CAMPEP’s Role in Residency Training

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University of Minnesota
What is CAMPEP?

- Commission on Accreditation of Medical Physics Educational Programs, Inc.
  - A nonprofit organization
  - Objectives
    - Review, and
    - Accreditation of educational programs in medical physics.
Accreditation

- A voluntary, non-governmental process of peer review

- Objective
  - To ensure a program or institution has met a defined standard
  - Thus, accreditation serves as public recognition that a program provides a quality service or education
CAMPEP Structure

CAMPEP

GEPRC
Graduate Education
Program Review Committee

REPRC
Residency Education
Program Review Committee

CEPRC
Continuing Education
Program Review Committee

Sponsoring Organizations
American Association of Physicists in Medicine
American College of Medical Physics
American College of Radiology
Canadian College of Physicists in Medicine
Current, 28 CAMPEP accredited MPR programs in Therapy
  - 5 Programs currently in review process

Only 3 CAMPEP accredited MPR programs in Imaging (one combined with a Radiation Therapy program)
  - One Imaging program in review process

One DMP (Doctorate in Medical Physics) program submitted, both Therapy and Imaging
Philosophy of a Residency Program

- It is to be an educational experience
- It is highly structured
  - Meets training specifications for didactic and clinical experience
  - Ensures that there is adequate staff, didactic training, resources, and clinical opportunities for training in place
  - Clearly specifies the expectation for successful completion of the program
  - Clearly specifies criteria for successful completion of classes, rotations, duties, and participation
  - Clearly specifies what will be done if expectations are not met
  - Provides feedback to the resident for both satisfactory and unsatisfactory performance
  - Provides a mechanism by which the resident can evaluate the program and the performance of the mentor without fear of retaliation
How to Get Program Accredited

- Follow the Self Study Writing Guidelines
- Use the Self Study Template
  - All points to be addressed are bulleted
- Get examples of existing accredited programs
Guidelines for Accreditation
of
Residency Education Programs in Medical Physics

Revised: November 2006
Where are the Guidelines?

From AAPM Webpage

CAMPEP

Graduate Education Programs
- Guidelines for Accreditation
- Application Template
- Accredited Programs

Residency Education Programs
- Guidelines for Accreditation
- Application Template
- Accredited Programs
- Residency Program Funding from Medicare

**Please Note: The campep.org website is under construction.

CAMPEP is a nonprofit organization whose mission is to advance the field of medical physics.

Accreditation is a voluntary, non-governmental process by which a program or institution has met a defined set of standards. It provides a quality service or education.

Accreditation is sometimes confused with certification, in which individuals are certified. Some examples of accredited organizations include JCAHO, COA, and QualityNet.

**Please Note: The jcaho.org website is under construction.
What is in the Guidelines?

Most attention is focused on Topic 3. True of this Workshop also.

HOWEVER, other sections hold important information about the entire process.
How Much / Where to send the application fee

Residency Education Programs

The application fee for residency program accreditation is US $5,000.

**This fee is due at the time the application is submitted. A cheque made payable to "CAMPEP Inc." (Tax ID # 54-1748225) should be mailed to: Jacqueline Ogburn, MPCEC Representative at the address on the contacts page.**

MPCEC Representative
Jacqueline Ogburn
One Physics Ellipse
College Park, MD 20740
phone - 301-209-3346
fax - 301-209-0862

A fee is charged for each application and re-application
New Application Template:
Follows Section 3 of the Guidelines

Self Study Template
Residency Program in Medical Physics
Institution Name
Date
Program Director
Name, etc
Section 3: Guidelines for the Self Study Document

Newly updated, bulleted

http://campep.org/res.asp
How are programs funded?

- Department funds – very common
- Supported by the hospital – employees
- Government support
  - Centers for Medicare and Medicaid Services (CMS)
  - Provincial support in Canada
- Combination of funding mechanisms
- Residents register for classes, pay tuition
We don’t have a Medical Residency Program. What should we do?

- Need to provide what a Medical Residency would contribute
  - Conferences
    - New patient conference
    - Treatment planning conference
    - Quality Assurance conference
    - Morbidity & Mortality conference
  - Teaching opportunities – residents, nurses, etc.
  - Journal club
  - Need to verify attendance at conferences
    (e.g. 70% of available conferences)
You ask for letters of support? Do you have examples?

- From Senior Administrator, requesting CAMPEP review
- From Department Chair
- From Dean of Medical School (if that is where program is housed)
- Other letters: depends on the structure of the program and financial support of the residency

- Sample letters available
What didactic background should incoming graduate students & consequently residents possess?

- Students entering a medical physics training program shall have acquired a strong foundation in basic physics.

- This should be documented by either a degree in physics or a degree in engineering or other area of physical science with physics training equivalent to a minor in physics (including at least three upper level undergraduate courses required for a physics major, or equivalent).

- If applicants with deficiencies in their physics background are conditionally admitted to the program, the provision for remedial training in physics shall be provided and should be described in the self-study.
What if they don’t have the required didactic background?

- **CAMPEP Goal for near future**
  - **All** didactic work, undergraduate and graduate (Medical Physics) **should** be completed before entering the residency program.
  - This didactic requirement could be completed
    - In a CAMPEP accredited graduate program
    - As part of a “Capstone” program in a CAMPEP accredited graduate program
    - As an extended-length residency program that contained the two years of clinical experience
Steps in the Accreditation Process

- Preparation of the Self Study
- Submission of the Self Study
- Payment of the Application Fee
- Reviewers Assigned
- SS Review compiled by Lead Reviewers
- Review evaluated by REPRC Chair
- Review sent to Program Director
- Program Director responds to comments
- Review Team evaluates responses
  - If acceptable, Site Visit scheduled
  - If not acceptable, additional comments
- Site visit scheduled
- Site visit conducted
- Site evaluation of CAMPEP review process
- Site visit report produced
- SV report sent to REPRC Chair for review
- SV review sent to REPRC members for vote
  - If vote in favor of accreditation, then recommendation sent to CAMPEP BOD
  - If vote not in favor, additional information requested
- Recommendation of REPRC sent to CAMPEP BOD for vote
  - If vote favorable, then program accredited
  - If vote unfavorable, additional information requested
- If vote favorable, then site is accredited, listed on CAMPEP web page, letter & plaque sent
How long does the review process take?

- Reviewers assigned: <0.5-3 month
- SS Review compiled by Lead Reviewer: 1-2 month
- Review evaluated by REPRC Chair: <1 weeks
- Review sent to Program Director: <1 week
- Program Director responds to comments: <1-3 month
- Review Team evaluates responses: <2-4 weeks
- Site visit scheduled / conducted: 1-3 month
- Site visit report produced: <1-3 weeks
- SV report sent to REPRC Chair for review: <0.5-2 weeks
- SV review sent to REPRC members for vote: <1-2 weeks
- Recommendation of REPRC sent to CAMPEP BOD for vote: <1 week
- If vote favorable, site accredited & listed on CAMPEP web page: 1-2 month
- -- TOTAL TIME RANGE --: 6-16 months
Site Visit Questionnaire

Please complete at conclusion of site visit. This form can be completed electronically. Email or fax to:
John D. Hazle, Ph.D., Imaging Physics, UT MD Anderson Cancer Center, 1515 Holcombe Blvd, Unit 56, Houston, TX 77030-4095
Email: jhazle@mdanderson.org Fax: (713) 745-0581

To help us improve our accreditation process CAMPEP asks you to complete and return this brief questionnaire. The collective opinion of all those participating in the submission of the self study and the site visit would be particularly valuable.

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<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tbody>
<tr>
<td>1.</td>
<td>The CAMPEP guidelines are clear.</td>
<td>✓</td>
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<tr>
<td>2.</td>
<td>The expected content of the self study is clear.</td>
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<td>3.</td>
<td>When requested, CAMPEP assists applicants with advice on their programs and completion of the self study.</td>
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<td>4.</td>
<td>The submitted self study was reviewed within a reasonable time frame.</td>
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<td>5.</td>
<td>The request for information supplementary to the self study was clear and reasonable.</td>
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<td>6.</td>
<td>Expectations for the site visit were made clear.</td>
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<td>7.</td>
<td>The site visit reviewers were knowledgeable in the area of educational programs.</td>
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<td>8.</td>
<td>The site visit was conducted in a professional manner.</td>
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<td>9.</td>
<td>The verbal feedback at the conclusion of the site visit was helpful.</td>
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List anything that CAMPEP could have done to expedite the accreditation process:
CAMPEP: New Developments

- More administrative support from AAPM
  - Help to process applications
    - Submit Self Study and the Application to AAPM
    - Web page for each accredited program
      - Self study
      - Annual program reports
      - Correspondence
      - Similar to Task Group web page
Final Thoughts

- The self study is a clear description of all program expectations.
- It defines all aspects of the program.
  - How residents will be selected
  - What they will be expected to do
  - How they will be evaluated
  - How they will evaluate the program and mentors
  - What will happen if they fail to meet expectation
  - What facilities and faculty are available at the site
  - How program changes and improvements will be made
- It will have the documentation to prove it