure all presented materials comply with current State and Federal privacy legislation.
- c) consult with Fellows of the Society for advice, guidance and support.

2 Mentor

Candidates shall obtain the services of a mentor who should be familiar with the rigour of the Fellowship process and the organisation and/or evaluation of presentations for points accumulation candidates. The mentor should preferably be a Fellow of the Society and once **chosen, the Warden should be notified of the mentor's identity**. Advice on the recruitment of a suitable mentor is available from the Warden.

3 Categories and Activities

A successful portfolio submission will demonstrate an extensive knowledge of medical radiation science pertaining to their practice. The portfolio demonstrates a depth and breadth of knowledge that must be evidenced by a range of activities across categories. Candidates are strongly advised to carefully review the activities, in preparation for a proposed plan, draft precis and in presentation of the final submission.

Co-authored published articles, presentations, or other activities will receive a percentage of points dependant on the contribution to the work by the candidate. Any duplication will automatically reduce the maximum possible points allocation on the subsequent piece of work in proportion to the overlap. Overlap of content across activities such as journal article and paper presentations will be awarded a percentage of points dependent on the new content added. Any duplication of work completed as part of a post graduate qualification with other items submitted for points is subject to a points reduction relative to the amount of overlap.

Points awarded for conference/seminar/workshop organisation will be dependent on level of involvement and responsibility.

Candidates should consider including other activities that may not attract points but attest to their breadth of knowledge, skill and experience, and contribution to the profession.

Table 1 Points per activity

Category/Activity	Max pts per activity
Postgraduate education	
Doctorate	70
Master's Degree	60
Graduate Diploma or other approved similar qualification	30
Graduate Certificate	15
Diploma of Medical Ultrasound	30
Certificate of Clinical Proficiency in Mammography	15
MRI Certification	15
CT Certification	15
Conference presentation	
Presentation at ASMIRT National Conference (adjudicated)	15
Presentation at International or other conference (not adjudicated)	10
Presentation at state Branch conference/seminar	10
Presentation at ASMIRT endorsed webinar	10
Publication	
Peer reviewed article published in the Journal of Medical Radiation Sciences or equivalent peer reviewed/refereed journal	15
Poster	
Poster presentation at ASMIRT national conference	10
Poster presentation at international or other conference	5
Poster presentation at state Branch conference/seminar	5
Fellowship assignment	
Completion of Fellowship assignment (ASMIRT national conference)	15
Completion of Fellowship assignment (Branch conference)	10
Original research	
Completion of substantial, documented and/or published original research	25
Quality improvement	
Completion of substantial, documented and/or published quality improvement project	15
Journal peer review for Journal of Medical Radiation Science	
Peer review of JMRS article	1
Conference/seminar/workshop organiser	
Convenor/committee member National conference	10
Convenor/committee member Branch conference	5
Convenor/committee member ASMIRT endorsed workshop	5
Other	
Evidence of knowledge, skills, experience and contribution to the profession	

3.1 Maximum points per category

In order that the candidates are able to demonstrate a breadth of knowledge, experience and skill, a maximum number of points per category has been set.

Category/Activity	Max pts per category
Postgraduate education	70
A maximum of two postgraduate qualifications	
Conference presentation	35
Sole author and co-authored presentations may be included. A maximum of five papers of which at least one must have been presented at ASMIRT national conference	
Publication	35
Sole author and co-authored journal articles may be included. A maximum of five papers of which all must have published in the Journal of Medical Radiation Sciences or equivalent peer reviewed journal.	
Poster	20
Sole author and co-authored posters may be included. A maximum of three posters of which at least one must have been presented at ASMIRT national conference	
Fellowship assignment	30
Maximum of three of which one must be from a Fellowship session attended at National conference	
Original research	45
Maximum of two individual research projects	
Quality improvement	25
Maximum of two individual quality improvement projects	
Journal peer review for Journal of Medical Radiation Science	5
Maximum of five journal peer reviews evidenced by JMRS review number	
Conference/seminar/workshop organiser	15
Maximum of one national conference and one state conference/seminar/workshop OR three state conference/seminar/workshop	

4 Proposed plan and Draft Precis submission

A proposed plan should be submitted to the Fellowship panel 12 -24 months prior to the submission of a draft precis. The plan should contain an outline of proposed activities (completed and planned) that will contribute to the portfolio submission. This is a general document used to guide the candidate which also serves to notify the Fellowship panel of their intention to undertake the Fellowship journey.

A draft precis should be submitted to the Fellowship Warden at least 12 months prior to the intended date of portfolio submission. The précis is a summary of activities which have been

completed and/or which are intended to be completed prior to submission. It provides the broad framework for candidate preparation towards submission of the Fellowship portfolio.

[Appendix Two](#) contains an example of a draft précis

5 Content of Portfolio Submission

Documented material relating to each activity must be presented for possible accumulation of points. The Fellowship Panel and advisers will assess each item for eligibility and allocation of points, based on the documented material. No activity should be more than seven years old at the time of the final submission.

Activity in fields not already listed above should be submitted as part of a précis for consideration and allocation of possible points. A resume should be included to outline and provide evidence of scope of practice, knowledge, skills and experience.

Candidates are advised to submit a minimum of 150 points based on the maximum points table taking into account any duplication or overlap of work. The Fellowship Panel will then score each activity out of the maximum score permissible. It is important to note that where co-contributors exist the maximum permissible score for the candidate will be dependant on their contribution to the work. For example, for a paper with multiple authors where the candidate contributed 50% of the work, the maximum possible score would be 7.5 points, reflecting the 50% contribution of other contributors

Candidates should include full transcripts or open source links of published work and conference presentations. Where these were prepared under multiple contributors to the work, the co-contributor form ([Appendix Three](#)) must be submitted and signed by the other contributors, attesting to the candidate's level of contribution to the project.

The submission should commence with a title page, and a formal letter of submission, followed by a table of contents, with a statement from the candidate detailing which category they wish each item to be considered under, and the number of points they believe each item may earn as part of the overall submission.

Candidates should include a current resume/CV with the submission. This provides an opportunity to demonstrate the breadth and depth of scope of practice that may not have been shown by the assessable components in the submission.

Duplication of material is not allowed e.g. conference papers that are subsequently published in a journal will be evaluated as a single item. Similarly, the Panel will evaluate serial publication on a single recurring theme on the basis of the "new" material contained in each item.

The professional standard, nature and relevance of any of these parts and of the whole portfolio must be of a standard that will satisfy the Fellowship Panel. It is expected all work to be of a post-graduate standard.

The Fellowship portfolio should be submitted to the Warden of the Fellowship panel in electronic format.

5.1 Evidence for individual activities

The format for the portfolio must represent a stand-alone body of work and must contain all the required elements as per the guidelines below.

5.1.1 Postgraduate Education

A summary of the course syllabus and evidence of completion of the course must be submitted. Where the qualification has contained a substantial research component a summary of the project and link to the thesis should be included. The Fellowship Panel may request a full copy of a research project, or assignments etc. completed as part of coursework to allow reference to other information contained in the Fellowship submission.

Points allocated for any qualification remain at the discretion of the Panel and will depend on the relevance of that qualification to professional practice.

5.1.2 Presentation of Papers

Copies and details of presentations at National/International conferences and Branch meetings must be provided as well as copies of certificates of attendance and/or the official program.

All presenters at ASMIRT national conference are invited to have their presentation assessed as part of the conference adjudication process ([Appendix Four](#)). Conference presentations are recorded with permission for review by the Panel. Those who do not elect to have their presentation recorded at national Conference will be eligible for a maximum of 10 points.

Papers presented at other ASMIRT endorsed conferences and branch meetings require that a process of adjudication be implemented, or testimony be made by two adjudicators to ensure that there is evidence as to the content and relevance to the profession. (Appendix Three) **It is the candidate's responsibility to initiate the adjudication of their paper via a request to the conference/meeting convenor and the convenors responsibility to organise adjudicators.** Adjudication forms can be obtained from the Warden. Forms must be forwarded to the Warden after the meeting / conference by the convenor.

Points assigned for each paper will vary on venue and content and will remain at the discretion of the Fellowship Panel. At least one presentation must have been made at an ASMIRT National conference. In all co-authored papers, completed co-contributor forms must be submitted with the report evidencing the contribution of the candidate.

5.1.3 Published articles

Complete copies or open source links to published articles should be submitted. The points allocated for each published article will remain at the discretion of the Fellowship Panel and will be determined by the content, standard of the paper and the professional relevance of the publication.

All articles must be published in the Journal of Medical Radiation Sciences or peer reviewed journal of equivalent standing, and others published in peer-reviewed and/or refereed journals.

In publications with more than one author, completed co-contributor forms must be submitted evidencing the contribution of the candidate.

Contribution should be considered across four primary areas:

- Substantial involvement in the conception or design of the work or the data acquisition, analysis, or interpretation
- Drafting the work or involvement in critical review of the manuscript
- Final approval of the version for publication

- Agreement to be accountable for all aspects of the work

5.1.4 Completion of Fellowship assignment:

A dedicated Fellowship session is nominated at National conference and will have an assignment relating to the theme of the session. Marking criteria for the assignment can be found in [Appendix Five](#). A state Branch may also elect to have a Fellowship session as part of an education event. Evidence provided in the portfolio should include:

- a) Satisfactory completion of the Fellowship assignment within the specified timeframe as nominated
- b) Demonstrated knowledge of the prescribed reading list by inclusion of the list and reference to prescribed reading in the Fellowship assignment;
- c) Documented evidence of additional self-directed learning provided in the reference material
- d) Evidence of assignment mark and feedback

5.1.5 Original Research:

Reports must be on a subject related to the field of medical radiation science and/or the medical radiation professions. The report must give evidence of original thought on the part of the candidate. Sufficient details should be given to allow another professional colleague to understand the principles involved, and if necessary to repeat the work. Appropriate reference to scientific and technical literature should be given.

Reports must be written concisely, contain appropriate diagrams and consist of 3000 - 5000 words. Formatting of the report should conform to academic standards.

If the work was undertaken in collaboration with others, completed co-contributor forms must be submitted with the report evidencing the contribution of the candidate.

5.1.6 Quality Improvement projects:

Candidates may submit the report of substantial quality improvement projects undertaken within their own department. The report does not need to be reformatted from the original work; however, it must be accompanied by a letter of approval from the Head of Department. Reports must be related to the field the candidate is working in and provide evidence of the project undertaken including the project plan and deliverables. Examples of quality improvement projects may be new technology implementation, formal workflow review and time and motion review for workflow efficiency.

If the work was undertaken in collaboration with others, completed co-contributor forms must be submitted with the report evidencing the contribution of the candidate.

5.1.7 Poster Presentations:

Copies and details of poster presentations at National/International conferences are required. Copies of certificates of attendance and/or the official program are to be provided.

The points allocated for each presentation will be dependent on the level of documentation, will be determined by the content, standard and professional relevance of the poster and will remain at the discretion of the Fellowship Panel ([Appendix Six](#)). For all co-authored posters, completed co-contributor forms must be submitted with the report evidencing the contribution of the candidate.

All posters presented by ASMIRT members at the ASMIRT conference are assessed as part of the conference adjudication process ([Appendix Six](#)). This documentation is forwarded to the Warden as the Chairperson of the adjudication panels.

5.1.8 Organiser of an ASMIRT approved conference, seminar or workshop

Eligibility to claim recognition for organising a workshop requires that:

- the conference/seminar or workshop must be approved by the ASMIRT prior to conducting the event as evidenced by having been issued a CPD endorsement
- the conference/seminar or workshop program should have been evaluated through a participant survey that has assessed the quality of the delivered program
- the conference/seminar or workshop must be of 1 hour duration or greater

Evidence required for submission:

- evidence of ASMIRT approval of the workshop, ie ASMIRT CPD endorsement
- complete workshop program including presenters
- a summary of the program evaluation including evidence of the evaluation of individual presentations
- evidence of the role, level of involvement and responsibility in the organisation of the conference/seminar or workshop
- additional evidence such as letters of acknowledgment may be considered

Points awarded for this category are at the discretion of the Panel.

[Appendix Seven](#) provides an example of how scoring in each category would be applied for **a particular candidate's submission. This example represents a reasonably high level of activity and a submission of considerable breadth.** It is not intended to be prescriptive.

6 Electronic Submission

All documents that are to be included in the submission should be submitted electronically in PDF documents.

Individual PDF documents for each section of the submission:

- Section A: Introduction, précis, index, CV
- Section B: Postgraduate study
- Section C: Conference/meeting presentations
- Section D: Conference Posters
- Section E: Published articles
- Section F: Fellowship assignments
- Section G: Original research
- Section H: Quality Improvement projects
- Section I: Organising a Seminar/Workshop
- Section J: Other

Only those categories relevant to the submission should be included. A document checklist can be found in [Appendix Eight](#).

The candidate is to contact the Warden to obtain instructions on the submission process. Upon receipt of the submission the Warden will verify that all documents have been received.

The Fellowship Warden will verify that the submission package has included all of the necessary documentation required by the Panel.

The successful candidate will be advised of any corrections to be made prior to the digital edition of the portfolio to be made available for archiving. The digital copy is to be received by ASMIRT prior to the award of the Fellowship at the next Annual ASMIRT conference Awards Ceremony.

7 Results of Submission

After ratification by the Board, the Warden notifies the candidate of the results of their submission. Failure to satisfy the evaluators does not preclude the candidate from submitting another presentation. In the event of an unsuccessful application the Warden will provide detailed feedback on the submission and outline options for the candidate to consider.

Fellowship portfolios will be stored in an electronic format on the ASMIRT members portal. Candidates will be asked to sign a waiver with the application form to allow ASMIRT to retain this electronic material.

8 Appeals

Candidates have the right of appeal against the findings and recommendations of the Fellowship Panel. An appeal letter must be in writing and signed by the candidate and may be emailed as an attachment to the Chief Executive. The letter is to state clearly the grounds for the appeal, raise any concerns about the fellowship pathway process and include supporting documentation relating to the grounds for the appeal. Supporting documentation may include the documents to support their application for special consideration, hardship or absence such as medical certificates or statutory declarations.

Appendix One – Fellowship timeline



Appendix Two - Example Draft Precis

Category	Specific Activity	Max Point per activity	Max pt this activity
Postgraduate study	Master of Medical Radiation (2023)	60	
	TOTAL	60	60
Conference presentations	ASMIRT conference 2021: e.g. Patient Information in the Digital Age	15	7.5 (50% contribution)
	Qld Branch Education meeting 2022: e.g. Radiation dose in the cardiac cath lab	10	10 (100% contribution)
	ASUM Conference 2021: e.g. Finding spheres in the liver	10	8 (80%contribution)
	TOTAL	35	25.5
Publications	Journal of Medical Radiation Science 2021: Novel investigation of aortic aneurysm	15	12 (80% contribution)
	Radiography 2024: CT investigation of objects in the liver	15	7.5 (100% contribution 50% overlap with Masters)
	Journal of Medical Imaging and Radiation Sciences 2023: Steps to enhance the MIT-patient interaction	15	10.5 (50% contribution)
	TOTAL	45	30
Poster	ASMIRT conference 2023: Best practice workflow in CT	10	7 (70% contribution)
	ASMIRT 2022: Finding foreign objects	10	5 (50% overlap with Masters)
	TOTAL	20	12
Fellowship assignments	ASMIRT 2023 Fellowship assignment	15	12 (80% grade)
	TOTAL	15	12
Original research			
Quality improvement	Unpublished departmental quality assurance project	15	15 (100% contribution)
	TOTAL	15	15
Other items	Joint Publications, Joint Research, Workshops,		
	All other professional activities, to be listed to show a depth and breadth of knowledge and professional skill		
		Possible maximum score 185	Estimated score 154.5

Appendix Three – Co-contributor form

This declaration will remain confidential with the Fellowship Panel of the Australian Society of Medical Imaging and Radiation Therapy.

Candidates including collaborative work in their final submission must include a declaration from the other contributors attesting to their portion of contribution.

Where there are more than four contributors, a declaration from the 3 principal contributors on this form stating their contribution and a statement from one of those contributors supporting the candidate's claimed contribution will be accepted.

<u>Title of Work</u>	<u>Contributors</u>	<u>% contribution</u>	<u>Signature</u>

Please Print

I hereby confirm that as a co-author of the

(Co-contributor's name)

(Fellowship candidate)

paper / published article / poster / other (cross out if not applicable)

entitled

was responsible for % of this work.

Signed Date

Appendix Four – Oral Presentation

<u>PRESENTER NAME</u>						
<u>PRESENTER ID & TITLE:</u>						
ADJUDICATION MATRIX						
Presentation Style (max 30)	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Vocal quality (max 10)						
Quality of presentation, ie layout, colours, text, use of images (max 10)						
Use of Citations (max 5)						
Time management (max 5)						
Presentation Content (max 70)	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction						
Aim / Reason Statement						
Methodology / Case study technique described						
Results / Literature findings / Case study application of technique						
Discussion						
Command of topic						
Conclusion						
Final score (max is 100)						

ADJUDICATION NOTES / COMMENTS (comments are required if scoring < Good rating)

Adjudicator Name:

Signature:.....

ADJUDICATION MATRIX – Oral Presentation

Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional
Vocal quality	Difficulties with speaking clearly. Mumbles and does not project voice. Incorrectly pronounces terminology. Uneven pace	Difficulty with pronouncing some key words. Occasionally inappropriate use of technical jargon Some slang. Adequate pace and volume.	Clear presentation with some words not pronounced correctly. Technical jargon defined clearly and used appropriately in the context of presentation.	Clear and concise presentation. Considerate use of technical jargon. Calm and confident	Succinct elocution of entire presentation. Excellent use of the requisite scientific terminology. Natural presenter.
Quality of presentation style Note: failure to de-identify patient data results in a zero score	Extremely cluttered, confusing slides. Uses the slides inappropriately and does not have headings which make sense to the audience. Information disjointed or inadequate. No logical flow of information.	Slides have some cohesion, still a little too busy and disorganised. Attempt made to have ideas presented in a logical format.	Slide layout is good. Has a structured form to it. Graphic placement still needs a little work. Information relevant and appropriate to the audience. Organised in a clear sequence.	Slide detail balanced with the writing and graphics, and all space and headings used appropriately. Material engaging, is accurate, varied and relevant. Contains an introduction, main body and conclusion.	Aesthetically pleasing. Has excellent use of the space and uses appropriate headings to guide the audience. Engaging and relevant information for audience. Excellent details presented in a well organised manner.
Citations	Could not check the validity of the information being presented. No reference list shown.	Occasionally the correct citation format was used. Was able to find the sources of the information used.	Citation format used correctly throughout the presentation. Some graphics and quotations still lacked sources.	Citations used correctly. Presented in the correct format with excellent information.	Credibility and authority of the information could not be argued. All information clearly identified and credited to the appropriate sources.
Time Management	Completely overtime by a significant amount. Clearly has not rehearsed presentation. Over time by > 2 minutes	Is overtime and presenter had insufficient time to complete all material and answer questions. Over time by < 2 minutes	Adheres to time constraints. Is familiar with the equipment and was able to present all material. Just enough time to answer questions. Less than 1 minute over time.	Solid timing of material on each slide. Presenter has clearly rehearsed and was familiar and comfortable with equipment.	Impeccable timing. All slides given effective time. Speaker was able to take questions and interact with audience and maintain focus on content delivery.

Presentation Content	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional
Introduction	The introduction is lacking direction and does not focus and engage the audience. Chairperson not acknowledged	The introduction has some semblance of structure. Has a messy or incomplete direction. Chair not acknowledged.	The introduction is appealing to the audience. Has a defined sequence and flow. Still has an occasional element of direction lacking. Chair acknowledged.	The introduction has clarity and brevity and directs the audience in a coherent fashion. Chair acknowledged.	Compelling introduction that conveys the overall topic and engages the audience immediately. Standard conventions met.
Aim / Reason Statement	Hazy description of the aim. or reason. Uncertainty as to what the presentation focus is.	Contains irrelevancies and the aim is not very clear. Does not really define the issues for discussion.	Has focus on the topic. Identifies the basic concepts to be discussed.	Identifies the topic with clarity. Demonstrates the key concept areas for discussion.	Topic is clearly identified and incorporates focus and direction.
Methodology Or Case study technique described	There is a lack of clarity with the topic, purpose is unclear and conceptually it is not developed.	The presentation is quite descriptive but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad-brush view of the topic. Overall concepts and ideas are defined and discussed through the presentation.	Topic developed with clarity. Concepts are systematically defined, and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the presentation. Can show consistency in aligning literature with practical elements.
Results - Experimental OR Results Literature Review	Minimal results demonstrated from the research, no clarity to the results Minimal research into the literature. Content of presentation is wholly unsupported.	Results are limited and unclear Research undertaken is superficial and limited. Sourced literature is obscure, outdated and not reliable.	Acceptable amount of results with acceptable connection to the methodology Good scope of literature read. Has an awareness of the critical issues. The literature is sound, and shows evidence of analysis, reflection and critical thinking. Needs more depth and insight.	Good level of results presented, well linked to the methodology stated Evidence of wide, relevant and critical reading. Can express concepts from the literature and support the key ideas within the presentation. Good depth and insight of the literature.	Excellent results demonstrated with accurate alignment with stated methodology Demonstrates evidence of wide critical reading. Is able to draw and synthesise information from own and others research. Outstanding summary of the published materials.
OR Case study application of technique	Minimal description of the case being described	Basic information provided, unclear description of case	Good description of case, follows logical presentation of information	Good description of case, limited use of literature referencing	Excellent description of case with relevant linkages to literature references

Discussion	There is a lack of clarity with the topic, and conceptually it is not developed. No reference to existing literature	The presentation is quite descriptive but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad-brush view of the topic. Overall concepts and ideas are defined and discussed through the presentation with good reference to existing literature	Topic developed with clarity. Concepts are systematically defined, and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the presentation. Can show consistency in aligning literature with practical elements.
Command of Topic	Poor. Struggles often to find words. Reads most of presentation.	Possesses an adequate command of material. Occasionally struggles to find words and place in document.	Material is expressed with occasional hesitation, but not a heavy reliance on notes.	Has a sound command of material. Presenter was prepared and knew their material.	Excellent. Does not read from notes or slides. Expresses ideas and concepts fluently in own words.
Conclusion	No conclusion	Vague conclusion, unclear outcome	Conclusion given, but still leaves questions unanswered and did not support aim.	Conclusion supported the main ideas within the presentation. Offers brief glimpses of potential future direction / research.	Conclusion left no doubt in audience that the data unequivocally supported the aim of the research. Was able to discuss the immediate implications / applications to the workplace, and also future direction.

Appendix Five - Fellowship Assignment

<u>CANDIDATE NAME</u>						
<u>TITLE:</u>						
<u>FELLOWSHIP SESSION YEAR:</u>						
Criteria	Needs significant improvement Up to 30%	Marginal level 49% to 31%	Acceptable level 60% to 50%	Very high level 80% to 61%	Exceptional level 100% to 81%	Score
Assignment construction in terms of an introduction, body and conclusion (10 marks)						
Ability to present and respond to the key points. (30 marks)						
Command of assignment topic (30 marks)						
Assignment Formatting and Grammar						

(10 marks)						
Use of good quality reference sources (10 marks)						
Referencing skills (10 marks)						
Final score (max is 100)						

ADJUDICATION NOTES / COMMENTS

Signed by:

Date:

Adjudication Matrix

<ul style="list-style-type: none"> - Fellowship Assignment Marking Rubric - Candidate's name: - Fellowship session (Year): 					
Criteria	Exceptional level 100% to 81%	Very high level 80% to 61%	Acceptable level 60% to 50%	Marginal level 49% to 31%	Up to 30%
Assignment construction in terms of an introduction, body and conclusion (10 marks)	Assignment has an excellent construction with a clear, well worded introduction which defines key words and outlines the argument, a body which discusses the argument/aim of the paper and a conclusion which are clearly linked throughout the assignment.	Assignment has a very good construction with a clear introduction, body and conclusion that are linked throughout the essay.	Assignment is missing either a clear introduction or conclusion. The body of the text is reasonably constructed.	Assignment is missing both a clear introduction and conclusion, but the body of text is constructed well. The components of the essay are not well defined. There is some link between the aim of the paper and the conclusion.	Assignment has major problems with construction. There is no logical flow, and the sections of the paper are not well defined.
Ability to present and respond to the key points. (30 marks)	The paper presents advanced knowledge with a synthesised discussion of all key points linked to assignment topic. There is an exceptional link to the relevant local, national or global context and notes complexities, contradictions in a robust discussion supported by appropriate literature.	The paper presents advanced knowledge including a synthesised discussion of all key points linked to assignment topic. There is a highly developed link to the relevant local, national or global context and a good discussion supported by appropriate literature.	The paper presents advanced knowledge including a synthesised discussion of key points linked to assignment topic. There is a well-described link to the relevant local, national or global context and the discussion is supported by appropriate literature.	The paper presents a limited explanation of all key required points with regard to assignment topic. A very limited link is made to the relevant local, national or global context and there is minimal demonstration of advanced knowledge and / or synthesis of appropriate supporting literature.	The paper presents a limited explanation, not all key points of assignment topic are addressed. No linkage to Australian context mentioned. Lacks depth in the discussion.
Command of assignment topic	It is very clear what their own ideas are and how they are using the literature to support them.	It is clear what their own ideas are and how they are using the literature to support them.	A heavy reliance on 'translating' the sources used rather than using them to support their own ideas.	Difficult to see how they are using the literature to support their own ideas as opposed to	Very difficult to see how they are using the literature to support their own ideas. The

(30 marks)	There is an exceptional interpretation of the topic that indicates a comprehensive understanding of the relevant issues and their application to practice.	There is a highly developed interpretation of the topic that indicates a detailed understanding of the relevant issues and their application to practice.	There is some interpretation of the topic that indicates some understanding of the issues and are partially applied to practice.	reflecting the ideas of the original author.	whole paper is 'translation' of sources.
Assignment Formatting and Grammar (10 marks)	Writing is highly academic and scholarly with minimal errors in grammar or style. The assignment follows the guidelines as stipulated. Within word limit +/-10%.	Writing is academic and scholarly with minimal errors in grammar or style. The assignment follows the guidelines as stipulated with minimal errors. Within word limit +/- 10%.	Writing is scholarly with some errors in grammar or style. The assignment follows the guidelines as stipulated with some errors. Within word limit +/- 10%.	Writing is mainly scholarly with some errors in grammar or style. The assignment follows the guidelines as stipulated with frequent errors. Exceeds/under word limit.	Writing is not appropriate with errors in grammar or style. The assignment does not follow the guidelines as stipulated. Exceed/under word limit.
Use of good quality reference sources (10 marks)	Demonstration of extensive literature search through excellent depth and breadth of high-quality sources accessed. An exceptional, coherent, highly logical and well-reasoned critique of relevant and timely literature.	Demonstration of a wide-ranging literature search through very good depth and breadth of mainly high-quality sources accessed. A coherent critique of relevant and timely literature.	Demonstration of a good depth and breadth of sources accessed. There may be some use of unreliable sources indicating a more superficial search.	Depth and breadth of sources accessed is lacking. A limited understanding and critique of relevant literature. The majority of sources are from unreliable sources.	The depth and breadth of sources accessed is unacceptable. All sources are of a low standard indicating a poor search strategy.
Referencing skills (10 marks)	The referencing style was consistent and correct in both the in-text and the reference list. Excellent attribution is made throughout.	There are some minor mistakes in the in-text and/or reference list and very good attribution is made throughout.	There are some inconsistency and/or mistakes in the referencing style both in-text and/or in the reference list. Reasonable attribution is made throughout.	There are major mistakes in the referencing style both in-text and/or in the reference list. Just acceptable attribution is made throughout.	Lack of any referencing Lack of attribution Less than 10 references used Lack of reference list

Total marks (100)					
-------------------	--	--	--	--	--

Adjudicator Feedback/comments:

Adjudicator:

Date:

Appendix Six – Poster

POSTER PRESENTER NAME						
POSTER ID & TITLE:						
Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Poster layout						
Clarity of text / Font selection						
Use of graphics						
Logical flow of poster slides						
Use of Citations						
Reference list						
Presentation Content (max 70)	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction						
Aim / Reason Statement						
Methodology/ Case Study technique described						
Results / Literature findings/application of technique						
Discussion						
Command of topic						
Conclusion						
Final score (max is 100)						

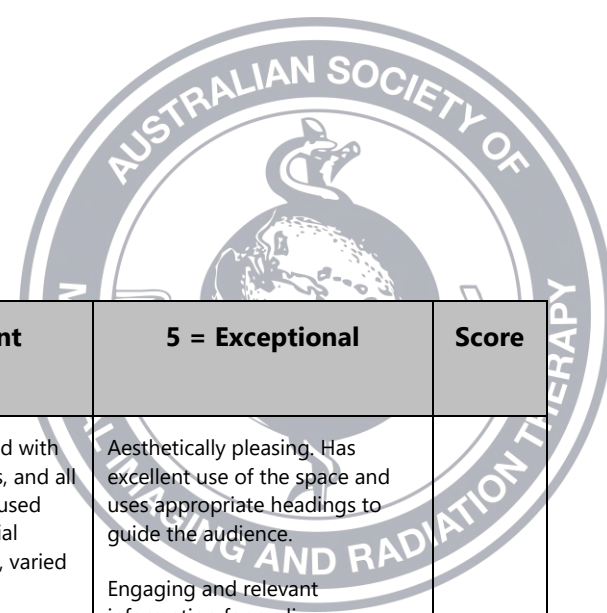
ADJUDICATION NOTES / COMMENTS (comments are required if scoring < Good rating)

Adjudicator Name:

Signature:.....



info@asmirt.org
 www.asmirt.org
 PO Box 16234,
 Collins Street West,
 VIC 8007, Australia
 +61 3 9419 3336

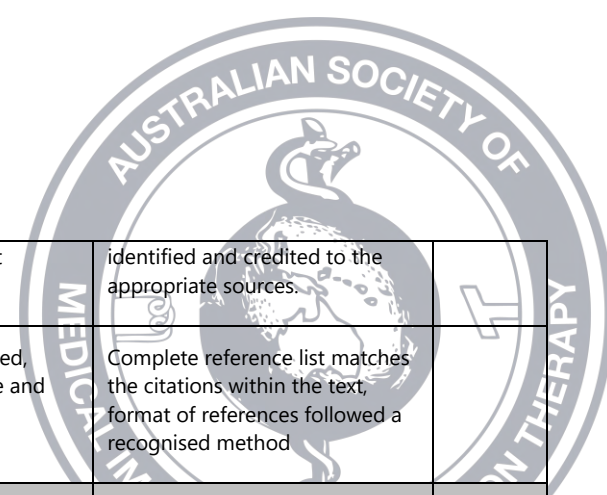


ADJUDICATION MATRIX - POSTER

Presentation Style	1 = Needs Improvement	2 = Fair	3 = Good	4 = Excellent	5 = Exceptional	Score
Poster layout	Poor layout with information layout confusing, no logical sequence	Poster is not eye catching but logical sequence to the layout	Poster layout is good. Has a structured form to it. Graphic placement could be improved	Poster detail balanced with the text and graphics, and all space and headings used appropriately. Material engaging is accurate, varied and relevant.	Aesthetically pleasing. Has excellent use of the space and uses appropriate headings to guide the audience. Engaging and relevant information for audience	
Clarity of text / Font selection	Font size is too small, difficult to read, attempted to cram too much text into poster	Font size is small but is readable, attempted to cram too much text into poster	Font size is adequate for ease of reading, large amount of text used.	Font size is adequate for ease of reading, amount of text used could have been reduced and still convey the message	Good text size and font used, easy to read, amount of text used is appropriate to deliver the information clearly	
Use of graphics	No graphics used; patient details can be identified	Limited use of graphics to demonstrate the information needed	Some graphics used, not eye catching	Good use of graphics, graphics quality could be improved	Excellent graphics used to deliver the information	
Logical flow of poster slides	Extremely cluttered, lack of headings, Information disjointed or inadequate. No logical flow of information.	Some cohesion, still a little too busy and disorganised. Attempt made to have ideas presented in a logical format.	Organised in a clear sequence.	Organised in a clear and logical sequence.	Excellent details presented in a well organised manner.	
Citations	Could not check the validity of the information being presented.	Occasionally the correct citation format was used.	Citation format used correctly throughout the presentation.	Citations used correctly. Presented in the correct	Credibility and authority of the information could not be argued. All information clearly	



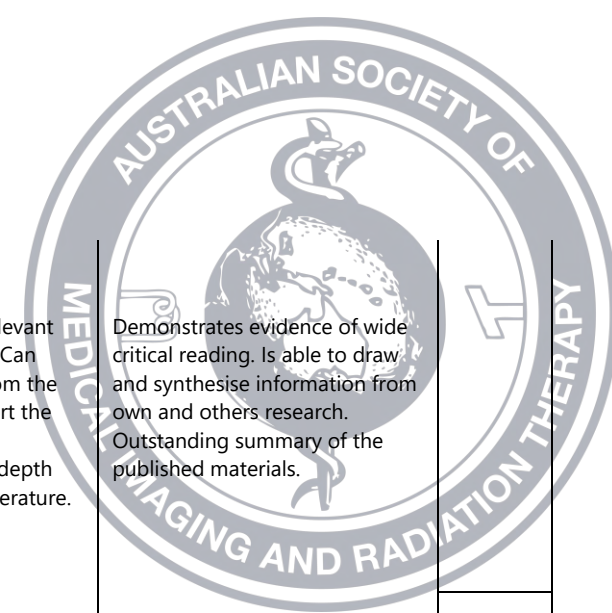
info@asmirt.org
www.asmirt.org
 PO Box 16234,
 Collins Street West,
 VIC 8007, Australia
 +61 3 9419 3336



	No reference list shown.	Was able to find the sources of the information used.	Some graphics and quotations still lacked sources.	format with excellent information.	identified and credited to the appropriate sources.	
Reference list	No reference list cited.	Limited reference list, does not use recognised format	Limited reference list, uses accepted format	Reference list included, formatting is variable and mixed types	Complete reference list matches the citations within the text, format of references followed a recognised method	
Presentation Content	2 = Needs Improvement	4 = Fair	6 = Good	8 = Excellent	10 = Exceptional	Score
Introduction	The introduction is lacking direction and does not focus and engage the viewer	The introduction has some semblance of structure. Has a messy or incomplete direction.	The introduction is appealing to the viewer. Has a defined sequence and flow. Still has an occasional element of direction lacking.	The introduction has clarity and brevity and directs the viewer in a coherent fashion.	Compelling introduction that conveys the overall topic and engages the viewer immediately.	
Aim / Reason Statement	Hazy description of the aim, or reason. Uncertainty as to what the poster focus is.	Contains irrelevancies and the aim is not very clear. Does not really define the issues for discussion.	Has focus on the topic. Identifies the basic concepts to be discussed.	Identifies the topic with clarity. Demonstrates the key concept areas for discussion.	Topic is clearly identified and incorporates focus and direction.	
Methodology or Case Study Technique Description	There is a lack of clarity with the topic, purpose is unclear and conceptually it is not developed.	The poster is quite descriptive but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad-brush view of the topic. Overall concepts and ideas are defined and discussed through the poster.	Topic developed with clarity. Concepts are systematically defined, and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the poster. Can show consistency in aligning literature with practical elements.	
Results - Experimental	Minimal results demonstrated from the research, no clarity to the results	Results are limited and unclear	Acceptable amount of results with acceptable connection to the methodology	Good level of results presented, well linked to the methodology stated	Excellent results demonstrated with accurate alignment with stated methodology	

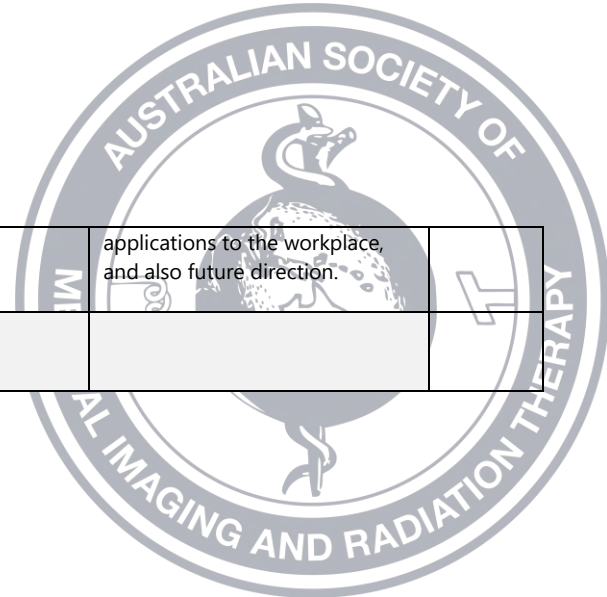


info@asmirt.org
www.asmirt.org
 PO Box 16234,
 Collins Street West,
 VIC 8007, Australia
 +61 3 9419 3336



OR Results Literature Review	Minimal research into the literature. Content of poster is wholly unsupported.	Research undertaken is superficial and limited. Sourced literature is obscure, outdated and not reliable.	Good scope of literature read. Has an awareness of the critical issues. The literature is sound, and shows evidence of analysis, reflection and critical thinking. Needs more depth and insight.	Evidence of wide, relevant and critical reading. Can express concepts from the literature and support the key ideas within the presentation. Good depth and insight of the literature.	Demonstrates evidence of wide critical reading. Is able to draw and synthesise information from own and others research. Outstanding summary of the published materials.	
OR Case study application of technique	Minimal description of the case being described	Basic information provided, unclear description of case	Good description of case, follows logical presentation of information	Good description of case, limited use of literature referencing	Excellent description of case with relevant linkages to literature references	
Discussion	There is a lack of clarity with the topic, and conceptually it is not developed. No reference to existing literature	The poster is quite descriptive but does not get to the point of the topic, and there is little comparison and contrasting of literature.	Demonstrates a broad-brush view of the topic. Overall concepts and ideas are defined and discussed through the poster with good reference to existing literature	Topic developed with clarity. Concepts are systematically defined, and all elements are compared and contrasted.	The key concepts are clearly explained, defined, and systematically compared and contrasted throughout the poster. Can show consistency in aligning literature with practical elements.	
Command of Topic	Poor. Struggles often to find words. Reads most of presentation.	Possesses an adequate command of material.	Has a sound command of the material but not clearly expressed.	Has a sound command of the material.	Excellent. expresses ideas and concepts fluently	
Conclusion	No conclusion	Vague conclusion, unclear outcome	Conclusion given, but still leaves questions unanswered and did not support aim.	Conclusion supported the main ideas within the poster. Offers brief glimpses of potential future direction / research.	Conclusion left no doubt that the data unequivocally supported the aim of the research. Was able to discuss the immediate implications /	





					applications to the workplace, and also future direction.	
Final score (max is 100)						



info@asmirt.org
www.asmirt.org
PO Box 16234,
Collins Street West,
VIC 8007, Australia
+61 3 9419 3336

Appendix Seven – Example Submission Precs

CATEGORY	SPECIFIC ACTIVITY (include paper/poster title)	POINT SCORE PER ACTIVITY	MAXIMUM POINTS PER ACTIVITY CATEGORY	MAXIMUM POINTS CO-CONTRIBUTED OR OVERLAP ACTIVITY	SCORE AT FINAL SUBMISSION
Post Graduate Study	Master's Degree (2020)	60	70		60
	Graduate Cert. not relevant to professional practice (2018) ***	20			0
	TOTAL	80			60
Conference papers	ASMIRT (2018) co-authored 75% primary author	15	35	11.25	8
	ASMIRT Branch Presentation (2019) co-authored 60% primary author	10			5
	ASMIRT (2019) sole author	15			12
	TOTAL	40			25
Completed Seminar Assignments	ASMIRT F'ship Assignment (2021)	15	35		8
	ASMIRT F'ship Assignment (2019)	15			9
	Vic Brachytherapy Fellowship assignment (2020)	10			6
	TOTAL	40			23
Publications	Article (Journal of Medical Radiation Science, 2021), co-authored 70% primary author	15	35	11.25	10
	Article (Journal of Medical Radiation Science, 2020); sole author; 50% overlap with ASMIRT 2019 oral Presentation	15			5
	Article (BMC Medical Education, 2019) sole author	15			9
	TOTAL	45			24
Original Research	TOTAL	0			0
Quality Improvement	New equipment implementation leader (60%)	15	15	9	9
	TOTAL	15			9
Poster	ASMIRT (2019) 70% Primary author	10	20	7	6
	ASMIRT (2021) 50% overlap with BMC article	10			4
	TOTAL	20			10
Other	State Branch committee Hospital Radiation Safety delegate Clinical Supervisor – Honours project				
Possible maximum score		240			151

***Note: The Graduate Cert was not a qualification relevant to professional practice and therefore was allocated no points



info@asmirt.org
www.asmirt.org
PO Box 16234,
Collins Street West,
VIC 8007, Australia
+61 3 9419 3336

Appendix Eight - Document Checklist

Activity	Documents Required
Post Graduate Study	Certificate of award (certified copy)
	Course syllabus
	Thesis (if research based)
Presentation	Presentation including slides and script
	Conference program
	Certificate of participation
Poster	Poster in A4 format, may use multiple pages
	Conference program
	Certificate of participation
Published Article	Copy of published article or abstract and open source link
	Statement of acceptance of article if not yet in print
Fellowship Assignment	Assignment Question
	Assignment
	Certificate of participation
Original Research	Report
Quality improvement	Report
Organising a Seminar or Workshop	Seminar program
	Presentation including slides and script
	Proof of ASMIRT approval of the Seminar or Workshop
	Evidence of program evaluation
Where appropriate	Co-contributor forms as required



Document Details

Version	Author(s)/reviewers	Date	Approved by	Date approved	Next Review
1	Fellowship Panel	March 2026	BoD	March 2026	2028

Version History

Version	Amendment Notes
1	Created October 2025 – Fellowship Candidate Specific Guidelines

