

CANADIAN  
COLLEGE OF  
PHYSICISTS IN  
MEDICINE



LE COLLÈGE  
CANADIEN  
DES PHYSICIENS  
EN MÉDECINE

## **Policy and Procedure Manual**

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## Section A: Code of Ethics

Adopted at the COMP Annual General Meeting, Charlottetown, PEI, 12 July 1997

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### Code of Ethics

This Code of Ethics is intended to aid members of the Canadian Organization of Medical Physicists (COMP) and the Canadian College of Physicists in Medicine (CCPM) in maintaining ethical conduct in their profession. It is intended as a guideline by which members may determine the appropriateness of their conduct in relationships with patients, employers, co-workers, colleagues, members of other professions, governments, and the public.

1. Medical Physicists must be committed to using their education, experience, skills, and talents for the benefit of society.
2. Medical Physicists shall always actively promote and safeguard the well-being and interests of the patient, public, and co-workers.
3. Medical Physicists shall accept responsibility for their own work and also that carried out under their supervision or direction. A Medical Physicist shall take all reasonable steps to ensure that those working under their guidance are competent to carry out the tasks assigned to them, and that they accept responsibility for their work.
4. All relations with patients, employers, employees, co-workers, colleagues, and members of other professions shall be conducted with integrity, fairness, and appropriate confidentiality.
5. The Medical Physicist shall strive to avoid conflict of interest and to declare to those affected or potentially affected any situation that could lead to conflict of interest.
6. Medical Physicists engaged in private practice or consulting shall compete with others primarily on the basis of professional credentials, knowledge, expertise, and caliber of service rendered.
7. Medical Physicists must realize their own limitations, refuse assignments for which they are not qualified, and seek consultation when appropriate.
8. Within their practice Medical Physicists shall continually strive to improve and keep current their professional knowledge and skills, and apply these where appropriate.
9. Medical Physicists shall strive to advise authorities, governments, and agencies on public policies affecting the safety, quality, and economics of all applications of physics in medicine.
10. In the preparation of publications, reports, and statements, Medical Physicists shall ensure that information is accurate, and that conclusions and recommendations are based on sound research and knowledge. Resource materials shall be appropriately referenced when applicable.



11. Medical Physicists shall assist colleagues at all levels of experience in the field in furthering their technical competence and professional development, and shall support them in following this Code of Ethics.
12. When providing instruction to workers in other disciplines concerning physics in medicine, the Medical Physicist shall emphasize to those given instruction the need to be aware and respectful of the limitations of their knowledge and experience, so that patient care and public safety are not compromised.
13. Medical Physicists shall uphold the stature of their profession by exhibiting sound ethical behavior. Unethical conduct should be reported to the Canadian College of Physicists in Medicine and to the Canadian Organization of Medical Physicists as per Article VII of the CCPM Bylaws and Article III of the COMP Bylaws.



## **Section B: Duties of Officers**

### **B.01: President**

Policy No.: B1, Rev 0

Created: 05-Jan-98

Approved: July 13, 2002

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**Policy:** *The President shall provide leadership to the Board and the College.*

#### **Procedure:**

- .01 The President shall ensure that the business of the College is conducted according to its Policies and Procedures.
- .02 The President shall make every reasonable effort to be present and to preside at all annual general meetings of the College.
- .03 The President shall make every reasonable effort to be present and to preside at all meetings of the Board of the College.
- .04 The President shall call to the attention of the College any matter which affects or potentially affects its interest.
- .05 The President shall represent the membership and ensure appropriate communication to other organizations as required.
- .06 The President shall take action in accordance with recommendations approved by the Board of the College or annual general meetings of the College.
- .07 The President shall maintain close links with the Canadian Organization of Medical Physicists and shall be a member of the COMP Executive, and the Joint Executive and Joint Finance Committees of the CCPM and the COMP.



## **Section B: Duties of Officers**

### **B.02: Vice-President**

Policy No.: B2, Rev 1

Created: 05-Jan-98

Revised: 04-Jul-2005

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**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 College or its Board from which the President is absent.
- .02 The Vice President shall co-ordinate the CCPM Symposium held in conjunction with the COMP Annual Scientific Meeting and serve as the CCPM representative on the COMP Scientific Program Committee.
- .03 The Vice-President shall maintain a list of CCPM delegates and representatives to other organizations.
- .04 The Vice-President shall act as a liaison with the Canadian Medical Association.
- .05 The Vice-President shall be a member of the Joint Executive and Finance Committees of the CCPM and the COMP.
- .06 The Vice-President shall track retirements from the College through an appropriate annual query to the College database, and send a letter of appreciation to each retired member.



## **Section B: Duties of Officers**

### **B.03: Registrar**

Policy No.: B3, Rev 0

Created: 05-Jan-1998

Approved: 13-Jul-2002

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**Policy:** *The Registrar shall manage the certification activities of the College.*

#### **Procedure:**

- .01 The Registrar is responsible for producing an annual registry of Members and Fellows of the College.
- .02 The Registrar shall prepare and distribute information pertaining to the application process for Membership, Fellowship and awards.
- .03 The Registrar shall process applications for Membership, Fellowship and awards.
- .04 The Registrar shall be the Chairperson of the Credentials Committee.
- .05 The Registrar shall nominate members of the Credentials Committee.
- .06 The Registrar shall collaborate with the Secretary of COMP to provide CCPM data for the common COMP/CCPM database. The database will include the date(s) of election to Membership and Fellowship.
- .07 The Registrar shall be responsible for and co-ordinate the Recertification process.
- .08 The Registrar shall be a member of the Joint Executive Committee of the CCPM and the COMP.



## **Section B: Duties of Officers**

### **B.04: Secretary-Treasurer**

Policy No.: B4, Rev 0

Created: 05-Jan-1998

Approved: 13-Jul-2002

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

#### **Procedure:**

- .01 The Secretary-Treasurer shall record and distribute the minutes of the Annual General Meeting and the Board Meetings.
- .02 The Secretary-Treasurer shall supervise the financial affairs of the College, including preparation of budgets for College initiatives.
- .03 The Secretary-Treasurer shall maintain the constitution and by-laws of the College.
- .04 The Secretary-Treasurer shall be the liaison with the Canadian Medical Physics web-site, and the COMP newsletter contact.
- .04 The Secretary-Treasurer shall maintain records of the Board Membership and duration of tenure of each member.
- .05 The Secretary-Treasurer shall be a member of the Joint Executive and Finance Committees of the CCPM and the COMP.



## **Section B: Duties of Officers**

### **B.05: Chief Examiner**

Policy No.: B5, Rev 0

Created: 05-Jan-1998

Approved: 13-Jul-2002

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**Policy:** *The Chief Examiner shall ensure that College examinations are conducted in accordance with the standards and policies of the College.*

#### **Procedure:**

- .01 The Chief Examiner shall serve as the Chairperson of the Examination Committee.
- .02 The Chief Examiner shall nominate members of the Examination Committee.
- .03 The Chief Examiner shall co-ordinate the setting and marking of written examinations.
- .04 The Chief Examiner shall co-ordinate and chair the Fellowship examination committee.
- .05 The Chief Examiner shall co-ordinate the maintenance and updating of the examination question bank.
- .06 The Chief Examiner shall ensure that the examination procedures of the College are followed.
- .07 The Chief Examiner shall be a member of the Joint Executive Committee of the CCPM and the COMP.



## **Section B: Duties of Officers**

### **B.06: Deputy Chief Examiner**

Policy No.: B5, Rev 1

Created: 06-Jan-2006

Revised: 23-Mar-2009

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**Policy:** *The Deputy Chief Examiner shall assist the Chief Examiner in the discharge of his/her duties, and be prepared to serve as Chief Examiner if requested by the Board.*

#### **Procedure:**

- .01 The Deputy Chief Examiner shall assist the Chief Examiner in the setting and marking of written examinations.
- .02 The Deputy Chief Examiner shall assist the Chief Examiner in the co-ordination of the Membership oral examinations.
- .03 The Deputy Chief Examiner shall assist the Chief Examiner in the co-ordination of the Fellowship examinations.
- .04 The Deputy Chief Examiner shall assist the Chief Examiner in the maintenance and updating of the examination question bank.
- .05 The Deputy Chief Examiner shall be the liaison between the Committee on Physics Mammography Certification Committee and the CCPM Board and will report to the Board on behalf of the Committee on Physics Mammography Certification Committee
- .06 The Deputy Chief Examiner shall be a member of the Joint Executive Committee of the CCPM and the COMP.



## Section C: Administration

### C.01: Executive Director

Policy No.: C1, Rev 0

Created: 07-Jun-2002

Approved: 13-Jul-2002

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**Policy:** *The Executive Director shall assist in the management and administration of the operations and programs of the College and the Canadian Organization of Medical Physicists (COMP).*

#### Procedure:

- .01 The Executive Director is Accountable to the President of the College and to the Chair of COMP.
- .02 The Executive Director supervises the COMP/CCPM Secretariat. This includes: assigning work to the Secretariat, ensuring that it is completed in a timely and competent manner, reviewing invoices from the secretarial assistant for services provided and authorizing their payment, negotiating the contract with the Secretariat on a periodic basis for provision of services.
- .03 The Executive Director assists the CCPM Board and the COMP Executive in meeting deadlines. Ensures that day-to-day business and correspondence is dealt with.
- .04 The Executive Director ensures that the CCPM Board and the COMP Executive are aware of the requirements on the operations and by-laws of the CCPM and of the COMP and by the Canada Corporations Act.
- .05 The Executive Director develops and implements strategies for all aspects of CCPM and COMP membership; including recruitment, retention, and maintenance of records.
- .06 The Executive Director is responsible for the following components of the annual conference: budgets, contracts, accommodation, commercial exhibits and sponsorship, registration, liaison with Local Arrangements Committee.
- .07 The Executive Director reviews actual operational revenues and expenditures in accordance with plans and budgets and consults with the Treasurers on operations and variances.
- .08 The Executive Director assists the CCPM and COMP Treasurers and Joint Finance Committee as required in developing budgets, verifying accounts payable, issuing annual dues notices and other invoices, and maintaining financial records.
- .09 The Executive Director acts as a research resource for all committees of the COMP, CCPM or both.
- .10 The Executive Director assists the Joint Professional Affairs Committee in maintaining current knowledge of the policies and activities of other relevant professional societies and groups.



## **Section C: Administration**

### **C.02: Secretariat**

Policy No.: C2, Rev 0

Created: 22-Nov-2001

Approved: 13-Jul-2002

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**Policy:** *The Secretariat shall provide secretarial assistance to conduct the College's business*

**Procedure:**

- .01 The Secretariat shall be appointed by the Executive of COMP in consultation with the College President.
- .02 The Secretariat shall be supervised by the Executive Director.
- .03 The Secretariat shall provide secretarial services to the College as set out in the contract between the Secretariat and COMP.



## **Section C: Administration**

### **C.03: Revocation of Membership**

Policy No.: C3, Rev 0

Created: 25-Jun-2002

Approved: 13-Jul-2002

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**Policy:** *Revocation of Membership in the College shall be in accordance with Article VII of the College by-laws*

#### **Procedure:**

(a) For individuals who are in arrears in payment of annual registration fees (dues).

- .01 Members who do NOT pay dues by 31 January shall be contacted by the Secretary-Treasurer and reminded to submit their dues.
- .02 Members who do NOT pay dues in two consecutive years shall be contacted by the President and informed of their outstanding dues, and potential revocation of Membership or Fellowship status.
- .03 Members who do NOT pay dues and provide no valid reason for their inability to pay dues after being contacted by the President shall be removed from the Registry and placed on an Inactive Member List. The President shall notify the concerned Member/Fellow of this decision in writing.
- .04 The Membership status of inactive members shall be considered at the annual meeting of the Board and if warranted, a vote taken to revoke their status. The President shall notify the concerned Member of the Board's decision in writing.

(b) For individuals who are judged to be professionally incompetent or ethically unacceptable

- .01 Members shall be contacted by the President and asked to reply to the claims made against them.
- .02 The Membership status of such individuals shall be considered at the annual meeting of the Board and if warranted, a vote taken to revoke their status. The concerned Member shall be notified of the Board's decision in writing by the President.



## Section C: Administration

### C.04: Symposium

Policy No.: C4, Rev 0

Created: 24-May-2000

Approved: 13-Jul-2002

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**Policy:** *The College shall organize, in conjunction with COMP, a symposium to be held immediately prior to the COMP Annual Scientific Meeting. The objective is to promote knowledge and to disseminate information relating to developments of the physical sciences in the medical field.*

#### **Procedure:**

- .01 The Vice-President shall co-ordinate the CCPM Symposium.
- .02 The Symposium theme shall be established in consultation with members of the Board one year in advance.
- .03 The Symposium format shall be established in consultation with COMP/CCPM Conference Committee.
- .04 A budget to cover expenses shall be established. All reasonable attempts to minimize these expenses shall be taken.
- .05 Potential topics and speakers shall be identified in consultation with the Board and the COMP/CCPM Conference Committee and invited in writing to participate.
- .06 Speakers may be reimbursed for travel expenses and may receive an honorarium as appropriate, and consistent with the established budget.
- .07 The Symposium program including topics and names of speakers, shall be included in the advance notification of the COMP meeting.
- .08 An abstract of each presentation shall be solicited and published in the COMP meeting proceedings.



## **Section C: Administration**

### **C.05: Travel**

Policy No.: C5, Rev 0

Created: 24-May-2000

Approved: 26-Nov-2004

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**Policy:** *Members or Fellows of the College may be reimbursed for travel expenses incurred while carrying out College business, such as attendance at the mid-year meeting or Fellowship examinations.*

#### **Procedure:**

- .01 All College members are required to adhere to the joint COMP/CCPM Travel Expenses Guidelines.
- .02 Expenditures beyond the prescribed rates may be reimbursed at the discretion of the President.
- .03 Expenditures within the prescribed limits will be reviewed and approved by the Secretary-Treasurer.
- .04 Expenditures submitted by the Secretary-Treasurer will be reviewed and approved by the President.
- .05 Travel expense claims for attending business meetings, such as the mid-year meeting of the College Board, are to be submitted to the Treasurer, COMP.
- .06 Travel expense claims for attending examination related meetings, such as the Fellowship Examination, are to be submitted to the Secretary-Treasurer, CCPM.



## **Section C: Administration**

### **C.06: Miscellaneous Expenses**

Policy No.: C6, Rev 0

Created: 24-May-2000

Approved: 13-Jul-2002

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**Policy:** *Members of the Board and College may be reimbursed for reasonable miscellaneous expenses incurred on behalf of the College or when engaged in the conduct of the affairs of the College 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, CCPM.



## **Section C: Administration**

### **C.07: Nominating Committee**

Policy No.: C7, Rev 0

Created: 24-May-2000

Approved: 13-Jul-2002

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**Policy:** *A Nominating Committee chaired by the immediate Past President of the College shall recommend to the membership individual(s) to fill vacant Board positions.*

#### **Procedure:**

- .01 A Nominating Committee shall be formed at the request of the President to recommend suitable individuals to fill positions on the Board which, from time to time, become vacant.
- .02 The Nominating Committee shall be chaired by the immediate Past President of the College.
- .03 The Chair of the Nominating Committee, in consultation with the President, will select two other College Members or Fellows, at least one of whom shall not be a member of the Board.
- .04 The President shall notify the Chair of the Nominating Committee of Board vacancies at least three months prior to the Annual General Meeting.
- .05 The Nominating Committee shall solicit input from the membership when selecting nominees for Board positions.
- .06 In selecting nominees for Board positions the Nominating Committee shall attempt to reflect the membership of the College in sub-specialty and geographic region.
- .07 The Chair of the Nominating Committee shall submit the names of nominees to the Board for ratification.
- .08 Approved nominees shall be approached by the Chair of the Nominating Committee to ascertain their willingness to accept a Board position.
- .09 The Chair of the Nominating Committee shall present the names of approved and willing nominees to the College membership at the Annual General Meeting of the College.
- .10 Should any nominee not be approved by the membership, the Nominating Committee will be instructed to present an alternative candidate.



## **Section C: Administration**

### **C.08: Review of Policies and Procedures**

Policy No.: C8, Rev 0

Created: 24-May-2000

Approved: 13-Jul-2002

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**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 the current Policy and Procedure Manual and for identifying documents scheduled for review.
- .02 Documents shall be written according to existing Policy and Procedure format and content.
- .03 Reviewers of documents shall be selected by the Board on the basis of their expertise and knowledge in the area of interest.
- .04 Reviewer 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 Policy and Procedure shall be signed by the President and adopted by the College.
- .06 Superseded documents shall be retained by the Secretary-Treasurer for a period of ten years after which time they may be destroyed.



## **Section C: Administration**

### **C.09: Appeals, Variances and Errors**

Policy No.: C9, Rev 0

Created: 24-May-2000

Approved: 13-Jul-2002

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**Policy:** *A record of all Appeals, Policy and Procedure Variances and Errors shall be maintained.*

#### **Procedure:**

- .01 Documentation relating to an Appeal concerning a decision of the Board of the College or of one of its officers shall be filed by the Secretary-Treasurer.
- .02 Variances from the Policies and Procedures specified in this Manual may be permitted in exceptional circumstances.
- .03 Such variances require the approval of at least three Board members and shall be documented and submitted to the Secretary-Treasurer.
- .04 Errors made by an officer of the College and affecting College matters shall be documented and submitted to the Secretary-Treasurer.
- .05 All Appeals, Policy and Procedure Variances and Errors shall be submitted by the Secretary-Treasurer to the Board of Directors at the next meeting.
- .06 The Board shall decide what action, if any, to take in response to an Appeal, Policy and Procedure Variance or Error.



## Section D: Membership

### D.01: Standards for Membership

Policy No.: D1, Rev 0

Created: 22-Nov-2001

Approved: 13-Jul-2002

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**Policy:** *Candidates for Membership shall demonstrate competence in their designated sub-specialty and in general radiation safety principles, in accordance with the College by-laws.*

#### Procedure:

- .01 The candidate shall demonstrate familiarity with clinical medical physics practice.
  - .01.1 Competency is characterised by: familiarity with general concepts of clinical medical physics, clinical anatomy and relevant biological science.
  - .01.2 Inadequate response is characterised by: inaccuracy; lack of knowledge; lack of focus.
- .02 The candidate shall demonstrate critical knowledge within the designated sub-specialty with competent answers to previously unpublished questions.
  - .02.1 Competency is characterised by: clarity; focus; knowledge of current medical physics practice.
  - .02.2 Inadequate response is characterised by: inaccuracy; lack of knowledge; lack of clarity; lack of detail on common practice.
- .03 The candidate shall demonstrate detailed knowledge within the designated sub-specialty by providing well developed answers to previously published questions.
  - .03.1 Competent answers are well constructed and characterised by: clarity; detail; completeness; appropriate use of illustrations, mathematical equations, references and examples.
  - .03.2 Inadequate response is characterised by: lack of clarity; lack of detailed knowledge; lack of focus.
- .04 The candidate shall demonstrate thorough knowledge of radiation safety.
  - .04.1 Competency is characterised by: thorough knowledge of the biological effects of ionising radiation; detailed knowledge of Canadian radiation regulations and the principles and practices of radiation protection.
  - .04.2 Inadequate response is characterised by: inaccuracy; lack of clarity; lack of understanding of the basic physical processes of radiation interaction with tissue; lack of understanding of the implications of inappropriate radiation safety practice.
- .05 The candidate shall demonstrate judgment skills commensurate with clinical practice.
  - .05.1 Competency is characterised by: the ability to formulate appropriate decisions or courses of action based on evidence and sound clinical practice; the ability to access appropriate reference material; the ability to deal appropriately with errors and mistakes.



- .05.2 Inadequate response is characterised by: inability to formulate strategy; a willingness to make statements or deliver advice outside the individuals knowledge base; inability to determine extent of own knowledge; lack of awareness of appropriate reference material.
- .06 The candidate shall demonstrate communication skills commensurate with clinical practice.
  - .06.1 Competency is characterised by: clarity; focus; appropriate interpersonal behaviour; appropriate attention to detail.
  - .06.2 Inadequate response is characterised by: lack of clarity; lack of focus; inappropriate interpersonal behaviour.



## **Section D: Membership**

### **D.02: Eligibility**

Policy No.: D2, Rev 1

Created: 28-Dec-1997

Approved: 13-Jul-2002

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**Policy:** *Candidates for the Membership Examination shall meet certain minimum criteria*

#### **Procedure:**

- .01 Applicants for the Membership examination shall possess a Masters or Doctoral degree from an accredited university or college in Medical Physics, Physics, Science with Physics as a major option, Engineering or Applied Mathematics.
- .02 Applicants for the Membership examination shall possess a minimum of two years full time equivalent patient related experience in physics as applied to medicine following the qualifying degree. This experience must be completed by March 31st of the year the examination is to be taken.
- .03 The two years of clinical experience may include a residency but cannot include work or studies undertaken towards the award of a Masters or Doctoral degree.
- .04 The term "patient related" refers to activities such as the design, development, purchase, commissioning, calibration and use of medical equipment for the diagnosis and treatment of patients.
- .05 Three satisfactory letters of reference shall be provided, in accordance with the College by-laws.
- .06 The applicant shall abide by the College Code of Ethics.
- .07 Effective January 2016, applicants for certification in the Radiation Oncology Physics subspecialty must have completed either a graduate degree granted by a program accredited by the Commission on Accreditation of Medical Physics Education Programs (CAMPEP), or a residency program accredited by CAMPEP. Notwithstanding this requirement, other applicants who do not meet this requirement may be considered in exceptional circumstances at the discretion of the College Board.



## **Section D: Membership**

### **D.03: Application Process**

Policy No.: D3, Rev 0

Created: 30-Dec-1997

Approved: 13-Jul-2002

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**Policy:** *Prospective candidates for the Membership Examination shall submit an application form and the names of three referees by the deadline specified on the application form.*

#### **Procedure:**

- .01 The Registrar shall publish the examination schedule and application procedure through a notice in the Newsletter at least three months prior to the examination date.
- .02 The applicant shall solicit references as required by the application procedure.
- .03 The applicant shall append an up-to-date curriculum vitae and documentary evidence of university degrees in the form of transcripts or copies of diplomas.
- .04 The applicant shall give one copy each of the completed application form, assessment form and curriculum vitae to each referee and request a response directly to the Registrar within three weeks after the application deadline.
- .05 The application form, curriculum vitae and a cheque or money order for the appropriate fee, payable to the CCPM, shall be sent to the Registrar at the address on the application form to arrive on or before the deadline.
- .06 Applications and supporting documents failing to meet the required deadlines shall not be processed.
- .07 The Registrar shall collate the documentation for each candidate and forward these to the members of the Credentials Committee at least one month before the examination date.
- .08 On receipt of the report of the Credentials Committee the Registrar shall notify all applicants of their status at least two weeks prior to the examination date.
- .09 If the application is not approved or is withdrawn at least one week prior to the written examination, the application fee shall be refunded (less a \$50.00 administrative fee). The fee associated with the oral examination will be refunded if the applicant does not pass the written examination.
- .10 The Board reserves the right to reject applications without explanation.
- .11 Applicants denied permission to sit the examination may appeal to the Board within two weeks of their notification of the decision.



## **Section D: Membership**

### **D.04: Credentials Committee**

Policy No.: D4, Rev 0

Created: 30-Dec-1997

Approved: 13-Jul-2002

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**Policy:** *All applications for membership shall be assessed by a committee of three Fellows of the College, chaired by the Registrar.*

#### **Procedure:**

- .01 Prior to the deadline for receipt of applications, as Chair, the Registrar shall form a Credentials Committee consisting of the Registrar and two other Fellows of the College. Apart from the Registrar, the identities of the other two members shall be kept confidential.
- .02 No later than one month prior to the examination date, the Registrar shall forward, by courier, curricula vitae, application forms and referees' reports on all applicants to the members of the Credentials Committee.
- .03 The Credentials Committee shall review the submitted material and determine whether or not each applicant meets the eligibility criteria specified in the Policy on Eligibility.
- .04 The Registrar shall notify all applicants of their eligibility to sit the Membership Examination based on the outcome of the review of their credentials.  
The Credential Committee may seek advice from the Board on questionable applications.
- .05 Applicants who dispute the decision of the Credentials Committee may appeal to the Board of the College. Such appeals shall be dealt with at the next Board meeting or at such other time as the Board may determine.



## **Section D: Membership**

### **D.05: Examination Committee**

Policy No.: D5, Rev 0

Created: 01-Jan-1998

Approved: 13-Jul-2002

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**Policy:** *The Examination Committee shall consist of Fellows or Members of sufficient knowledge to competently mark examination papers.*

#### **Procedure:**

- .01 The Examination Committee shall be chaired by the Chief Examiner.
- .02 The Chief Examiner, in consultation with the Board, shall select for the Examination Committee a sufficient number of Fellows or Members to cover all subspecialties for which there are candidates.
- .03 It shall be confirmed that the selected members of the Examination Committee are available and willing to mark examination papers within two weeks of receipt.
- .04 Back-up examiners, who shall not be members of the Committee shall be identified to be called upon to provide a second, independent assessment of marginal papers.
- .05 The Examination Committee may be called upon to assist the Chief Examiner in updating and revising the examination booklet.



## **Section D: Membership**

### **D.06: Examination Booklet**

Policy No.: D6, Rev 1

Created: 01-Jan-1998

Approved: 28-June-2007

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**Policy:** *50% of the marks for the written examinations shall be based on knowledge of the answers to questions available to the candidates in advance, in the form of an examination booklet.*

#### **Procedure:**

- .01 The Chief Examiner is responsible for maintaining the examination booklet.
- .02 Sections III and IV of the examination shall be based on questions from the examination booklet.
- .03 Sections III and IV are specific to each of the four sub-specialties, namely: Radiation Oncology Physics, Diagnostic Radiological Physics, Nuclear Medicine Physics and Magnetic Resonance Physics.
- .04 Section III contains questions specific to the sub-specialty and Section IV contains questions which cover more general areas of the sub-specialty.
- .05 The examination booklet to be used shall be available from the Canadian Medical Physics web-site by 1st October of the year prior to the examination.

## Section D: Membership

### D.07: Written Examination Design

Policy No.: D7, Rev 3

Created: 01-Jan-1998

Approved: 28-Sept-2009

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**Policy:** *The Examination Committee shall set the Written Membership Examination.*

#### Procedure:

- .01 Section I of the written exam shall consist of short answer questions (with limited or no choice) covering general medical physics and also radiation protection, clinical anatomy and biological science relevant to clinical medical physics practice.
- .02 The Chief Examiner shall set Section I of the written examination.
- .03 Section II of the written exam shall consist of short answer questions (with limited or no choice) to test the applicant's practical experience and competence in Radiation Protection.
- .04 A member of the Examination Committee competent in Radiation Protection shall set Section II of the written examination.
- .05 For the Diagnostic Radiological Physics and Nuclear Medicine Physics sub-specialties, Section III shall have one thematic question chosen at random by the Chief Examiner from the twenty thematic questions in the bank specific to the sub-specialty. Each thematic question consists of several part questions whose percentage worth is indicated in BOLD next to the part question. For the Radiation Oncology Physics sub-specialty, Section III shall contain five equally weighted questions chosen at random by the Chief Examiner, from the questions in the Radiation Oncology Physics sub-specialty bank. For the Magnetic Resonance Physics sub-specialty, Section III shall contain four equally weighted questions chosen at random by the Chief examiner, from the questions in the Magnetic Resonance Physics sub-specialty bank.
- .06 For the Diagnostic Radiological Physics, Nuclear Medicine Physics and Magnetic Resonance Physics sub-specialties, Section IV shall have one thematic question chosen at random, by the Chief Examiner, from the ten thematic questions in the bank specific to the sub-specialty. Each thematic question consists of several part questions whose percentage worth is indicated in BOLD next to the part question. For the Radiation Oncology Physics sub-specialty, Section IV shall contain five equally weighted questions chosen at random, by the Chief Examiner, from the questions in the Radiation Oncology Physics sub-specialty bank.
- .07 The examination so designed shall be approved by the Examination Committee.



## Section D: Membership

### D.08: Written Examination Process

Policy No.: D8, Rev 2

Created: 01-Jan-1998

Approved: 28-June-2007

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**Policy:** *The Chief Examiner and a local Invigilator shall ensure that the written examination is conducted according to established procedures.*

#### **Procedure:**

- .01 The Chief Examiner shall identify a Fellow or Member at the home institution of the candidate to serve as Invigilator.
- .02 In the event that a Fellow or Member is unavailable at the time of the examination or that the home institution of the candidate is unsuitable or unavailable as an examination site the Chief Examiner shall make other arrangements as appropriate.
- .03 The Chief Examiner shall allocate to each candidate a confidential Identification Number.
- .04 Appropriate examination papers together with sufficient blank answer books shall be sent to each Invigilator by courier, one week prior to the examination.
- .05 The Invigilator shall distribute the appropriate examination paper to the candidates at the start of each section of the examination.
- .06 1.5 hours shall be allowed for Part I of the written examination, to be followed without a break by 1 hour allowed for Part II.
- .07 After 2.5hr. (Parts I and II) all candidates at each centre shall take a break of 45 - 90min.
- .08 A further continuous 2.5 hr. shall be allowed for Parts III and IV of the written examination.
- .09 The Invigilator shall sign the front cover of each answer booklet to confirm that the examination was conducted in accordance with established procedures.
- .10 Upon completion of the written examination the Invigilator shall photocopy all answer booklets and retain these in case the originals are lost.
- .11 On the first working day following the written examination the Invigilator shall courier all original answer booklets to the Chief Examiner.
- .12 Costs incurred by the Invigilator such as photocopying and courier charges are reimbursable on application using the standard Expense Report Form to the Treasurer.



## Section D: Membership

### D.09: Instructions to Candidates for the Written Examination

Policy No.: D9, Rev 1

Created: 02-Jan-1998

Approved: 13-Jul-2002

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**Policy:** *All candidates shall abide by the rules of the written examination.*

#### **Procedure:**

- .01 The examination shall last 5 hours comprised of two 2.5 hr sessions with a 45 – 60 minute lunch break. (The actual length of the lunch break shall be agreed upon by the candidate and the invigilator before the examination starts).
- .02 Candidates may use only the supplied answer booklets, a non-programmed calculator and normal writing and drawing instruments.
- .03 Candidates shall use a black pen and/or a dark pencil to facilitate photocopying.
- .04 Candidates shall identify all booklets with their own examination code number only and not their name or any other identifying information.
- .05 Each of the four sections of the exam shall be answered in a separate examination booklet. If additional booklets are required for any one part the booklet shall be inserted within the other and each booklet is to be clearly labeled e.g. PartI:1/2, PartI:2/2.
- .06 No pages are to be torn out of the booklets.
- .07 All questions, and all answer booklets, whether used or not, shall be returned to the Invigilator at the conclusion of the exam.
- .08 Candidates may answer the written examination in French, after prior arrangements have been made with the Chief Examiner.



## **Section D: Membership**

### **D.10: Marking**

Policy No.: D10, Rev 1

Created: 04-Jan-1998

Approved: 28-June-2007

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**Policy:** *Examiners shall mark the written examination against an answer key and within a specified time.*

#### **Procedure:**

- .01 The Chief Examiner shall distribute completed answer booklets to the examiners by courier or by hand no later than one week following the examination.
- .02 Marked answer booklets shall be returned to the Chief Examiner by courier or by hand no later than 10 days after receipt.
- .03 A pass shall be awarded to candidates who achieve an average mark of 65% overall and with a mark of no less than 50% for any section.
- .04 Candidates who score 60-70% overall or 45-55% on any section shall have either the whole exam or the relevant section remarked.
- .05 The Chief Examiner shall forward unmarked copies of the relevant answer booklets for marginal candidates (paragraph .04 of this policy) to a member of the Board for an independent assessment.
- .06 The Board member shall return the marked exam within one week of receipt.
- .07 For exams that are remarked the average of the two marks shall be taken as the final mark.
- .08 The Chief Examiner shall compile a list of all candidates stating whether or not they have met the standards of the written examination (see the Policy on Examination Standards) with one of the notations Pass or Fail.
- .09 The Chief Examiner shall retain all examinations (written exam booklets and oral exam marking records) for a period of one year. Following this period all materials shall be destroyed.



## **Section D: Membership**

### **D.11: Notification of Written and Oral Examination Results**

Policy No.: D11, Rev 2

Created: 05-Jan-1998

Approved: 28-June-2007

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**Policy:** *Candidates shall be notified of the results of the written and oral examinations within a specified time.*

#### **Procedure:**

- .01 The Chief Examiner shall notify candidates of the result of the written examination by e-mail, telephone or regular mail within six weeks of the written examination.
- .02 The Chief Examiner shall notify candidates of the results of the oral examination by email, telephone or regular mail within one week of the oral examination.
- .03 Notification of written and oral exam results shall be communicated to the candidates as a Pass or Fail. If requested, and at the discretion of the Chief Examiner, candidates may be informed of Pass or Fail of individual sections of the exam (e.g. Section 1 Pass, Section II Fail, Section III Pass, Section IV Fail, Overall Fail). No other exam materials or results shall be shared in any way with the candidates.
- .04 Framed Certificates shall be mailed to successful candidates after election to the College.
- .05 Following the successful passing of the oral exam, the candidate is considered a Member of the CCPM, and their name will be added to the MCCPM list of certified medical physicists. New Members will have their election to the CCPM ratified at the next Annual General Meeting of the CCPM.



## Section D: Membership

### D.12: Written Examination Appeal

Policy No.: D12, Rev 1

Created: 05-Jan-1998

Approved: 13-Jul-2002

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**Policy:** *Candidates may contest the results of the written examination by written appeal to the Board.*

#### **Procedure:**

- .01 A candidate contesting the results of the written examination may appeal to the Board of the College in writing to the Chief Examiner.
- .02 The candidate shall state in writing the basis of the appeal.
- .03 The appeal shall be lodged within 4 weeks of the examination result being communicated to the candidate.
- .04 An appeal may be refused by the Board if there is no reasonable expectation that a remark will change the candidate's final status.
- .05 The Chief Examiner shall discuss the rationale for refusing an appeal with the candidate.
- .06 When an appeal is granted, the candidate's examination papers shall be sent to a Member with competence in the sub-specialty of the candidate.
- .07 The Member shall mark and return the written examination paper within one week of receipt.
- .08 The final mark awarded to the candidate shall be the arithmetic average of all marks given.
- .09 The Chief Examiner shall notify the candidate of the result of the appeal within one month of receipt of the appeal.



## Section D: Membership

### D.13: Oral Examination

Policy No.: D13, Rev 1

Created: 26-Nov-2004

Approved: 28-Jul-2007

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**Policy:** *Candidates must pass an Oral Examination for Membership Certification*

**Procedure:**

- .01 All candidates who pass the Written Membership Examination are eligible for the Oral Examination.
- .02 Candidates must pass the Oral Examination to become eligible for election to the College.
- .03 The Oral Examination shall be held between the time that candidates are notified of their Written Examination results and the Annual General Meeting of the College.
- .04 By application to the Chief Examiner and under exceptional circumstances, the candidate may defer sitting the oral examination until a subsequent year (but no longer than three years can elapse before sitting).
- .05 If the candidate is ineligible to sit the oral examination due to a failure of the written part, or if a deferral is granted, a \$50 processing fee will be withheld and the remainder of the oral examination fee refunded. Candidates who defer the oral examination will be required to re-submit the full oral examination fee on subsequent application to sit the examination.
- .06 The Oral Examination is specific to each subspecialty.
- .07 The Oral Examination shall be 1.5 hours in duration.
- .08 The Oral Examination shall consist of sections covering equipment and instrumentation, clinical applications, and specialty knowledge and techniques. The same questions will be asked of all candidates within a subspecialty.
- .09 A separate examination committee shall be convened for each subspecialty.
- .10 The size of the examination committee will depend upon the number of candidates per subspecialty. At minimum, candidates will be tested by 3 examiners in a continuous session. Where candidate numbers warrant, parallel sessions will be conducted. At minimum, 2 examiners will be assigned per session, each covering one of the examination sections.
- .11 Candidates may choose to answer the oral examination questions in French, if prior notification has been given to the Chief Examiner. In this case, a separate, bilingual examination committee may be convened, as required.
- .12 Candidates must answer the majority of questions correctly in each section. The Examiners per section will generate a single final mark sheet per candidate. Questions will be marked pass/fail. Examiners must reach consensus on their grades.
- .13 Marks for each section shall be collated and reviewed by the examination committee after all candidates have been examined. In addition to passing each section, candidates must answer 2/3 of all questions correctly.
- .14 Results of the Oral Examination are not subject to appeal by the candidate.



- .15 Examiners shall be reimbursed travel expenses, if any, incurred by participating in the Oral Examination.



## Section E: Fellowship

### E.01: Standards for Fellowship

Policy No.: E1, Rev 0

Created: 20-Nov-2001

Approved: 13-Jul-2002

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**Policy:** *Candidates for Fellowship shall demonstrate excellence in their designated sub-specialty and in general radiation safety principles, in accordance with the College by-laws.*

#### Procedure:

- .01 The candidate shall demonstrate the ability to initiate, lead and complete a substantial clinical project.
- .02 The candidate shall demonstrate the ability to communicate a scientific contribution for peer review.
- .03 The candidate shall demonstrate a broad, experience-based knowledge in the designated sub-specialty.
- .04 The candidate shall demonstrate a thorough knowledge of radiation safety.
- .05 The candidate shall demonstrate the ability to assess the relevance of related emerging technologies and their impact on clinical practice.
- .06 The candidate shall demonstrate an understanding of relevant legal/ethical and cost benefit issues.
- .07 The candidate shall demonstrate the ability to promote and enhance the profession of Medical Physics.
- .08 Assessment shall consider:
  - scientific merit;
  - clarity; focus; correctness and completeness of methodology;
  - data analysis and conclusions;
  - insight into and knowledge of clinical relevance;
  - initiative; appropriate participation;
  - development of new treatment devices, techniques;
  - improved methods of measurement or quality assurance;
  - ability to maintain appropriate documentation and records;
  - ability to direct technical staff at project or program level;
  - peer reviewed publication records;
  - evidence of regular presentations at recognised national and international conferences;
  - judgment skills as evidenced by response to situational questions;
  - organisational skills;



- teaching experience;
- demonstrated ability to attract peer reviewed or industrial funding for research where appropriate;
- supervision of graduate students where possible;
- participation in professional activities at the local, provincial or national level.



## **Section E: Fellowship**

### **E.02: Eligibility**

Policy No.: E2, Rev 0

Created: 08-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *Candidates for the Fellowship Examination shall meet certain minimum criteria.*

#### **Procedure:**

- .01 Applicants for the Fellowship examination shall have successfully fulfilled the requirements for Membership in the College.
- .02 Applicants shall satisfy the Credentials Committee of the College that they have made significant contributions in clinical service, education and/or research related to medical physics.
- .03 A minimum of seven years full time equivalent experience in medical physics beyond an M.Sc. is required.

## Section E: Fellowship

### E.03: Application Process

Policy No.: E3, Rev 0

Created: 08-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *Prospective candidates for the Fellowship Examination shall submit an application form and the names of three referees by a stated deadline.*

#### Procedure:

- .01 The Registrar shall notify prospective candidates for the Fellowship Examination through a notice in the Newsletter at least three months prior to the examination date.
- .02 The notice shall instruct prospective candidates to access the Canadian Medical Physics web-site for the application form and referees' forms.
- .03 Candidates proposing to present themselves for the Fellowship examination in the year in which they sit the Membership Examination need not submit a second application form, referees' forms or documentary evidence of academic qualifications.
- .04 All applicants, whether or not they are taking the Fellowship Examination in the same year as the Membership Examination, shall state in a letter of application the credits they are applying for (see the Policy on Eligibility) and support this claim by reference to their curriculum vitae.
- .05 The applicant shall append an up-to-date curriculum vitae and documentary evidence of university degrees in the form of transcripts or copies of diplomas.
- .06 The applicant shall give one copy of the completed application form, assessment form and curriculum vitae to each referee and request a response directly to the Registrar within three weeks after the application deadline.
- .07 The application form, curriculum vitae and a cheque or money order for the appropriate fee, payable to the CCPM, shall be sent to the Registrar at the address on the application form to arrive on or before the deadline.
- .08 The Registrar shall collate the documentation for each candidate and forward these to the members of the Credentials Committee at least one month before the examination date.
- .09 Applicants shall be notified of their eligibility for examination within five weeks after the application deadline provided referees' assessments forms have been received within three weeks of their being requested.
- .10 Two thirds of the application fee shall be refunded if the application is not approved or is withdrawn at least two weeks prior to the exam. There is no refund if the applicant does not pass the exam.
- .11 As acceptance or denial of applications may be based on confidential information, reasons for denial may not be provided.
- .12 Applicants denied approval to sit the examination may appeal to the Board within two weeks of their notification of the decision.



## **Section E: Fellowship**

### **E.04: Credentials Committee**

Policy No.: E4, Rev 0

Created: 08-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *All applications for fellowship shall be assessed by a committee of three fellows of the College, chaired by the Registrar.*

#### **Procedure:**

- .01 Prior to the deadline for receipt of applications, the Registrar shall identify two Fellows of the College willing to assist in the assessment of applicants as to their suitability for Fellowship in the College. This committee of three is known as the Credentials Review Committee. Apart from the Chief Examiner the identities of the other two members shall be kept confidential.
- .02 No later than four weeks prior to the examination date the Registrar shall forward, by courier, curricula vitae, application forms and referees' reports on all applicants to the members of the Credentials Review Committee.
- .03 The Credentials Review Committee shall review the submitted material and determine whether or not each applicant meets the eligibility criteria specified in the Policy on Eligibility.
- .04 The Registrar shall notify all candidates of the outcome of the review of their credentials and eligibility to take the examination.
- .05 Applicants who dispute the decision of the Credentials Review Committee may appeal to the Board of the College. Such appeals shall be dealt with at the next Board meeting or at such other time as the Board may determine.



## Section E: Fellowship

### E.05: Examination Committee

Policy No.: E5, Rev 0

Created: 08-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *The Examination Committee shall consist of Fellows of sufficient knowledge to competently assess Fellowship candidates.*

#### **Procedure:**

- .01 The Examination Committee shall be chaired by the Chief Examiner.
- .02 The Chief Examiner, in consultation with the Board, shall select for the Examination Committee a sufficient number of Fellows to cover all sub-specialties for which there are candidates.
- .03 Notwithstanding the above, the Chief Examiner may appoint examiners who are not Fellows, to supplement the expertise of the Examination Committee.
- .04 It shall be confirmed that the selected members of the Examination Committee are available and willing to participate in the examination process.
- .05 A minimum of five examiners shall be present during all examinations.
- .06 All examiners present shall participate in the questioning and the vote.
- .07 Examiners who have worked in the same department as a candidate may be excused from that candidate's examination.



## **Section E: Fellowship**

### **E.06: Examination Design**

Policy No.: E6, Rev 0

Created: 09-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *The Examination Committee shall set the Fellowship Examination.*

#### **Procedure:**

- .01 No later than four weeks prior to the Fellowship Examination the Chief Examiner shall contact members of the Examination Committee and, in consultation, assign one or more topics to each member on which to prepare questions.
- .02 The minimum set of topics to be included in the Examination is: the Candidate's sub-specialty; emerging technologies; cost/benefit issues; competing modalities; legal/ethical issues; and radiation protection.
- .03 No later than two weeks prior to the Examination each Examiner shall submit two questions on their assigned topic together with a brief answer key.
- .04 The Chief Examiner shall collate submitted questions and answers in preparation for the Examination.



## Section E: Fellowship

### E.07: Examination Process

Policy No.: E7, Rev 0

Created: 09-Feb-1998

Approved: 13-Jul-2002

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**Policy:** *The Chief Examiner shall ensure that the examination is conducted according to established procedures.*

#### **Procedure:**

- .01 The Examination Committee shall meet at least 15 minutes prior to the first examination to review the set questions, assign them to individual examiners and clarify any outstanding issues.
- .02 The Chief Examiner shall invite each Candidate into the examination room and briefly review the format of the examination.
- .03 The Chief Examiner shall invite the candidate to commence the presentation and emphasize that the time allocation is 15 minutes.
- .04 At the conclusion of the oral presentation the Chief Examiner shall invite members of the Examination Committee to question the candidate on his/her presentation.
- .05 Questioning on the presentation should last approximately 15 minutes.
- .06 The candidate is then informed that general questioning shall commence.
- .07 The Chief Examiner shall invite each member of the Committee to pose the question assigned to him or her.
- .08 Examiners shall use a standard marking form and keep notes on the candidate's answers to all questions.
- .09 The Chief Examiner shall determine when to conclude the examination.



## Section E: Fellowship

### E.08: Marking

Policy No.: E8, Rev 1

Created: 09-Feb-1998

Approved: 28-June-2007

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**Policy:** *The Examination Committee shall assess the candidates according to a predetermined marking scale.*

#### **Procedure:**

- .01 Candidates shall be evaluated in each of the following five areas:
  - presentation, and the ability to answer questions related to the presentation;
  - radiation safety;
  - knowledge of general medical physics;
  - legal/ethical, cost/benefit issues and competing technologies;
  - ability to communicate.
- .02 The scoring sheet attached to this policy shall be used during the examination.
- .03 The Examination Committee may discuss a candidate's performance before awarding a final score.
- .04 A score of less than 65% on the total mark, or a score of less than 50% on any section shall constitute a failure by an examiner.
- .05 Failure by 2 or more examiners shall constitute a failure of the Fellowship examination.
- .06 Notification of the results of the Fellowship exam shall be communicated to the candidates in writing as a Pass or Fail. No other exam materials or results shall in any way with the candidates.
- .07 Following the successful passing of the Fellowship exam, the candidate will have their election to the CCPM ratified at the next Annual General Meeting of the CCPM. Once ratified, their name will be added to the list of Fellows in the CCPM



## **Section F:           Recertification**

### **F.01: Recertification Process**

Policy No.: F1, Rev 0

Created: 07-Jun-2002

Approved: 13-Jul-2002

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**Policy:** *The Recertification process shall be coordinated by the Registrar of the College.*

#### **Procedure:**

- .01 At the beginning of each year, after the deadline for remission of annual registration fees, the Registrar shall request that the COMP/CCPM Secretariat forward a list of Members due for recertification to the Registrar and the College President.
- .02 The College President shall write to Members requiring recertification reminding them of their status, and requesting that they start the recertification process.
- .03 The Registrar shall form a Recertification Review Committee of no less than three and no more than 5 Members to review all applications. This Committee shall review applications once the majority of applications have been received.
- .04 The Committee shall advise the Board of the College on the status of applicants regarding recertification. If the Committee deems it necessary, they may request that an applicant submit additional documentation to support claims in the application.
- .05 The Committee may also ask for additional information from members selected by a random audit of applications.
- .06 Final decisions on individual applications are to be made by the Board on the recommendation of the Recertification Review Committee.
- .07 Recertification documents shall be submitted by a date defined by the Registrar. Late applications within the calendar year shall be assessed a \$250 late fee.



## **Section F:           Recertification**

### **F.02: Requirement for Recertification**

Policy No.: F2, Rev 1

Created: 25-May-1999

Approved: 13-Jul-2002

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***Policy:*** *Membership in the College shall require recertification every five years starting with the time of election to current status.*

#### **Procedure:**

- .01 Documentation as specified in the Policy on Application for Recertification shall be submitted to the Registrar by 30th June in the fifth year following election to the College in order to be considered for recertification.
- .02 Members of greater than 5 years standing at the implementation of this policy shall require to recertify at the next (5 times n)th anniversary of their election.
- .03 If, at the time of recertification, a Member does not have a designated specialty, one (or possibly two) shall be declared in accordance with the College by-laws.



## **Section F: Recertification**

### **F.03: Recertification Review Process**

Policy No.: F3, Rev 0

Created: 25-May-1999

Approved: 13-Jul-2002

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**Policy:** *Application for recertification, accompanied by appropriate documentation, shall be assessed by the Recertification Review Committee.*

#### **Procedure:**

- .01 All requests for recertification shall be made to the Registrar of the College.
- .02 The Registrar of the College shall be the chair of the Recertification Review Committee consisting of 3 members of the College.
- .03 The Chairperson of the Recertification Review Committee shall make recommendations to the Board for recertification or deletion from the register.
- .04 The Board shall have final authority in matters related to recertification.
- .05 Recertification requires that the applicant satisfies the conditions laid out in the College by-laws and in the Policy on Requirements for Recertification.



## Section F: Recertification

### F.04: Criteria for Recertification

Policy No.: F4, Rev 0

Created: 25-May-1999

Approved: 13-Jul-2002

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**Policy:** *The candidate shall satisfy the criteria for recertification specified in the College by-laws.*

#### Procedure:

- .01 Recertification requires that the applicant either satisfies all the conditions .02, .03, .04 below or, at the Board's discretion, the applicant is required to pass an oral examination designed to evaluate current knowledge of Medical Physics in the declared specialty in which recertification is required.
- .02 The applicant must have been employed as a Medical Physicist for five years with at least 60% full time equivalent.
- .03 A letter of reference from a CCPM, ABMP or ABR certified physicist confirming active, ethical and competent participation in Medical Physics activities in the declared specialty area over the past five years.
- .04 50 credits by any combination of professional activities within the past five years as specified in the Policy on Professional Activity.
- .05 Members who have been temporarily absent from the field at some time during the previous five year period may calculate credits based on any five years of the preceding seven years in order to meet the requirements for recertification.
- .06 Unusual circumstances (e.g. enrolment in a post secondary institution for further graduate level education) shall be considered on an individual basis by the Board.
- .07 Any Member who loses his/her certification status may get reinstated through either the normal certification process or through the oral examination as defined in paragraph .01 above. The actual procedure used shall be at the discretion of the Board.



## Section F: Recertification

### F.05: Professional Activities

Policy No.: F5, Rev 0

Created: 25-May-1999

Approved: 13-Jul-2002

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**Policy:** *Recertification is contingent upon the candidate demonstrating continuing professional involvement and development in the designated specialty to the sum of 50 credits.*

#### **Procedure:**

- .01 Each major technique or procedure developed, fully documented and attributable to the candidate shall count as 5 credits.
- .02 Each year in a supervisory role over other Medical Physicists shall count as 5 credits.
- .03 Each year in a leadership role in in clinical or scientific issues such as chairing interdisciplinary or centre-wide committees shall count as 5 credits.
- .04 Each 3 hours of in-service didactic teaching or seminars shall count as 1 credit.
- .05 Each 3 hours of formal didactic teaching of medical residents, medical physics graduate students, radiation therapists, diagnostic or nuclear medicine technologists, dosimetrists or treatment planners shall count as 1 credit.
- .06 Each half day attendance at a regional, national or international meeting at which medical physics is an important component shall count as 1 credit.
- .07 Each half day attendance at a relevant continuing education activity shall count as 1 credit.
- .08 Each talk or poster presented at a regional, national or international meeting, summer school or symposium shall count as three credits.
- .09 Each non peer reviewed article published and attributable to the candidate shall count as three credits.
- .10 Each publication in a peer reviewed journal or chapter in a text book attributable to the candidate shall count as 5 credits.
- .11 Each scientific book authored, edited or co-edited shall count as 10 credits.
- .12 Each year as an officer of a major Medical Physics organisation shall count as 5 credits.



## **Section G: Mammography Certification**

### **G.01: Standards for Certification**

Policy No.: G1, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *Candidates for certification shall demonstrate competence in the physics of mammography.*

#### **Procedure:**

- .01 The candidate shall demonstrate the ability to produce a complete physicist survey report.
  - .01.1 Competence is characterised by: complete report in accordance to current recognized practice; adequate written communication of results and recommendations.
  - .01.2 Lack of competence is characterised by: incomplete report; erroneous analysis of test results; inadequate communication to the imaging center from insufficiency or error.
- .02 The candidate shall demonstrate adequate knowledge of medical imaging physics, radiation safety and basic medical science consistent with the current practice of mammography.
  - .02.1 Competency is characterised by: familiarity with general concepts of medical imaging physics and radiation safety.
  - .02.2 Inadequate response is characterised by: inaccuracy; lack of knowledge; lack of focus.
- .03 The candidate shall demonstrate judgment skills commensurate with clinical practice.
  - .03.1 Competency is characterised by: the ability to formulate appropriate decisions or courses of action based on evidence and sound clinical practice; the ability to access appropriate reference material; the ability to deal appropriately with errors and mistakes.
  - .03.2 Inadequate response is characterised by: inability to formulate strategy; a willingness to make statements or deliver advice outside the individual's knowledge base; inability to determine extent of own knowledge; lack of awareness of appropriate reference material.
- .04 The candidate shall demonstrate communication skills commensurate with clinical practice.
  - .04.1 Competency is characterised by: clarity; focus; appropriate interpersonal behaviour; appropriate attention to detail.
  - .04.2 Inadequate response is characterised by: lack of clarity; lack of focus; inappropriate interpersonal behaviour.



## **Section G: Mammography Certification**

### **G.02: Eligibility**

Policy No.: G2, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *Candidates for the Mammography Certification Examination shall meet certain minimum criteria.*

#### **Procedure:**

- .01 Applicants for the Membership examination shall possess a degree in Physics or a related subject from a recognized university. Notwithstanding, other applicants may be considered in exceptional circumstances at the discretion of the Committee, but with the approval of the College Board.
- .02 Applicants for the certification examination shall possess a minimum of one year full time equivalent spent in surveying medical imaging systems. This experience must be completed by the date of the application for examination.
- .03 Applicants shall be required to submit a letter of reference demonstrating that the candidate's practice is satisfactory in terms of technical competence, professionalism and ethics, from a certified medical physicist, or from a Member or Fellow of the College.
- .04 The applicant shall abide by the College Code of Ethics.
- .05 The applicant shall provide a satisfactory mammography survey report realized under the supervision of a mammography certified physicists (or under the supervision of some other individual of adequate knowledge, as determined by the Committee), submitted together with pertinent documentation.



## **Section G: Mammography Certification**

### **G.03: Application Process**

Policy No.: G3, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *Prospective candidates for the Mammography Certification Examination shall submit all required material to the Chair of the Committee on Physics of Mammography Certification (CPMC).*

#### **Procedure:**

- .01 The applicant shall present his/her request for obtaining certification with a cover letter, which should also list all material presented with the application.
- .02 The applicant shall include an up-to-date curriculum vitae and documentary evidence of university degrees in the form of transcripts or copies of diplomas.
- .03 A cheque or money order for the appropriate fee, payable to the CCPM, shall be sent with the application. The fee is non-refundable and the amount is posted on the web site.
- .04 The Chair of the Committee shall make arrangements for the entire application to be circulated to at least two members of the Committee.
- .05 Any member shall state any actual or perceived conflict of interest prior to accepting to review an application, and decline to review the application if such conflict exists.
- .06 If all participating members of the Committee are satisfied that the application meets all criteria; the candidate shall be informed of the acceptance.
- .07 If all participating members of the Committee are not satisfied that the application meets all criteria; the candidate shall be informed in a traceable manner that his/her application is rejected.
- .08 If the participating members of the Committee disagree as to whether or not the application meets all criteria, the Chair of the Committee shall make the final decision.
- .09 Notice of acceptance or rejection shall be sent to the candidate at the latest 60 days after the application is received.



## **Section G: Mammography Certification**

### **G.04: Planning of the Examination**

Policy No.: G4, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *An oral examination shall be offered to candidates whose application is accepted by the Committee.*

#### **Procedure:**

- .01 An oral examination shall be conducted by at least two members of the Committee.
- .02 Any member shall state any actual or perceived conflict of interest prior to accepting to participate to an examination, and withdraw from the examination process.
- .03 The place and date of the examination shall be agreed upon by the candidate and the Chair of the Committee, in consultation with the Committee members that are to carry out the examination.
- .04 The Committee shall offer an examination date and time to the candidate at most 4 months after the notice of acceptance has been sent, unless an agreement for another time and place is reached between the Chair and the candidate.
- .05 The oral examination shall take place at the latest 12 months after the acceptance of the application has been sent to the candidate.
- .06 A fee shall be paid by the candidate prior to the oral examination, the amount shall be posted on the web site.
- .07 The fee shall be payable to the College within 4 weeks of the date the application is accepted and is non-refundable.
- .08 The Committee shall reserve the right to cancel the examination for reasons that it judges to qualify as *force majeure*, and has no obligation other than offering to the candidate an alternate examination appointment.



## Section G: Mammography Certification

### G.05: The Examination

Policy No.: G5, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *The oral examination shall be conducted such that the criteria described in H.01 are verified.*

#### Procedure:

- .01 Questions shall cover all of the following 12 areas, as they pertain to mammography:
- Basic medical principles, including positioning
  - Basic epidemiology of breast cancer
  - Physics and technology of x-ray production
  - Physics of x-ray interaction in matter
  - Metrics of image quality, and factors influencing them
  - Physics and technology of film - screen combinations
  - Digital detectors in mammography
  - General characteristics of breast imaging systems
  - Alternate modalities for breast imaging
  - Quality control in full field mammography
  - Quality control in stereotactic mammography
  - Professional and communications skills
- .02 The examiners shall ask questions alternately.
- .03 Upon completion of the examination, the candidate shall be excused for the decision.
- .04 The examiners shall attribute a passing score only if the candidate is successful in 9 out of the 12 categories of questions.
- .05 On top of H.05.04, one or many major shortcomings in the knowledge, skill, or attitude of the candidate shall be sufficient to justify a failure, at the discretion of the examiners.
- .06 As an alternative to failure in H.05.05, the examiners shall be able to decide that the candidate will be given a success once certain traceable conditions have been met, at their discretion, if they have full confidence that these conditions are sufficient for the candidate to be adequately certified.
- .07 This first period of certification shall expire on the fourth January 31<sup>st</sup> following success at the examination.
- .08 A certificate of certification shall be sent to a successful candidate.
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## Section G: Mammography Certification

### G.06: Renewal of Certification

Policy No.: G6, Rev 1

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *The Committee on Physics of Mammography Certification shall operate a triennial certification renewal process.*

#### Procedure:

- .01 At expiration, the mammography certification shall be no longer valid, unless an application for renewal is presented prior to the expiration date.
- .02 The renewal request shall describe all continuing education activities of the candidate, and all complete mammography surveys carried out since the last renewal or since the success at the examination (hereafter: the "renewal period").
- .03 In order for renewal to be granted, 15 hours equivalent of acceptable continuing education (CE) shall be accumulated, together with 3 complete surveys of mammography imaging systems.
- .04 The numbers of hours granted for a CE event for the purpose of renewal shall be decided by the Committee, and shall be comprised between 0 and 100% of the number of hours of duration of the activity, based on an estimation of the relevancy of the event for the physics of mammography, and the rigour of the syllabus and organization of the event.
- .05 Written proof of attendance to CE event shall be presented.
- .06 A letter signed by the candidate should state survey activity, by stating the time and place of the surveys.
- .07 A cheque or money order for the fee shall be included with the application. The fee shall be non-refundable, the amount shall be posted on the web site.
- .08 When granted, renewal shall last three years, ending on January 31<sup>st</sup>.
- .09 Holders of certification shall be notified of the upcoming expiration of the certification at least four months prior to this expiration.
- .10 Certified individuals who do not meet re-certification criteria shall be able to apply again by the next January 31<sup>st</sup>. The application shall be evaluated based on the three last years prior to this date, and shall be reinstated after the same date if it meets the re-certification
- .11 An individual who fails to reinstate his/her certification more than three years after it is first suspended shall only regain certification as per the criteria described in H.03.



## **Section G: Mammography Certification**

### **G.07: Revocation of Certification**

Policy No.: G7, Rev 0

Created: 28-Apr-2005

Approved: 04-Jul-2005

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**Policy:** *Certified individuals shall abide by the Code of Ethics and practice medical physics competently and diligently.*

#### **Procedure:**

- .01 The Committee shall investigate any serious evidence of unethical or incompetent practice by a certified individual.
- .02 If the Committee evaluates that there is evidence of malpractice from a certified individual, the Chair of the Committee shall request the individual in question to reply to the claims made against him/her.
- .03 Upon receiving the reply of the individual whose malpractice is suspected, the Committee shall evaluate whether the original claim is proven, and recommend immediate revocation of certification if that is the case.
- .04 The college shall approve any revocation of certification before it becomes effective.
- .05 Starting in 2007, individuals who sign a mammography report shall be present on site when the mammography survey is conducted, although other individuals can participate with data collection and analysis.



## **Section G: Mammography Certification**

### **G.08: Professional Activities of the Committee**

Policy No.: G8, Rev 1

Created: 28-Apr-2005

Revised: 23-Mar-2009

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**Policy:** *The Committee on Physics of Mammography Certification shall maintain a good level of communication with certified individuals and professional organizations involved in mammography.*

#### **Procedure:**

- .01 The Chair of the Committee must be approved by the CCPM Board.
- .02 The Committee shall maintain a web site containing the current list of certified individuals.
- .03 The Committee shall maintain a web site containing a list of continuing education activities for the which the Committee has already granted CE hours.
- .04 The Committee shall inform the Canadian Association of Radiologists of any modification in the list of certified individuals.
- .05 The Chair of the Committee shall report to the President of the College upon request, as prescribed by a procedure herein, or when the Committee comes upon any element outside of its decisional scope.
- .05 The Committee shall attempt to promote or organize, when possible, some continuing education events in mammography physics.
- .06 The Committee shall report to the CCPM Board via the CCPM Deputy Chief Examiner.