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| **Reported by (Name):** | **Blake Dirksen** |
| **Organization:**  | **ARRT** |
| **Position Title:** | **Representative to Exam Committee** |
| **Activity:** | **Exam Committee Meeting** |
| **Meeting Dates:** | **6/2-6/4 of 2014** |
| **Meeting Location:** | **St. Paul Minnesotta** |
| **Payment $:** |  |
| **Reasons for Attending or not Attending** |  |
| **Issues from Previous Meetings or Year:** | **None** |
| **General Description of Activities of the Organization and/or Meeting:** | **Reviewed items for the upcoming ARRT exam forms** |
| **Issues for AAPM:** | **None** |
| **Budget Request ($):** | **none** |

**MEETING SUMMARY FROM ARRT**

**DATE: June 13, 2014**

**TO: Sherry Bicklein, Blake Dirksen, Maria Kelly, Scott McArthey (absent), Laura Minnick,**

**Alyssa Olson, and Samantha Stantz**

**FROM: Roxanne Koenen**

**SUBJECT: Summary of Radiation Therapy Examination Committee Meeting**

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**Thank you for attending the recent meeting of the Radiation Therapy Examination Committee on**

**June 2-4, 2014. The following summarize the major activities completed at this meeting.**

**1. We welcomed Dr. Maria Kelly to our committee.**

**2. Statistics from 2013 examinee performance and demographics for the radiation therapists**

**was presented by Ben Babcock.**

**3. The committee reviewed, revised, and finalized two new exam forms, RTT42 and RTT43**

**each with two set of pilots. All items were carefully reviewed and replacements made as**

**needed. The overall difficulty of the exam was closely monitored by Ben Babcock as the**

**process was carried out. The forms will be administered beginning January 2015.**

**4. We reviewed items on the item writer website with mixed reviews. A few were revised**

**before being accepted and others were rejected.**

**5. We examined items from two potential item writers. The consensus was that neither person**

**had the skills to be a radiation therapy item writer at this time. They will receive a letter**

**letting them know of our decision.**

**6. Laura Minnick was voted to take care of Nancy Jane, our Swedish Dala Horse for the next year.**

**Our next committee meeting is scheduled for June 1-3, 2015. A subgroup of this committee**

**(Alyssa, Blake, Laura, Sam, Sherry) has scheduled a meeting to write items in difficult areas and**

**clean up the item bank on March 2-3, 2015. I will send out a list of these needed areas before**

**this meeting so everyone can come prepared. A meeting reminder letter will be sent six weeks**

**before the meetings with travel information. Contact me at (651) 681-3185 or**

**roxanne.koenen@arrt.org if you cannot attend. It was wonderful to meet you and I am excited**

**about working with everyone in the future.**

**cc: Ben Babcock, Lisa Bartenhagen, Dawn Becker, Nance Cavallin, Carol Eckerly, Jerry Reid,**

 **Melissa Remick, Lauren Wood**