

**APPLICATION FOR MPCEC
CAMPEP, Inc.
One Physics Ellipse
College Park, MD 20740-3846**

Meeting Title: AAPM 1999 Annual Meeting
Meeting Dates: July 25-29, 1999
Meeting Location: Opryland Hotel
Nashville, TN
Sponsoring Organization: American Association of Physicists in Medicine
Annual Meeting Refresher Course Subcommittee,
J.A. Seibert, Chair
Continuing Education
Meeting Director: Jerry D. Allison, Ph.D.
1999 AAPM Annual Meeting Education Program Director
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1. Program Outline and Format

Each summer the AAPM holds a national meeting for its members. The meeting starts at noon on Sunday and runs through Thursday. Planning for the meeting is a multi-year process. Educational opportunities include four-day categorical courses, single and multi-session refresher courses, minisymposia, proctored scientific presentations and poster sessions and hands-on lab sessions. A preliminary program is attached. The educational format is described under 3 below.

2. Program Objectives

Abstract(s) and learning objectives are provided for each continuing education session which vary according to the length and topic of individual sessions. Since individual scientific presentations are less than ten minutes, peer reviewed abstracts provide a focused statement which serves as a learning objective. The general medical physics learning objectives for the AAPM meeting are:

- 1) Present wide cross-section of information on current research
- 2) Review basic knowledge of patient diagnosis technologies and treatment techniques
- 3) Conduct sessions on the current state of the art and standards of practice
- 4) Exhibit the latest in radiologic equipment and services
- 5) Provide peer interchange forum for exchanging information and concepts

As part of the presenter's agreement-to-participate each speaker is required to agree to provide specific objectives with the presentation abstract which is peer-reviewed. (Refer to the attached interactive web page agreement form.)

3. Educational Methods

Proctored presentations are made in a traditional lecture hall format using 35mm projectors, overheads, video projectors, etc. Time for a few questions is allocated for each presentation. The longer courses and symposia have activity directors and generally include paper handouts. The poster sessions are held in a small group question and answer format with one of the authors. Hands-on lab sessions have a director and are conducted by instructors with small groups.

The AAPM staff, session chairs and peer reviewers will make every effort to assure that permission to use copyrighted material for the slated educational materials is obtained. Each presenter is asked to confirm that the copyright permission has been obtained as part of the agreement-to-participate page. (Refer to the attached interactive web page agreement form.)

4. Education Mission Statement

The AAPM Annual Meeting Refresher Course Subcommittee is charged with oversight of educational activities at the annual meeting of the AAPM. The AAPM Mission Statement (AAPM Directory, p. 55) includes the following objectives:

- 1) Provide forums for the exchange of information and discussion of new ideas.
- 2) Organize, conduct and sponsor national and regional meetings with scientific and educational sessions and publish the proceedings as appropriate.

5. Promotional Materials

The audience for this program consists primarily of qualified practicing medical physicists who are AAPM members. A final version of the attached preliminary program will contain descriptive session titles, the time and method of presentation and duration of each session, the presenter(s) name(s) and the global and specific learning objectives. The final version will be published in the Annual Meeting issue of Medical Physics. Short forms of the meeting program will be mailed to AAPM members and will be provided as part of the meeting registration packet. (Refer to the July 1998 issue of Medical Physics for an example of the program description.) Funding for the meeting comes from attendee registration and vendor exhibit fees which are entered into the meeting general fund. Presenters must agree to reveal any potential COI during their presentation. (Refer to the attached interactive web page agreement form.) If approved by printing time, a statement about the number of CAMPEP MPCEC hours granted to each session will be included in the final version. Recognition for CAMPEP as the provider of approval for MPCEC will be stated in the meeting abstract publication mailed to the AAPM membership prior to the meeting.

6. Needs Assessment and Analysis

To provide continuing medical physics education which best fulfills the needs of practicing medical physicists, each educational course of study listed in the attached preliminary program was selected by the appropriate sponsoring AAPM group. The subjects for the four-day categorical courses were chosen by the Annual Meeting Refresher Course Subcommittee. The subjects for the single session refresher courses were chosen by a cooperative effort of the Scientific Program Committee and the Annual Meeting Refresher Course Subcommittee. The topics for the Professional and Educational Council Minisymposia were chosen by the respective councils. The focus of the President's minisymposium was selected by the President in consultation with EXCOM and the Council Chairs. All other educational and scientific

sessions were peer-reviewed through abstract submission by members of the appropriate AAPM group.

The need for each of the educational courses was based on the best judgement from many competitive options discussed within each of these groups. The program/speaker evaluations from the previous meeting were reviewed to provide guidance on repeating courses and selecting presenters. Periodically, the Annual Meeting Refresher Course Subcommittee polls the AAPM membership to determine the most desirable topics. An effort was made to include, at a minimum, the number of topical course hours required by the ACR continuing education standards for qualified medical physicists to maintain competency in the respective practice areas.

Minutes of the summer and fall meetings of the afore-mentioned committees are available from AAPM Headquarters Office.

7. Program Director

The AAPM Education Program Director for the 1999 meeting is Jerry Allison, Ph.D., who is a board-certified medical physicist. Dr. Allison has no significant affiliation with a commercial organization which can financially benefit from this program. A program director's report will be compiled and submitted within 30 days following the meeting. The AAPM meeting support staff will make every effort to accommodate individuals with special physical needs.

8. Faculty

Faculty are selected by the various AAPM groups for their knowledge of the medical physics subjects. Faculty selected for continuing education courses and symposia are recognized educators and are well published in the topical area for which they have been chosen. Other presenters are chosen through peer-review of submitted abstracts (i.e. scientific session, poster sessions and the young investigator's symposium). Faculty are required to sign the attached conflict-of-interest disclosure statement.

9. Sponsorship

The educational activities for the AAPM meeting are sponsored by the Education Council, chaired by G. Donald Frey, Ph.D.

The AAPM is a nonprofit 503(c) tax exempt CAMPEP sponsor organization. It is anticipated that the meeting registration fee will cover the cost of conducting educational activities. Vendor exhibit fees are put into the general fund to support the meeting.

10. Evaluation

At the end of each session, the attendee will be given a session evaluation form to complete. Evaluation forms are color-coded for each session and collected by an AAPM staff person. Evaluation forms will be collated by the AAPM staff and a summary, including comments about speakers, etc., given to the sponsoring AAPM committees. These will be reviewed by the sponsoring AAPM committees and used for improvement and needs assessment in subsequent years. A sample course evaluation form is attached. Evaluation forms are adapted to the character of sessions as needed.

11. Credits

The number of MPCEC credit hours requested is on an hour-for-hour basis for sessions and courses attended. The allocated times are indicated in the attached preliminary program.

12. Administrative Fee

The \$210.00 fee will be paid by the AAPM to CAMPEP. Meeting registration fees have been increased to include the \$8.00 per individual certificate fee and the cost of administering the program.

13. Program Director's Statement

I have reviewed CAMPEP Policies and Procedures for granting MPCEC hours and, as director of the program described in this application, I certify that the program will be conducted as described and according to the CAMPEP policies and procedures for MPCEC, and that I will verify the attendance of the individual participants for the awarding of MPCEC hours.

Program Director's Signature: _____ Date: April 15, 1999