

Assistant Registrar for the IPEM Clinical Technologist Training Scheme

Role	Assistant Registrar for the IPEM Clinical Technologist Training Scheme
Term of Office	3 years renewable
Meetings	There are no face-to-face meetings but 'virtual' meetings by conference calls or video conferencing can be arranged with other professional contributors involved in the running of the training scheme and/or accreditations.
Why volunteer?	Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine. Volunteers are key to achieving IPEM's charitable objective through its strategy.
Where does this role fit in?	The work of the Assistant Registrar plays a vital role in supporting IPEM's Clinical Technologist Training Scheme, the Registrars and those who enrol on it. The Assistant Registrar is responsible for helping with the approval of new applications and advising where necessary, including shadowing, support when the Registrar is unavailable and in cases where there is a conflict of interest in respect of the Registrar. Progression will be made available to the lead Registrar role should this become vacant. Key to the role is an enthusiasm for the training scheme and a desire to help progress the careers of those who are new to the profession.
Who can apply?	Fellows and Full Members working in a clinical technologist physics or engineering role, or Associate member with RCT Registration.
Examples of work	The Assistant Registrar is a key role in the IPEM Clinical Technologist training scheme (CTTS). • Assist the Registrar by providing advice relating to applications, entry qualifications, individual competency requirements and the planning of training. • Assess trainee Clinical Technologist applications for the IPEM • Ensure that: ○ Application forms are completed correctly ○ Applicants are suitably qualified to enter the scheme ○ The plan for training includes appropriate lists of competencies to be taught ○ The plan for training includes an appropriate schedule of training • When required, assist office staff in the appointment of suitable external moderators • Provide presentations for the training scheme training and induction days when requested • When required assist the Registrar and Chief Moderator in the resolution of problems • Attend any virtual IPEM CTTS panel meetings • Provide specialist input regarding training
Time Commitment	Approximately 3 – 4 days per year
What you get out of it	• You help shape the early careers of new trainees in the profession, meet other professionals outside your local network to help with contacts and career progression, as well as CPD • Adopting our values of inclusiveness in our committee work means you are helping us work towards being a more diverse profession to better reflect a diverse community • Involvement in the ongoing development of the training scheme provides you with an opportunity to influence and shape the training of the technologist workforce for the future
Support available	• Open access to support from the IPEM National Office, the Chief Moderator, Registrar and CT Training Scheme Leads

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| | <ul style="list-style-type: none">• Opportunity to liaise with other Registrars for the training scheme |
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Eligibility Requirements

Membership	Full Member or Fellow working in a clinical technologist physics or engineering role or Associate member with RCT Registration.
Experience	• Prior involvement in the workplace with training/assessment of colleagues/staff • Knowledge of the requirements of the IPEM Clinical Technologist Training Scheme • Be RCT registered
Skills and Attributes	• For the medical physics Assistant Registrar - working in Medical Physics as a Clinical Technologist under one of the relevant RCT Scopes of Practice (Nuclear Medicine, Radiotherapy Physics, Radiation Physics). • For the clinical engineering Assistant Registrar - working in Clinical Engineering as a Clinical Technologist under one of the relevant RCT Scopes of Practice (Medical Engineering, Radiation Engineering, Rehabilitation Engineering) • Prior involvement in the workplace with training/assessment of colleagues/staff

October 2025