Self-Study Template for

CAMPEP Certificate Program Accreditation

Application Instructions –Read Carefully

PLEASE NOTE: This application only pertains to accreditation of free-standing certificate programs that are not associated with a CAMPEP-accredited graduate program. If you have a CAMPEP-accredited graduate program to which you wish to add a certificate program, please use the MOCAM website (campep.mymocam.com) and choose the Graduate+Certificate option, where you must do the following:

1. Identify the courses in the certificate program and verify that they meet the core topics as per Policies and Procedures H.01.07.
2. Verify that your admissions policy is consistent with Graduate Standard 3.1.

If you do not have a CAMPEP-accredited graduate program and you wish to have your certificate program accredited, you must follow these procedures:

1. The certificate self-study will be submitted electronically. To allow offline preparation for this submission, the self-study template is included in this document. Where relevant, tables and appendices are labelled according to the Standard to which they refer.
2. Each Standard must be addressed individually with sufficient detail to demonstrate compliance. Most of the Standards will require a text entry.
3. It is not sufficient to state “compliant”, the reviewers will assess compliance from your input to each standard.
4. Editing of input is available until such time as the application is completed.
5. Except where indicated as “optional”,all elements of this application are required; missing information will delay review of your application. If a Standard is not applicable to your program, enter “N/A”.

Process

1. Using the templates provided, prepare the data required to demonstrate compliance with each Standard. The templates consist of the self-study template, below, as well as several separate templates for tables and required appendices available from the CAMPEP website. In preparing materials, note that:
	1. Text from the self-study template may be pasted directly into the electronic submission system. This supports formatting but does not support pasting of images.
	2. Completed Excel templates may be **imported** directly into the appropriate standard. **N.B.: Empty cells are not acceptable, insert N/A in blank cells.**
	3. Completed Word templates must be converted to pdf format prior to **uploading** to the system.
2. Once the data has been assembled in the templates,begin the electronic submission by accessing the CAMPEP MOCAM website at [campep.mymocam.com/](https://campep.mymocam.com/). N.B.: Recommended Browsers: Chrome or Firefox, the use of Safari is not supported.
3. The program director must register and log onto MOCAM to identify the program.
4. To begin an application, under Create an Application, select Certificate Program.
5. For an initial application from an institution, select the name of the certificate-granting institution on the first page of the application. Note that this is the institution as identified by CAMPEP, however an alternate/long name for the institution may be specified in the subsequent text box.
6. Complete all fields in the online application. Note that:
	1. Text may be pasted directly from a Word document into text boxes of the CAMPEP MOCAM website. This will preserve most formatting as well as hyperlinks.
	2. All required table and appendix templates must be uploaded.
7. Information does not have to be entered for all Standards in one session. The system will save the submission automatically, information will be retained after the user logs out.
8. Note that the submission system has a horizontal bar to track the progress of the submission. There are also checks in the system to ensure that all required elements are present before submission is enabled.
9. Select the “Submit” button when you are satisfied that all required information has been inserted. This will lock your application for review.
10. The review will start on receipt of the application fee.
11. If the reviewers identify incomplete entries, you will be contacted to clarify or add detail in relevant standards.

Feedback on this process may be directed to the Chair of the Review Committee at any time.

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*Confidentiality Statement:*

*The accreditation assessment process and any information produced or disclosed in the accreditation process that is not publicly available shall be kept confidential until the process is completed. At the conclusion of the accreditation assessment process, certain information shall remain confidential, specifically:*

* *The application/evaluation documents are subject to the confidentiality constraint, subject to the exceptions below;*
* *Any verbal requests for confidentiality by either party, which shall be confirmed by a prompt written re-statement of that assertion.*

*The following types of information are not considered to be confidential:*

* *Information that is or becomes part of the public domain other than through the unauthorized disclosure by the recipient party;*
* *Information that was already known or was in the possession of the recipient party before receipt thereof from the disclosing party under the agreement;*
* *Information that is received legally without restriction on disclosure from a third party who has the right to make such disclosure.*

# Identification

Complete the following fields in the software to identify your program:

1. Name of Certificate Granting Institution – a list is provided of the current institutions using a short name. If your institution has a longer name, insert it in the subsequent box.
2. Name of Program – must be specific, e.g., Certificate Program in Medical Physics
3. Name of Program Director
4. Email Address
5. Address
6. Telephone Number
7. Program Website URL

**Important:** To authorize a second individual to assist with data upload, select **Manage Team** from the footer of the **Identification** page and, under **Current Team**, either **Invite** **a Team Member** for a new MOCAM user, or **Search and Invite Existing Users or Groups.**

# Introduction

**Program Evolution and History**

Provide a brief history of the program’s evolution.

**Summary of Program Changes since Last Review**

If this is an application for renewal of accreditation, list here all significant changes in the program since the previous self-study submission, details to be provided in the appropriate section of the self-study.

# Program Goal and Objectives

*The program objectives shall, at a minimum, include the development in the student of:*

* *an understanding of the role of patient safety in the clinical practice of medical physics;*
* *an understanding of the physics, mathematics and other physical science required for a career in medical physics;*
* *an understanding of how research and inquiry lead to the creation of new knowledge;*
* *the ability to critically evaluate research and scholarship in medical physics;*
* *the competent use of research to pose new questions and to solve problems in research and clinical settings;*
* *the communication and interpersonal skills that are necessary to function in a collaborative, multidisciplinary environment;*
* *the professional attributes and the ethical conduct and actions that are required of medical physicists; and*
* *a valuing of career-long continuing education to keep scientific knowledge and skills current.*

1.1 State your program’s mission and objectives.

# 2. Program Structure and Governance

*2.1* ***Institutions*** *in the United States that offer graduate education in medical physics must be accredited by an accreditation organization recognized by the US Department of Education or the Council for Higher Education Accreditation. Programs in other jurisdictions must have received appropriate equivalent recognition.*

2.2 Not applicable to certificate programs.

*2.3 The certificate program shall be overseen by an appropriate steering committee, which is chaired by the program director or delegate and meets at least twice a year*

*2.4 The committee’s membership shall include the program director and other faculty members who are involved in medical physics education.*

*2.5 The process for appointment of the members of the steering committee shall be documented.*

*2.6 Minutes of the steering committee meetings, including a summary of any actions that are proposed or taken, shall be recorded.*

Insert a text description here and upload steering committee minutes for the previous two years to Appendix 2.6.

*2.7 A mechanism for students to communicate with the steering committee shall be available.*

*2.8 The steering committee shall establish a process for evaluating the quality of the educational program and annually assess the quality of the educational program based on this process, taking appropriate action to address improvements when needed.*

*2.9 The steering committee shall assess and monitor the strengths, weaknesses, needs, and long-term goals of the program.*

*2.10 A procedure shall be in place to appropriately counsel, censure, and, after due process, dismiss students who fail to achieve acceptable grades, or who behave unethically.*

*2.11 All courses and clinical practica, including distance learning courses, shall use well-defined and consistently applied metrics for evaluating student progress and performance.*

2.12 Not applicable to certificate programs

*2.13 An accredited program must publicly describe the program and the achievements of its graduates and students, preferably through a publicly accessible web site, readily accessible from the program home page. This information must be updated no less often than annually and must include the numbers of applicants to the program, of students offered admission, of students matriculated, and of graduates. Where possible, information on the subsequent positions of graduates must also be provided, i.e., residencies, industrial positions, etc. This information should not identify individuals.*

Provide the URL where this information may be found.

# 3. Admissions

*3.1 Students entering a medical physics graduate educational program shall have a strong foundation in basic physics. This shall be demonstrated either by an undergraduate or graduate degree in physics, or by a degree in an engineering discipline or another of the physical sciences and with coursework that is the equivalent of a minor in physics (i.e., one that includes at least three upper-level undergraduate physics courses that would be required for a physics major).*

*In addition to the above, students entering a certificate program must hold a PhD degree in physics or a related discipline.*

Insert a text description here and, using the template provided, upload completed tables of current students, students admitted for the previous 5 years, and program graduates to Appendix 3.1.

*3.2 If a certificate program conditionally admits applicants with deficiencies in their academic background, the remedial physics education of such students shall be well-defined.*

*3.3 Admission Standards for incoming students are clearly stated.*

Provide the URL where this information can be found.

*3.4 The method of processing an application, including evaluating the application and informing the applicant of actions taken, shall be clearly stated.*

#  Program Director

*4.1 The process for the appointment of the program director shall be documented.*

*4.2 A sole program director shall be responsible and accountable for ensuring that the certificate program satisfies the CAMPEP Standards and shall ensure that all students receive a high-quality education in all courses and practica.*

*4.3 The program director must possess a PhD or other doctoral degree in medical physics or a closely-related discipline, and hold an appropriate academic appointment at the institution hosting the program.*

*4.4 The program director shall have at least five years of full-time post-graduate experience in medical physics.*

*4.5 The program director shall be responsible for coordinating the faculty, recruiting students into the program, advising the students, and evaluating and promoting the program.*

*4.6 The program director shall be responsible for determining and documenting that each student offered entry into the certificate program satisfies the CAMPEP admission Standards for graduate education in medical physics or completes rigorous remedial education to meet the Standards.*

*4.7 The program director shall ensure that all student statistics, annual reports, and other information that is required by CAMPEP are reported accurately and in a timely fashion.*

*4.8 The program director shall ensure that student progress is regularly monitored.*

# Program Faculty

*5.1 The process for the appointment of the program faculty shall be documented.*

*5.2 An adequate number of program faculty members shall be available and have sufficient time for teaching and advising graduate students.*

*5.3 A majority of the program faculty shall have an academic appointment at an accredited educational institution.*

*5.4 Some of the program faculty members shall be licensed to practice medical physics by an appropriate jurisdiction or be certified in a branch of medical physics by an appropriate certifying agency.*

*5.5 Program faculty members shall be engaged in scholarly activities such as participation in scientific societies and meetings, scientific presentations and publications, and continuing education.*

Insert a text description here and, using the template “**Standard 5.5 Faculty Lists**”, **import** a completed table listing faculty members involved in the teaching or supervision of students.

Using the template **“Appendix 5 Faculty BioSketches”**, **upload** a complete list of faculty biosketches to Appendix 5.

# 6. Institutional Support

*6.1 The institution that sponsors the certificate program shall provide administrative support, including educational resources, a budget, students’ office or cubicle space and access to computing resources, conference room(s), audiovisual facilities, and office support (e.g., copiers, internet access, email accounts, and telephones).*

*6.2 The institution must express its intention to support the program both financially and adminstratively for the term of the accreditation.*

*6.3 Any financial support of students, including benefits, shall be described clearly to prospective applicants prior to their application to the program.*

*6.4 Entering students shall be provided with orientation information to ensure their efficient integration into the program.*

*6.5 The program shall instruct its students on the potential hazards that they might encounter and on the appropriate measures for them to take to minimize risks to themselves, others, and equipment.*

*6.6 The program shall instruct its students regarding the professional, ethical, and regulatory issues in the responsible conduct of research and in the protection of the confidentiality of patient information.*

# 7. Educational Environment

*7.1 The program shall have mechanisms that encourage open discussion and communication, and facilitate the exchange of knowledge, experience and ideas.*

7.2 Not applicable to certificate programs.

*7.3 Students shall have access to a variety of journals, books, and appropriate resource materials.*

*7.4 Students shall have access to appropriate clinical and research facilities and the program shall demonstrate that clinical facilities and equipment are used in the teaching of practical aspects of core topics in imaging physics and radiation oncology physics.*

Provide details of clinical facilities.

*7.5 Students shall be provided with a mechanism for regular feedback concerning the quality of their instruction and the diligence of their teachers and mentors. The students shall be protected from unwarranted retribution.*

*7.6 Feedback on the overall effectiveness of the program and recommendations for improvement should be sought from graduates.*

*7.7 Issues and concerns that are identified through feedback shall be evaluated by the steering committee and remedial action shall be taken where appropriate.*

7.8 Not applicable to certificate programs.

# 8. Certificate Curriculum

Completion Requirements

Clearly state requirements for graduation

Certificate Program Course List

* Using the template “Standard\_8\_Core\_Course\_List”, import a table listing core courses required to graduate.
* Using the template “Appendix\_8\_Course\_Summaries”, import full details of all courses to Appendix 8.

*Details of Certificate Curriculum*

Using the templates provided in “Standard\_8\_Core\_Topics”, import tables specifying course number for each sub-topic.

N.B.1: the Excel file has 6 worksheets, one for each subsection of Standard 8. The “Import” button uploads the active worksheet.

**N.B.:2 Empty cells or rows are not acceptable, insert N/A in blank cells.**

**8.1 Radiological physics and dosimetry**

**8.2 Radiation protection and safety**

**8.3 Fundamentals of medical imaging**

**8.4 Radiobiology**

**8.5 Medical Anatomy and physiologic processes**

**8.6 Radiation therapy physics**

Sample Academic Plan

Describe typical progression of students through each track in your program

Summary

Provide here a brief summary of your program strengths, weaknesses and goals for the future.

# Appendix 1: Letters of Invitation

Upload a PDF document containing the required letters of invitation and institutional commitment here.

# Appendix 2.1: Documentation of *Institutional* Accreditation

***Upload*** details such as a certificate of institutional accreditation – optional for institutions outside the U.S.

# Appendix 2.6: Steering Committee Minutes

***Upload*** a PDF document containing the steering committee meeting minutes for the preceding 2 years.

# Appendix 3.1: Student Lists

Using the template “**Appendix 3 Student Lists**”, ***upload*** a PDF document containing the list of current students, the students admitted in the previous 5 years and program graduates.

# Appendix 5: Faculty Biosketches

Using the template “**Appendix 5 Faculty Biosketches**”, upload the Faculty Biosketches

# Appendix 6.1: Letters of Institutional Commitment

Upload a PDF document containing letters of institutional commitment here.

# Appendix 8: Course Summaries

Using the template “**Appendix 8 Course Summaries**”, upload a detailed list of information for each course