

C A M P E P

**Commission on Accreditation of Medical Physics
Education Programs, Inc.**

Policy and Procedure Manual

November 2006

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Commission on Accreditation of Medical Physics Education Programs, Inc.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section A: Introduction

CAMPEP is a nonprofit organization whose objectives are the review and accreditation of educational programs in medical physics.

Accreditation is a voluntary, non-governmental process of peer review, the objective of which is to ensure a program or institution has met a defined standard. Thus accreditation serves as public recognition that a program provides a quality service or education. CAMPEP offers specialized accreditation of three different categories of medical physics educational programs: degree-granting programs, clinical residencies and continuing education courses or programs.

The **Process** of CAMPEP accreditation of degree granting and clinical training programs requires that the program submit a self-assessment report giving evidence of compliance with specified standards. An appropriately qualified team of professionals will review this document and a site visit will be done to complete the evaluation. After full evaluation of the program, a recommendation will be made to the Board of the Commission who will make the final decision on accreditation. Renewal requires submission of an updated self-assessment report.

The **Survey Team** consists of senior medical physicists with experience in both clinical practice and educational programs. Generally, the survey team will also include a physician.

Medical Physics is the application of physics and related sciences to the practice of medicine. More information on medical physics may be obtained from the 4 sponsoring organizations of CAMPEP.

CAMPEP is sponsored by the following four North American Medical Physics organizations: American Association of Physicists in Medicine (AAPM), American College of Medical Physics (ACMP), American College of Radiology (ACR) and Canadian College of Physicists in Medicine (CCPM).

Accreditation of medical physics educational programs in North America began in the late 1980s as a "service" offered by the AAPM. The first programs to gain accreditation were the graduate programs in medical physics at Wayne State University (1988), The University of Texas – Houston (1989) and McGill University (1993). At this time, it was recognized that accreditation should, more properly, be independent of professional organizations and CAMPEP was formed and incorporated in Illinois in 1994. Initially sponsored by the three U.S. organizations, the CCPM joined the list of sponsors in 2001. The first continuing education programs were accredited in 1995 and the first residency training program accredited was Washington University School of Medicine (1997). Leadership details are given in the table on the next page.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Boards of Directors

Officers: **President**, **Vice President**, **Secretary/Treasurer**

Year	Sponsoring Organization							
	AAPM		ACMP		ACR		CCPM	
1994	B. Paliwal	R.L. Tanner	L.Rothenberg	E.S. Sternick	-	-	-	-
1995	B. Paliwal	R.L. Tanner	L.Rothenberg	E.S. Sternick	G.D. Frey	J. Trueblood	-	-
1996	B. Paliwal	R.L. Tanner	L.Rothenberg	E.S. Sternick	G.D. Frey	J. Trueblood	-	-
1997	B. Paliwal	C.A. Kelsey	L.Rothenberg	E.S. Sternick	G.D. Frey	J. Trueblood	-	-
1998	B. Paliwal	C.A. Kelsey	L.Rothenberg	E.S. Sternick	G.D. Frey	J. Trueblood	-	-
1999	B. Paliwal	C.A. Kelsey	L.Rothenberg	E.S. Sternick	G.D. Frey	J. Trueblood	-	-
2000	B. Paliwal	C.A. Kelsey	L.Rothenberg	E. McCullough	G.D. Frey	J. Trueblood	-	-
2001	P.J. Biggs	C.A. Kelsey	J.B. Smathers	E. McCullough	G.D. Frey	M. McKetty	B.G. Clark	P. Dunscombe
2002	P.J. Biggs	P. Steward	J.B. Smathers	E. McCullough	R.A. Geise	M. McKetty	B.G. Clark	P. Dunscombe
2003	P.J. Biggs	P. Steward	J.B. Smathers	E. McCullough	R.A. Geise	M. McKetty	B.G. Clark	P. Dunscombe
2004	P.J. Biggs	P. Steward	J.B. Smathers	J.C.H. Chu	R.A. Geise	M. McKetty	B.G. Clark	P. Dunscombe
2005	P.J. Biggs	P. Steward	J.B. Smathers	J.C.H. Chu	R.A. Geise	M. McKetty	B.G. Clark	P. Dunscombe
2006	P.J. Biggs	P. Steward	J.B. Smathers	J.D. Hazle	R.A. Geise	M. McKetty	B.G. Clark	P. Dunscombe
2007	R. Maughan	P. Steward	T. D. Solberg	J.D. Hazle	G.D. Clarke	M. McKetty	E. Podgorsak	P. Dunscombe

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Review Committee Leadership

Year	Graduate	Residency	Continuing Education
1994	Gary T. Barnes	Kenneth R. Hogstrom	-
1995	Gary T. Barnes	Kenneth R. Hogstrom	-
1996	Gary T. Barnes	Kenneth R. Hogstrom	Perry Sprawls
1997	Richard L. Morin	Kenneth R. Hogstrom	Perry Sprawls
1998	Richard L. Morin	Kenneth R. Hogstrom	E. Russell Ritenour
1999	Paul M. DeLuca	Richard G. Lane	E. Russell Ritenour
2000	Paul M. DeLuca	Richard G. Lane	E. Russell Ritenour
2001	Paul M. DeLuca	Richard G. Lane	E. Russell Ritenour
2002	Paul M. DeLuca	Richard G. Lane	E. Russell Ritenour
2003	Richard L. Maughan	Eric E. Klein	Bruce R. Thomadsen
2004	Richard L. Maughan	Eric E. Klein	Bruce R. Thomadsen
2005	Richard L. Maughan	Eric E. Klein	Bruce R. Thomadsen
2006	Richard L. Maughan	Bruce J. Gerbi	Bruce R. Thomadsen
2007	Edward F. Jackson	Bruce J. Gerbi	Bruce R. Thomadsen

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Section B: Bylaws

Date: Revision 26 November 2006

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Article I: Name

The name of this corporation shall be the Commission on Accreditation of Medical Physics Education Programs, hereinafter referred to as the Commission.

Article II: Purposes and Powers

1. The Commission shall be a nonprofit organization whose objectives are the review and accreditation of educational programs in medical physics. Such programs may include, but are not limited to, medical physics degree-granting programs, medical physics residencies, continuing education, and special training programs (such as short courses). For the purposes of the articles of incorporation, "medical physics" is defined as the application of physics and related sciences to the practice of medicine.

2. Without limiting the generality of the corporate purposes, the Corporation shall have the following powers in furtherance of such purposes:

- a. To establish minimum standards and improve the quality of educational programs in medical physics.
- b. To develop standards and procedures for the accreditation of medical physics education programs, including continuing education programs in medical physics.
- c. To establish and evaluate qualifications of institutions and other sponsors of educational programs in medical physics, including continuing education programs that voluntarily request accreditation by the Commission.
- d. To arrange, control and conduct site visits to evaluate the competence of institutions and other sponsors of educational programs in medical physics, including continuing education programs, which voluntarily request accreditation by the Commission.
- e. To grant and issue accreditation credentials or other certificates to institutions and other sponsors of educational programs in medical physics, including continuing education programs, when found qualified by the Commission provided, however, that no accreditation credentials or other certificate granted or issued by the Commission shall confer or purport to

confer upon any person any legal qualification, privilege or license to conduct any educational program in medical physics, nor shall it purport to be issued under, in pursuance of, or by virtue of any statutory governmental authority.

- f. To maintain a registry of holders of such accreditation credentials or other certificates and serve the medical and lay public by preparing and furnishing lists of accredited institutions and other sponsors of educational programs in medical physics, including continuing education programs, which have been accredited by the Commission.
 - g. To revoke any such accreditation credentials or other certificate when deemed appropriate by the Board of Directors.
 - h. To institute a program or programs of re-accreditation at such time and under such conditions as the Board of Directors may deem prudent.
3. To accept, hold, invest, and administer any property---real, personal, or mixed---by gift, devise, bequest, purchase, lease, loan, or otherwise, absolutely or in trust, for any one or more of the foregoing purposes and carry out the directions and exercise the powers contained in any trust or other instrument under which such property may be received, including, but without limitation, the expenditure of the principal, as well as the income, of any property so received, if authorized or directed in such trust or other instrument. If any such property is received without any designation of specific use, the Commission shall expend the income and principal thereof for any one or more of the foregoing purposes in such manner and amounts and at such time or times as deemed proper by the Board of Directors.
4. To have and exercise all other powers and authority now or hereafter conferred upon not-for-profit corporations under the laws of the state of Illinois.
5. No part of the net earnings of the Commission shall inure to the benefit or, or be distributable to, its officers, directors, members or other private persons, except that the Commission shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in

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furtherance of the purpose set forth in this section.

Article III: Offices

The commission shall have and continuously maintain in the state of Illinois a registered office and a registered agent whose office is identical with such registered office, and may have such other offices inside or outside the state of Illinois as the Board of Directors may from time to time determine.

Article IV: Membership: Qualifications and Eligibility, Termination

1. All members shall be referred to hereinafter as "Member Organizations" and shall meet the eligibility requirements as follows. The following member organizations shall constitute the roster of Member Organizations:

- American Association of Physicists in Medicine
- American College of Medical Physics
- American College of Radiology
- Canadian College of Physicists in Medicine

All Member Organizations must be organizations exempt from federal income taxation under Section 501(c) of the Internal Revenue Code of 1986, as amended, or the foreign equivalent. The Canadian equivalent is registration under Section II of the Canada Corporations Act or registration as a charity under the Canadian Income Tax Act.

2. All Member Organizations must be organizations established for the purpose (in whole or in part) of promoting medical physics, or the profession of medical physics. Subject to the foregoing, the eligibility and qualifications for membership, and the manner of an admission into membership shall be determined in each case by a resolution or resolutions duly adopted by the Board of Directors of the Commission or by such rules and regulations as may be prescribed by the Board of Directors.

3. The right or interest of a Member Organization shall not terminate except upon the happening of any of the following events: disqualification, resignation, expulsion, dissolution or

liquidation of the Commission or of the Member Organization.

Article V: Approval of Accreditation Criteria

Before any academic or residency program in medical physics is issued a certificate of accreditation, each Member Organization must approve the initial criteria necessary to fulfill the minimum requirements for accreditation. Each Member Organization shall act upon such approvals of the initial criteria within three months of the time that they are submitted by the Commission to the Member Organizations or their approval will be deemed automatic. All amendments to the criteria for accreditation must be reviewed and approved unanimously by the board before the new criteria may be used to accredit any program.

Article VI: Board of Directors

Section 1: General Powers

The property and affairs of the Commission shall be managed by its Board of Directors.

Section 2: Board of Directors

1. Each director shall be at least 18 years of age, shall have earned a doctorate in one of the physical sciences or be a licensed medical practitioner and shall be certified by the appropriate Board in his or her specialty.
2. The number of directors constituting the entire Board shall be two times the number of Member Organizations of the Commission, but in no event more than sixteen. The number of directors shall be automatically increased or decreased in the event of the addition or the termination of any Member Organization of the Commission. The terms of directors elected by a Member Organization whose membership ceases shall terminate automatically upon the effective date of the cessation of such membership.

Section 3: Election and Removal

Each Member Organization shall have the right to appoint two directors, and the successors of such two directors, as well as to remove any such director at any time with or without cause by giving written notice to all directors and all other Member Organizations, effective on the date of notice or at a date to be specified in the notice.

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Section 4: Term

To assure that several directors on the Board have at least two years of experience, it is desired that, for each Member Organization, one director's term shall end at least two years after that of the other. To establish this term pattern one of the two directors designated by each new Member Organization will have a three-year term, and the other director designated by each such Member Organization shall have a five-year term. Except for the five-year terms of one-half of the initial directors, the term of office of a director shall normally be three years. However, if, for a Member Organization, the pattern of one director's term ending at least two years after that of the other is lost, the pattern should be re-established by extending the term of one of the two directors by one or two years as required, with the approval of that director's Member Organization. After a director's initial term (whether or not such term is less than three years), he or she may be re-elected only once. After serving two consecutive terms a director shall be ineligible to serve as a director for a period of six years. After six years have elapsed, a former director may again be eligible for appointment to the board

Section 5: New Directorships; Vacancies

1. Upon admission of a new Member Organization two new directors shall be established in the Board of Directors. Newly created directorships or vacancies in the Board of Directors may be filled only by the Member Organization of the Commission that elected such directors.
2. Vacancies occurring by reason of the removal of directors without cause shall be filled by the Member Organization that elected the removed director. A director who fills a vacancy caused by resignation, death, or removal shall be appointed to hold office for the unexpired term of his or her predecessor.

Section 6: Membership on Board Committees

Notwithstanding anything to the contrary, a person not eligible for service as a director may nonetheless serve as a member of any committee of the Board of Directors except the Executive Committee and the Finance Committee.

Section 7: Attendance at Board Meetings

In addition to officers, directors and other Board members, the Chairs of the Review Committees may attend Board meetings. They have no voting rights, but may participate in Board discussions as ex-officio members of the Board unless said participation is a conflict of interest.

Section 8: Conflicts of interest

Members of the Board of Directors or of Review Committees must recuse themselves from any discussion or decision in which they have a real or perceived conflict of interest. A conflict of interest could occur when accreditation activities concern an institution with which they have or have had, in the past five years, an affiliation. The Board of Directors has the final authority to determine conflict of interest of Review Committee members. The Chairman of the Board has the final authority to determine conflict of interest of Directors.

Article VII: Officers

Section 1: Officers

The Board of Directors may elect or appoint a Chairman and a Vice-Chairman of the Board of Directors, a President, a Secretary, a Treasurer, and such other officers as they may determine. No person shall be elected or appointed an officer unless such person is also a director. The same person shall be Chairman of the Board and President. Any two or more offices may be held by the same person except the offices of (i) President and Secretary, and/or (ii) President and Treasurer.

Section 2: Term; Removal

The term of each officer shall begin when that officer is duly elected and qualifies. Each officer shall hold office until the Annual Meeting of the Board of Directors and until his successor has been duly elected and qualifies. Any officer elected by the Board of Directors may be removed from office by the Board of Directors whenever, in its judgment, the best interests of the Commission would be served by such a removal, but the removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 3: Duties

1. The President shall serve as the chief executive officer of the Commission, be responsible for the general management of the affairs of the Commission, and carry out the resolutions of

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the Board of Directors. The President shall prepare the agenda, preside at all meetings and gatherings of the Commission, and shall perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Board of Directors. The President, with the approval of the Board, shall appoint qualified individuals, create special committees for particular purposes as needed, and exercise other such rights as the bylaws or parliamentary procedure may require. The President shall be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee.

2. The Vice-Chairman shall assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be assigned from time to time by the President or the Board of Directors. The Vice Chairman, in the absence of the President or in the event of the President's inability or refusal to act, shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to, all the restrictions placed on the President.
3. The Treasurer shall have the care and custody of all the funds and securities of the Commission, and shall deposit said funds in the name of the Commission in such bank accounts as the Board of Directors may from time to time determine. The Treasurer shall, when duly authorized by the Board of Directors, sign and execute all contracts in the name of the Commission when counter-signed by the President; he or she may also sign checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Board of Directors.
4. The Secretary shall keep the minutes of the Board of Directors. He or she shall serve all notices for the Commission that shall have been authorized by the Board of Directors, shall have charge of all books and records of the Commission, and in general perform all duties customarily incident to the office of secretary and such other duties as may be assigned from time to time by the President or Board of Directors.

Section 4: Vacancies

A vacancy in any office may be filled or new offices created and filled by action of the Board of Directors at any meeting of the Board. An officer appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor, and an officer elected to fill a new office shall serve until the adjournment of the next annual meeting of the Board of Directors and until his or her successor shall have been duly elected and qualified, or until his or her death, resignation, or removal.

Article VIII: Committees

Section 1: Appointment; Authority

1. The Board of Directors may from time to time establish such committees as are deemed advisable, including but not limited to an Executive Committee, Finance Committee, Accreditation Guidelines Committee for academic and residency programs, and/or a Site Visitation Committee. Any such committee shall consist of officers and/or other persons and have purposes and powers as may be designated by the Board of Directors upon establishment of the committee or from time to time thereafter. Members of committees (other than the Executive Committee and Finance Committee, if any) may include individuals who are not members of the Board.
2. Committees may make recommendations to the Board of Directors, but shall have no authority to bind the Commission. The Board of Directors shall have sole authority to adopt decisions on all matters for the Commission, including without limitation the adoption of guidelines, as provided for in Article V above, and the actual accreditation of any given educational program.

Section 2: Ad Hoc Committees

The Board may appoint such ad hoc committees as are necessary to conduct the business of the Commission. Ad hoc committees will serve until dissolved by the Board.

Article IX: Meetings

Section 1: Annual Meeting

1. There will be at least one meeting of the Board of Directors each year. All members shall be notified of the date and place of the annual

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meeting at least 30 days in advance. The Board of Directors may provide by resolution the time and place, either inside or outside Illinois, for the holding of additional regular meetings.

2. In addition to convening at the annual meeting, the Board of Directors shall meet as often as necessary to carry out the business of the Commission.

Section 2: Special Meetings

Special meetings of the Commission may be called at the discretion of the Board of Directors at a time and place to be designated by the President. No business other than that specified in the notice of the special meeting shall be transacted.

Section 3: Notice; Waiver of Notice

Notice of any regular or special meeting of the Board of Directors, including, for special meetings, a statement of the purpose or purposes for which any special meeting is called, shall be given at least 14 days prior thereto by written or printed notice delivered personally, mailed or e-mailed to each director at his or her address as shown in the records of the Commission. If mailed, such notice shall be deemed to be mailed when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 4: Quorum

A majority of the entire members of the Board of Directors shall constitute a quorum.

Section 5: Manner of Acting

1. The act of a majority of the directors present at a duly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, the articles of incorporation of the Commission, or these bylaws. Any action authorized by resolution, in writing, by all the directors entitled to vote thereon and filed with the minutes of the corporation shall be the act of the Board of Directors with the same force and effect as if the same had been passed by

unanimous vote at a duly called meeting of the Board.

2. Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of the Board of Directors or such committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 6: Compensation

This being a not-for-profit corporation, no funds shall accrue to any Member Organization other than for reimbursement of reasonable and necessary expenses incurred in furtherance of the Commission's activities or otherwise in conformity with the appropriate federal income tax regulations (Section 501(c) of the US Internal Revenue Code of 1986, as amended, or the foreign equivalent). Directors shall not receive any stated salaries for their services as directors but, by resolution of the Board of Directors, a fixed sum and expenses of attendance, if any, may be allowed in a reasonable amount for attendance at each regular or special meeting of the Board; provided, however, that nothing herein contained shall be construed to preclude any director from serving the Commission in any other capacity and receiving reasonable compensation therefore.

Section 7: Informal Action

Any action that law, the articles of incorporation of the Commission, or these bylaws require or authorize to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the directors entitled to vote with respect to the subject matter thereof. Any such consent signed by all the directors shall have the same force and effect as a unanimous vote at a duly called and constituted meeting of the Board of Directors.

Section 8: Action by Electronic Ballot

Any action that law, the articles of incorporation of the Commission, or these bylaws require or authorize to be taken at a meeting of the Board of Directors may be taken without a meeting by electronic ballot under the following circumstances. The motion for such action must be brought by the President of the Commission. The Secretary of the

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Board must provide the motion and any supporting information to the members of the Board by electronic mail along with a timetable for action. The timetable must include a period for discussion of not less than three weeks followed by a period not less than three weeks during which ballots may be received by the Secretary by electronic mail. Action taken in this manner shall have the same force and effect as a vote at a duly called and constituted meeting of the Board of Directors provided that the number of ballots received is no less than that required for a quorum.

Article X: Capital Contribution; Expenses

1. Each new Member Organization, upon or subsequent to admission in accordance with procedures to be established by the Board of Directors, shall be required to contribute a capital contribution, the amount of which shall be determined by the Board.
2. Unless otherwise provided in such resolutions, each Member Organization shall pay a pro-rata share, in proportion to the number of Member Organizations, of the ordinary and necessary budgeted expenses of the Commission, it being understood that such expenses shall not include any item not budgeted in a budget adopted by the Board of Directors. "Budgeted" shall mean an item in a document entitled "Budget" adopted by the Board of Directors.
3. From time to time, the Board may authorize, by resolution, financial assessments of member organizations for the support of regular or special activities.

Article XI: Indemnification

Section 1: Direct Indemnification

To the full extent specifically authorized by, and in accordance with the procedure prescribed in, Section 108.75 of the Illinois General Not-for-Profit Corporation Act (or the corresponding provisions of any future statute applicable to corporations organized under that Act), the Commission shall indemnify any and all of its directors, officers, committee members, employees, agents and other authorized representations for expenses and other amounts paid in connection with legal proceedings (whether threatened, pending or completed) in which any such persons become involved by reason of their servicing in any such capacity for the Commission.

Section 2: Insurance

Upon specific authorization by the Board of Directors, the Commission may purchase and maintain insurance on behalf of any or all officers, committee members, employees, agents, or other authorized representatives of the Commission against any liability asserted against any such person and incurred in any such capacity, or arising out of the status of serving in any such capacity, whether or not the Commission would have the power to indemnify them against such liability under the provisions of Section 1 of this Article.

Article XII: Contracts, Checks, Deposits, and Gifts

Section 1: Contracts

The Board of Directors may authorize any officer or officers or agent or agents of the Commission, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Commission, and such authority may be general or confined to specific instances.

Section 2: Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Commission shall be signed by such officer or officers or agent or agents of the Commission in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3: Deposits

All funds of the Commission shall be deposited from time to time to the credit of the Commission in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4: Gifts

Any officer or director may accept on behalf of the Commission any unrestricted or unconditional contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Commission. Any restricted or conditional contribution, gift, bequest, or devise may be accepted only by the Board of Directors on behalf of the Commission.

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Article XIII: Books and Records

The Commission shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors. The books shall be audited at least once every two years by a committee consisting of at least two members of the Board.

Article XIV: Fiscal Year

The fiscal year of the Commission shall begin on the first day of January in each calendar year and end on the 31st day of December in each calendar year.

Article XV: Rules of Order

In absence of any provision to the contrary in these bylaws, all meetings of the Commission shall be governed by the parliamentary rules and usage contained in the current edition of *Robert's Rules of Order*.

Article XVI: Amendments

By a vote of two-thirds of all directors, the Board of Directors shall have the power to make, alter or repeal any or all of the Bylaws of the Commission, acting at any duly called and constituted regular or special meeting provided that written notice of the proposed change or changes shall have been included in the notice of any such meeting.

Article XVII: Dissolution

Upon the dissolution of the Commission, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Commission dispose of all the assets of the Commission exclusively for the purposes of the Commission in such manner, or to such organization or organizations which are then qualified as exempt within the meaning of Section 501 (c)(6) or Section 501 (c)(3) or the foreign equivalent (but only if the purposes and objectives of such organization(s) are similar to the purposes and objectives of the Commission) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law), as the Executive Board shall determine.

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Section C: Duties of Officers

C.01: President

Policy No. C.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The President shall provide leadership to the Board*

Procedure:

- .01 The President shall ensure that the business of the Commission is conducted according to its Bylaws, Policies and Procedures.
- .02 The President shall make every reasonable effort to be present and to preside at all meetings of the Board of the Commission.
- .03 The President shall call to the attention of the Commission any matter that affects or potentially affects its interest.
- .04 The President shall ensure appropriate communication to the sponsoring organizations as required.
- .05 The President shall take action in accordance with recommendations approved by the Board of the Commission.
- .06 The President shall conduct and record electronic voting of the Board for program accreditation when required.
- .07 The President shall maintain an up-to-date record of the status of all CAMPEP accredited graduate and residency programs and ensure these records are appropriately displayed on the CAMPEP web site.
- .08 The President shall issue certificates to successful program applicants.

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Section C: Duties of Officers

C.02: Vice-President

Policy No. C.02, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Vice-President shall assist the President in the discharge of his/her duties and be prepared to serve as President if requested by the Board.*

Procedure:

- .01 The Vice-President shall preside at any meeting of the Commission or its Board from which the President is absent.
- .02 The Vice-President shall assist the President with any task as required.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section C: Duties of Officers

C.03: Secretary-Treasurer

Policy No. C.03, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Secretary-Treasurer shall provide administrative and financial support to the Board and the Commission.*

Procedure:

- .01 The Secretary-Treasurer shall record and distribute the minutes of the Board Meetings.
- .02 The Secretary-Treasurer shall supervise the financial affairs of the Commission, including preparation of budgets for Commission initiatives.
- .03 The Secretary-Treasurer shall maintain the constitution and by-laws of the Commission.
- .04 The Secretary-Treasurer shall maintain records of the Board and Committee Membership and duration of tenure of each member.
- .05 The Secretary-Treasurer shall file the federal income tax for the Commission on an annual basis.
- .06 The Secretary-Treasurer shall file the registration with the State of Illinois on an annual basis.
- .07 The Secretary-Treasurer shall maintain a legal agent for the commission within the State of Illinois.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.01: Appointment of the Board of Directors

Policy No. D.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Each of the sponsoring organizations shall appoint two representatives to the Board.*

Procedure:

- .01 The role of the Board of Directors is to provide strategic leadership and direction to the Commission and oversee all accreditation activities.
- .02 Two members of the board shall be appointed from each of the sponsoring organizations.
- .03 The appointments are made by the sponsoring organizations.
- .04 Each member shall serve a term of three years, the term to commence on 1 January.
- .05 After serving one term of three years, a member may be reappointed for a second term of three years.
- .06 If a board member resigns before his/her term of office expires, the chair will request a replacement from the organization concerned.
- .07 Terms may be altered by the Board with the approval of the sponsoring organizations when appropriate to maintain continuity of the Board.
- .08 The Board of Directors generally meets in person twice per year, once at the annual scientific meeting of each of the AAPM and the Radiological Society of North America (RSNA).
- .09 Each member of the Board of Directors is expected to make every effort to attend these two Board meetings per year.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.02: Appointment of Accreditation Committees

Policy No. D.02, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *A committee shall be appointed by the Commission to perform the accreditation activities of each category of program.*

Procedure:

- .01 The Board shall establish a Program Review Committee for each accreditation activity undertaken by the Commission.
- .02 The Board shall appoint a chair for each Program Review Committee.
- .03 The role of the Program Review Committee chair is to provide leadership for and oversee the accreditation activities of the Program Review Committee.
- .04 The chair of each Program Review Committee shall nominate members of the committee for approval by the Board. The number of members appointed is at the discretion of the Board but will be at least two. Preferably at least one member shall also be a Director of CAMPEP.
- .05 After serving one term of three years, the chair may be reappointed for a second term of three years.
- .06 The members of the Program Review Committees will generally serve a term of three years, renewable.
- .07 Membership of each Program Review Committee shall be approved annually by the Board.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.03: Payment of Fees

Policy No. D.03, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: All applications for CAMPEP accreditation shall be subject to a fee.

Procedure:

- .01 The full fee shall accompany all applications for CAMPEP accreditation.
- .02 The required fee shall be submitted to the Secretary-Treasurer of CAMPEP.
- .03 The fees will be set by the Board of Directors and reviewed periodically.
- .04 Application fees are non-refundable.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.04: Travel Expenses

Policy No. D.04, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Travel expenses incurred while carrying out Commission business may be reimbursed.*

Procedure:

- .01 All travel must be approved in advance by the President, Treasurer, or appropriate Committee Chair.
- .02 All Commission members are required to adhere to the Commission Travel Expenses Guidelines and to make every reasonable attempt to minimize costs.
- .03 Expenditures within the prescribed limits will be reviewed and approved by the Secretary-Treasurer.
- .04 Expenditures beyond the prescribed rates may be reimbursed at the discretion of the President.
- .05 Expenditures submitted by the Secretary-Treasurer will be reviewed and approved by the President.
- .06 Travel to the AAPM or RSNA Board of Director Meetings will generally not be reimbursed. If special circumstances pertain, approval for reimbursement for travel to these meetings must be obtained in advance from the President.
- .07 Incremental travel expenses for the Program Review Committee chairs to attend one of these two annual Board meetings will be refunded, with the expectation that travel costs to attend the second will be funded by the Program Review Committee chair's employer as part of his/her employment conditions. This reimbursement will be limited to the incremental costs of attending the CAMPEP meetings, i.e., travel costs if required, two nights accommodation, ground transportation and meal costs as appropriate.
- .08 Physician members of the program review committees may be reimbursed for expenses to attend one of the two scheduled committee meetings per year.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.05: Miscellaneous Expenses

Policy No. D.05, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Reasonable miscellaneous expenses incurred on behalf of the Commission or when engaged in the conduct of the affairs of the Commission may be reimbursed as directed by the Board.*

Procedure:

- .01 All non-travel-related expenses are deemed miscellaneous.
- .02 Miscellaneous expense claims are to be submitted to the Secretary-Treasurer.
- .03 The cost of meals at Board and committee meetings is not a reimbursable expense.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section D: Administration

D.06: Review of Policies and Procedures

Policy No. D.06, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *All documents contained in the Policy and Procedure Manual shall be reviewed at least every three years to ensure that the content is current.*

Procedure:

- .01 The Secretary-Treasurer is responsible for maintaining current the Policy and Procedure Manual and for identifying documents scheduled for review.
- .02 A full review of the Policies and Procedures document shall be done at least every three years.
- .03 Reviewers of documents shall be selected by the Board on the basis of their expertise and knowledge in the area of interest.
- .04 The Reviewers shall submit proposed amendments to the Secretary-Treasurer for distribution to the Board.
- .05 The Board shall review all new and revised Policies and Procedures. Upon approval by the Board, the revised Policy and Procedures shall be adopted by the Commission.
- .06 The Secretary-Treasurer shall retain superseded documents for a period of ten years, after which time they may be destroyed.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.01: Objectives

Policy No. E.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The objectives of CAMPEP shall be the accreditation of educational programs in medical physics that meet approved standards.*

Procedure:

- .01 The Commission shall accept applications from educational programs in medical physics for accreditation by CAMPEP.
- .02 All applications for CAMPEP accreditation of institutional programs must be accompanied by an invitation from the administration of the applicant institution.
- .03 The Commission shall establish minimum standards to evaluate educational programs in medical physics.
- .04 The Commission, with assistance from the Program Review Committees, shall develop application and review processes appropriate for each category of program.
- .05 The Commission shall delegate applicant program reviews to the appropriate Program Review Committee.
- .06 The Program Review Committees shall assess applicant educational programs against CAMPEP established standards through a well-defined review process and make an appropriate recommendation to the Board.
- .07 The Commission shall determine the accreditation status of applicant programs and inform the applicant institutions of the determination.
- .08 The Commission shall provide documentation of program accreditation to the program director of accredited programs.
- .09 The Commission shall maintain a list of accredited graduate and residency programs available to the public through its web site.
- .10 The Commission shall consider accreditation of new categories of educational programs in medical physics when appropriate.
- .11 All accreditation activities shall be kept confidential until successful completion.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.02: Scope of Activity

Policy No. E.02, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Commission shall consider accreditation of specified educational programs.*

Procedure:

- .01 The Commission shall consider accreditation of graduate programs in medical physics or its sub-specialty areas offered by an accredited university.
- .02 The Commission shall consider accreditation of residency training programs in medical physics or its sub-specialty areas offered by an accredited healthcare or educational institution.
- .03 The Commission shall consider accreditation of continuing education programs in medical physics or its sub-specialty areas offered by individuals or organizations within the profession of medical physics that meet the guidelines of the Commission.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.03: Application Process

Policy No. E.03, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Application for accreditation must follow the process determined by CAMPEP.*

Procedure:

A. Graduate and Residency Education Programs

- .01 The current standards for accreditation are outlined in the "Guidelines for Accreditation," which can be found on the CAMPEP Website (www.campep.org).
- .02 Prospective applicants may request assistance in the preparation of an application through the chair of the appropriate Program Review Committee.
- .03 A formal application shall be initiated by the electronic submission of a self-study document, completed in accordance with the templates developed by the Commission, to the chair of the appropriate Program Review Committee. This application must include a formal invitation from the administration of the institution.
- .04 The application is not considered complete until the fee is received by the Secretary-Treasurer.

B. Continuing Education Programs

- .05 An application for accreditation of courses, symposia or proferred sessions is generally submitted on-line through the CAMPEP website and includes the appropriate application fee.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.04: Review Process

Policy No. E.04, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Program reviews shall be conducted in accordance with a specified procedure.*

Procedure:

A. Graduate and Residency Education Programs

- .01 The chair of the appropriate review committee shall appoint a lead reviewer and assign a minimum of two reviewers to each program application.
- .02 After a review of the submitted self-study document, the reviewers shall submit an initial report to the Program Review Committee chair or designate.
- .03 The Program Review Committee chair or designate may request the applicant program director submit additional information and/or clarification.
- .04 After receipt of a response to the initial review (or a revised self-study document if required), the Program Review Committee may either accept the revised self-study document and proceed to a site visit or require further revisions.
- .05 Once a self-study document has been deemed acceptable, a site visit will be scheduled.
- .06 The site review team leader shall submit a final report to the Program Review Committee chair or designate within 30 days of the site visit.
- .07 The final report with recommendations for accreditation from the site review team shall be distributed to all members of the Program Review Committee for consideration.
- .08 After consensus is reached by the Program Review Committee, the committee chair shall submit a recommendation on accreditation to the Board for approval.
- .09 The Board shall assign accreditation status to the program.

B. Continuing Education Programs

- .10 Upon receipt of the application, two reviewers are assigned.
- .11 The committee shall provide a response to the applicant either to approve or detailing additional information or clarifications required, based on the reviewers' comments.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.05: Site Visit

Policy No. E.04, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Program site visits shall be conducted in accordance with a specified procedure.*

Procedure:

A. Graduate and Residency Education Programs

- .01 When a site visit is scheduled, the expectations shall be communicated to the program director by the lead reviewer to enable appropriate arrangements to be made.
- .02 The site visit shall be of 1-2 days duration and will be scheduled in collaboration with the program director at a time to maximize the ability of the program reviewers to interview all program participants.
- .03 The program director shall be asked to arrange a room suitable for the review team to conduct interviews.
- .04 The schedule shall include:
 - a. Interviews with all faculty, individually if time permits, starting with the program director.
 - b. A brief tour of the facilities.
 - c. A review of all documentation pertaining to the operation of the program.
 - d. A session with the students/residents.
 - e. Interviews with all relevant program administrators and institution management, preferably towards the end of the visit to allow appropriate feedback.
 - f. Time-permitting, a discussion period for the review team to prepare an outline of the report.
 - g. An exit interview with the program director for the review team to verbally communicate the essential findings of the review.

B. Continuing Education Programs

Not applicable

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.06: Accreditation Status

Policy No. E.05, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Commission shall assign and make public the accreditation status of successful applicants.*

Procedure:

A. Graduate and Residency Education Programs

After due consideration of all submitted program information, the CAMPEP Board of Directors shall assign an accreditation status from the following list:

- .01 Full Accreditation: Accreditation for a period of 5 years, expiring on the 31st of December of the fifth year after the date accreditation is approved. This level of accreditation is awarded to an applicant program that is in substantial compliance with CAMPEP standards.
- .02 Limited Accreditation: Accreditation limited to a period of less than 5 years with an interim report or reports required over some specified period to address concerns of the program review committee. This action is appropriate for programs that are found to be in partial compliance with CAMPEP standards for accreditation. The program is required to provide evidence of remediation in which case the accreditation period may be extended to the full 5 year term. If the program is unable to provide satisfactory evidence of remediation, accreditation may be withdrawn.
- .03 Accreditation Deferred: This action may be appropriate for programs that are found be non-compliant to CAMPEP standards for accreditation to allow an adequate period of time for the institution to implement planned or suggested improvements in the program. This action postpones a final decision until specific additional information is provided which brings the program into compliance with CAMPEP standards.
- .04 Accreditation Withheld: This action is appropriate for programs that are found be non-compliant to CAMPEP standards for accreditation, nor does it appear that program changes could be achieved within a reasonable period of time to qualify for accreditation. After this decision, should accreditation be pursued, a new application shall be required including the appropriate fee.
- .05 Additional categories of accreditation may be granted under exceptional circumstances at the discretion of the Board.
- .06 When accreditation is granted, the name of the institution shall be added to the list of CAMPEP accredited programs on the CAMPEP website and a certificate of accreditation shall be supplied to the program.

B. Continuing Education Programs

- .07 Accreditation of individual continuing education programs are granted by the Continuing Education Review Committee without reference to the Board according to criteria developed in collaboration with and approved by the Board.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.07: Communication with Applicants

Policy No. E.06, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Commission shall communicate regularly to the applicant the status of an accreditation submission.*

Procedure:

A. Graduate and Residency Programs

- .01 The receipt of application materials shall be acknowledged.
- .02 The Program Review Committee chair or designate shall provide to the applicant a response to submitted initial or revised application materials.
- .03 If a site visit is required, the expectations of the visit shall be communicated to the program director.
- .04 The site visit shall include an exit interview with the program director communicating verbally the essential findings of the review.
- .05 The Board chair shall inform the applicant of CAMPEP's final decision.

B. Continuing Education Programs

- .06 The application process is automated through the CAMPEP web site and appropriately communicated.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section F: Graduate Program Accreditation

F.01: Standards for Accreditation

Policy No. F.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Graduate Programs seeking accreditation shall be evaluated against published recommendations.*

Procedure:

- .01 The criteria for accreditation are based on recommendations given in AAPM Reports Number 2, "Training Programs in Medical Physics," and Number 79 "Academic Program Recommendations for Graduate Degrees in Medical Physics." Curricula will be evaluated with regard to intent, as opposed to strict adherence to these recommendations.
- .02 Programs are encouraged to update their programs beyond the criteria specified in these reports to reflect advances in the practice of their specialty between formal AAPM Education Council Reports.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section F: Graduate Program Accreditation

F.02: Application Process

Policy No. F.02, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Programs seeking accreditation shall submit a self-study document describing their program and the appropriate application fee.*

Procedure:

- .01 The self-study document shall be prepared in accordance with the "Guidelines for Accreditation" posted in the "Graduate Education Programs" section of the CAMPEP Website (www.campep.org). The self-study document shall be prepared in electronic format and submitted to Chairman of the Graduate Education Program Review Committee, whose email address may be found on the CAMPEP website in the "Review Committee Chairs" section.
- .02 The application fee shall be sent to the CAMPEP Treasurer, whose email address may be found on the CAMPEP website in the "Board of Directors" section.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section F: Graduate Program Accreditation

F.03: Program Evaluation Process

Policy No. F.03, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *The Chair of the Graduate Education Program Review Committee (GEPRC) shall co-ordinate the program review process.*

Procedure:

- .03 The chair of the GEPRC shall appoint a lead reviewer and a minimum of 2 volunteers from the GEPRC to review the self-study document and provide a draft report.
- .04 The draft report shall be circulated among the GEPRC members for comments.
- .05 If the self-study document reveals that the program does not meet the minimum requirements for accreditation and it is felt that deficiencies cannot be remedied in the short term, the GEPRC will recommend to the CAMPEP board that the application not proceed further.
- .06 If the self-study document is judged to be satisfactory, the preliminary review will be forwarded to the program director for comments.
- .07 After any initial questions and concerns have been resolved, a site visit will be scheduled if required. A site visit is required for all new program applications and at a minimum of every alternate application for re-accreditation.
- .08 After the site visit is completed, a final report shall be submitted to the Chair of the GEPRC for circulation to the committee members and vote for approval.
- .09 After approval by the GEPRC, the Chair of the GEPRC shall forward the recommendation to the Board for approval.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section F: Graduate Program Accreditation

F.04: Program Site Visit

Policy No. F.04, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Program site visits shall be conducted in accordance with a specified procedure.*

Procedure:

- .10 When a site visit is scheduled, the expectations shall be communicated to the program director by the lead reviewer to enable appropriate arrangements to be made.
- .11 The site visit shall be of 1-2 days duration and will be scheduled in collaboration with the program director at a time to maximize the ability of the program reviewers to interview all program participants.
- .12 The program director shall be asked to arrange a room suitable for the review team to conduct interviews.
- .13 The schedule shall include:
 - a. Interviews with all faculty, individually if time permits, starting with the program director.
 - b. A brief tour of the facilities.
 - c. A review of all documentation pertaining to the operation of the program.
 - d. A session with the students.
 - e. Interviews with all relevant program administrators and institution management, preferably towards the end of the visit to allow appropriate feedback.
 - f. Time-permitting, a discussion period for the review team to prepare an outline of the report.
 - g. An exit interview with the program director for the review team to verbally communicate the essential findings of the review.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section G: Residency Program Accreditation

G.01: Standards for Accreditation

Policy No. G.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Residency Training Programs seeking accreditation shall be evaluated against published recommendations.*

Procedure:

- .01 The criteria for accreditation are specified in Report #90: Essentials and Guidelines for Hospital-Based Medical Physics Residency Training Programs: Report of the Subcommittee on Residency Training and Promotion of the Education and Training of Medical Physics Committee of the AAPM Education Council, 2006. This is a revision of Report #36.
- .02 Programs are encouraged to update their programs beyond the minimum criteria specified in Report #90 to reflect advances in the practice of their specialty between formal AAPM Education Council reports.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section G: Residency Program Accreditation

G.02: Application Process

Policy No. G.02, Rev 0

Created: 16 Oct 2006

Approved: 26 Nov 2006

Policy: *Programs seeking accreditation shall submit a self-assessment document describing their program along with the appropriate application fee.*

Procedure:

- .14 The self-study document shall be prepared in accordance with the "Guidelines for Accreditation" posted in the "Residency Education Programs" section of the CAMPEP Website (www.campep.org). The self-study document shall be prepared in electronic format and submitted to Chairman of the Residency Education Program Review Committee, whose email address may be found on the CAMPEP website in the "Review Committee Chairs" section.
- .15 The application fee shall be sent to the CAMPEP Treasurer, whose email address may be found on the CAMPEP website in the "Board of Directors" section.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section G: Residency Program Accreditation

G.03: Program Evaluation Process

Policy No. G.03, Rev 0

Created: 16 Oct 2006

Approved: 26 Nov 2006

Policy: *The Chair of the Residency Education Program Review Committee (REPRC) shall co-ordinate the program review process.*

Procedure:

- .01 The chair of the REPRC shall assign a lead reviewer and seek at least 2 volunteers from the REPRC to review the self-study document and provide a draft report.
- .02 The draft report shall be sent to the chair of the REPRC for comments.
- .03 If the self-study document reveals that the program does not meet the requirements for accreditation and it is felt that deficiencies cannot be remedied in the short term, the REPRC will recommend to the CAMPEP board that the application not proceed further.
- .04 If the self-study document is judged to be satisfactory, the preliminary review will be forwarded to the program director for comments.
- .05 After the initial questions and concerns have been resolved, a site visit will be scheduled if required. A site visit is required for all new program applications, if substantial changes in the program have been affected, and at a minimum of every alternate application for re-accreditation.
- .06 After the site visit is completed, a final report will be submitted to the Chair of the REPRC for circulation to the REPRC committee members and vote for approval.
- .07 After approval by the REPRC, the Chair of the REPRC will forward the recommendation to the Board for approval.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section G: Residency Program Accreditation

G.04: Program Site Visit

Policy No. G.04, Rev 0

Created: 16 Oct 2006

Approved: 26 Nov 2006

Policy: *Program site visits shall be conducted in accordance with a specified procedure.*

Procedure:

- .08 When a site visit is scheduled, the expectations shall be communicated to the program director by the lead reviewer to enable appropriate arrangements to be made.
- .09 The site visit shall be of 1-2 days duration and will be scheduled in collaboration with the program director at a time to maximize the ability of the program reviewers to interview all program participants.
- .10 The program director shall be asked to arrange a room suitable for the review team to conduct interviews.
- .11 The schedule shall include:
 - a. Interviews with all faculty, individually if time permits, starting with the program director.
 - b. A brief tour of the facilities.
 - c. A review of all documentation pertaining to the operation of the program.
 - d. A session with the residents.
 - e. Interviews with all relevant program administrators and institution management, preferably towards the end of the visit to allow appropriate feedback.
 - f. Time-permitting, a discussion period for the review team to prepare an outline of the report.
 - g. An exit interview with the program director for the review team to verbally communicate the essential findings of the review.

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Commission on Accreditation of Medical Physics Education Programs, Inc.

Section H: Continuing Education Program Accreditation

H.01: Continuing Education Classification

Policy No. H.01, Rev 0

Created: 26 Nov 2006

Approved: 26 Nov 2006

Policy: *CAMPEP accredits continuing education activities that meet specific criteria.*

Background: *Continuing education takes many forms. Many continuing medical physics education activities either do not lend themselves to accreditation or the activity organizer does not apply for accreditation. The lack of accreditation by itself does not imply that the educational is any less valuable, only that its value has not been reviewed by an objective, independent body. Following the guidance of the Accreditation Council for Continuing Education (ACCME), accredited educational activities are termed "Category I," while non-accredited activities are "Category II."*

Examples of Category I activities. CAMPEP accredits professional and educational meetings, symposia and courses, both live and on recorded formats. In addition, credits may be granted for participation in examination procedures by the American Board of Radiology and for reviewing articles for scientific journals. CAMPEP recognizes activities accredited by any other accrediting organization authorized by the ACCME.

Examples of Category II activities. Category 2 is generally self-study and non-accredited study. Examples include but are not limited to:

- Attendance at lectures and seminars on medical physics subjects not accredited for Category 1;
- *Attending conferences at the home institution;
- ‡Preparation and publication of articles, chapters, books, and exhibits relating to medical physics;
- Reading journal articles or viewing instructional videos without associated RDCE exams;
- *Reviewing articles;
- Evaluating research proposals for granting agencies;
- ‡Developing classes;
- ‡Establishing new departmental procedures that require literature research and learning new material;
- Medical physics consultation consisting of planned instruction from a consultant for not less than one hour (both the consultant and the instructee may claim credits).

*These items could be Category 1 if the program director were to obtain CAMPEP accreditation.

‡These activities also could be self-directed educational projects if planned prospectively and entail enough educational challenge.

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Section H: Continuing Education Program Accreditation

H.02: Standards for Accreditation

Policy No. H.01, Rev 0

Created: 01 Aug 2006

Approved: 26 Nov 2006

Policy: *Continuing Educational Programs seeking accreditation shall demonstrate adherence to a set of minimum criteria.*

Procedure:

- .01 **Formats.** The format of the activity must be conducive for learning by the participant. Currently allowed formats are: courses and symposia; proffered paper sessions; remotely directed continuing education (RDCE); and review journal articles.
- .02 **Content.** The content must provide benefit for the professional activities of a medical physicist and be targeted at the level of a medical physicist. Examples for acceptable contents would be fundamental physics concepts, basic medical topics, instructions for performing procedures, and symposia on emerging technologies. Content may be applicable to a single-vendor's device but may not be a sales program.
- .03 **Objectives.** The application for accreditation of an educational activity must include a statement of objectives, both for the program and, if appropriate, for each session in the program.
- .04 **Program Director.** The program director must have the expertise to be able to evaluate the qualifications of prospective faculty for the activity, evaluated in a similar manner to the faculty as discussed below. The program director must transmit to the faculty the program and session objectives where appropriate. The program director must have influence on the program content and be able to affirm its educational quality.
- .05 **Faculty.** The faculty must be able to address the material to be covered. The assumption is made that members of the AAPM, ACMP, ACR, CCPM, or diplomats of the ABMP, ABSNM, ABR, or COMP will follow the Code of Conduct for their organizations and only serve as faculty addressing topics for which they have the required knowledge. Other faculty will have to demonstrate that by training and experience they have the expertise required to present the material assigned.
- .06 **Credits.** Credits for continuing education activities should follow the guidelines below:
Courses, symposia, and proffered paper sessions – 1 credit per hour;
RDCE – 1 credit per activity;
Journal review – 1 or 2 credits per paper reviewed with a maximum of 10/year.
- .07 **Evaluation.** Educational activities except journal reviews must include evaluation of the activity. The evaluations must be available to CAMPEP but routinely will not be requested.

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- .08 **Promotional Materials.** Applications for educational activities that include promotional material must include copies of this material (or proposed material, if not yet distributed) in the application.
- .09 **Program Director's Report.** Following the activity, the program director must send a report to CAMPEP including the names of participants to receive credits and the number of credits for each participant (with verification of participation) and a summary of the evaluations.
- .10 **Accessibility.** Programs must comply with relevant regulations dealing with accessibility