EDUCATION AND TRAINING COMMITTEE

IOMP ACCREDITATION BOARD

1. Scope

The IOMP Accreditation Board accredits medical physics degree programs, medical physics education and training institutions/centers, medical physics residency programs and education and training events.

IOMP accreditation board has accredited medical physics master's program and CPD courses [https://www.iomp.org/accreditation/].

2. Board Composition

IOMP Accreditation Board operates under the guidance of the IOMP Education and Training Committee, which in turn reports to the IOMP Executive Committee. The Chair of the Education and Training Committee chairs the IOMP Accreditation Board. The IOMP Accreditation Board consists of its Chair, the Vice-Chair and 7 members. The Vice-Chair and the members are appointed by the Chair for a 3-year period after consulting with the IOMP President. The Vice-Chair and the 7 members of the IOMP Accreditation Board must be approved by the Executive Committee prior to appointment by the Chair. The Vice-Chair will be the Secretary to the IOMP Accreditation Board. The IOMP Treasurer will be the non-voting Treasurer to the IOMP Accreditation Board. The Chair shall take into consideration the desirability of a regional balance amongst the membership. All members of the IOMP Accreditation Board should be prominent Medical Physicists with expertise in the education and training of medical physicists as well as in medical physics professional matters. All members of the IOMP Accreditation Board act for IOMP on a volunteer basis. The members, including the Chair and the Vice-Chair serve for a term of 3 years. No one can serve for more than 2 terms. The Chair of the Education and Training Committee [ETC] will be Chair of the Accreditation Board and present Chair is Prof. Arun Chougule. The members of the IOMP accreditation subcommittee 2018-2022 is available at https://www.iomp.org/accreditation/

Meetings

The IOMP Accreditation Board normally works by email and on-line meetings. Online meetings will be convened on a periodic basis depending on the needs of the IOMP Accreditation Board. There will be a face-to-face meeting at each World or International Congress.

3. Operating Procedures

The IOMP Accreditation Board is responsible for:
1. Carrying out accreditation processes
2. Maintaining a database of all applications and supporting documents
3. Financial control including the setting of fees

4. Appointing a committee to investigate appeals and deciding the outcome of these appeals
5. Maintaining a register of all accredited centers and associated records
6. Submitting an annual report to the IOMP Executive Committee

4. Accreditation standards and processes

5.1 Accreditation of postgraduate degree courses

5.1.1 Accreditation standards
Applicants must meet standards to be accredited. For IOMP Accreditation Board Standards please see:
1. IAEA Publication, Training Course Series No. 56 [Rev. 1] (Endorsed by the IOMP) which also incorporates the IOMP Model Curriculum: https://www-pub.iaea.org/MTCD/publications/PDF/TCS- 6(Rev.1)web.pdf
2. IOMP Policy Statement No. 2 'Basic requirements for education and training of medical physicists' https://www.iomp.org/wp-content/uploads/2019/02/iomp_policy_statement_no_2_0.pdf

5.1.2 Accreditation process
Step 1
The accreditation process requires a substantial investment of time and effort. Potential applicants are encouraged to contact IOMP Accreditation Board (arunchougule11@gmail.com) to discuss in advance details of their program and decide if IOMP accreditation is suitable for their program. IOMP does not charge for this discussion and there is no obligation to continue any further in the process.

Step 2
Organizer of the event submits the completed application form to the Chair of the IOMP Accreditation Board via email (arunchougule11@gmail.com). All information required must be in English. Additional information may be requested by the Chair. A fee is charged for each application to cover the costs of the accreditation process. Self- assessment is an important quality improvement tool. IOMP strongly encourages applicants to undertake a self-assessment preferably prior to application. The application form may be used as a guide for the self-assessment procedure.

Step 3
Upon receipt of the completed application form, the Chair of the IOMP Accreditation Board nominates an Assessment Team (AT) to assess the application and conduct the site visits. AT is composed of 3 Accreditation Board members one of whom is appointed by the Chair of the Accreditation Board as Lead Assessor (LA). LA coordinates the AT, communicates with the Chair and the Vice-Chair of the Accreditation Board, communicates with applicants, and maintains a record of all communications. The submitted application form will be reviewed to assess whether all information has been adequately provided. Applicants will receive a request from the Chair/Vice-Chair for any missing information.

Step 4
As soon as the submitted application has been reviewed and approved by the AT, applicants will be notified of the date of site visit and the member(s) of the AT conducting the site visit. It will be at the discretion of the AT to select external experts

to visit the site of the applicant. The main purpose of the site visit is to verify the information provided in the application form and assess parameters that cannot be described adequately in written form (for example, assess labs and other key facilities, meet faculty members, students and administrative officials, review dissertations etc). Following the accreditation site visit, the AT will send a formal report to the applicant with comments and recommendations. The applicant will have 3 weeks within which to submit comments on the accuracy of the report. If no comments are received it will be assumed that the report is accurate. The AT will produce the final report taking into consideration any comments received from the applicant.

Step 5
The AT will submit the final report to the chair and members of the IOMP Accreditation Board with recommendations for accreditation. The members of the Board will vote on the accreditation status of the applicant. The possible actions taken by the IOMP Accreditation Board are

a) Initial accreditation – this action is levied to new programs which have made progress towards meeting IOMP Standards but have not graduated at least one class of students. Initial accreditation is valid for a period of 3 years. To maintain accreditation these programs are required to submit annual reports during the 3 years of initial accreditation to provide evidence of progress toward meeting all Standards. These reports will be evaluated by the AT that assessed the application and performed the site visit of the program. The 3 years of initial accreditation may be extended to 5 years if adequate evidence of progress has been provided by annual reports. Programs that fail to submit an acceptable annual report will lose their status as a program enrolled in IOMP Accreditation.

b) Accreditation – this action is levied to programs that are fully operational. Accreditation is valid for a period of 5 years. Accredited programs are required to submit an annual report to update the IOMP Accreditation Board on any changes affecting the program, for example change in mission or goals of the program, considerable change in faculty size and/or composition, major curricular changes etc.

c) Probation - this action is levied to accredited programs that are subsequently determined not to be in compliance with the IOMP Standards. Reconsideration of a recommendation for probation is possible only when the applicant provides evidence documenting compliance with Standards. The program may only be on probation for up to 1 year. An additional fee of the cost of a round trip airline ticket and accommodation for 2 nights for 1 person is assessed anytime a site visit is required for probation.

d) Withholding accreditation – this action is levied to programs that are found to be non-compliant with IOMP Standards. The IOMP decision to withhold accreditation may be appealed. The applicant may apply again for accreditation when the program is considered to be in compliance with the IOMP accreditation standards.

Step 6
The Chair of the Accreditation Board a) submits the final report to the IOMP Executive Board as an information item and b) notifies applicants of the outcome of the assessment for accreditation. Assuming the recommendation is approved, the Board will issue a certificate of accreditation.

5.1.3 Renewal of accreditation
To maintain accreditation through IOMP, applicants must undergo a comprehensive re-evaluation. The re-evaluation process will be similar in every respect to initial evaluation. A fee is charged for each application to cover the costs of the

reaccreditation process. The renewal process is initiated at least 6 months prior to the expiration date of current accreditation. Re-accreditation is valid for a period of 5 years

5.2 Accreditation of Continuing Professional Development events
IOMP accredits CPD events provided by educational institutions, professional and scientific associations, hospital departments, units or divisions, research organizations and other scientific organizations. IOMP does not accredit CPD events organized by the industry.

5.2.1 Accreditation standards
1. Target Audience
There should be a clearly defined target audience.

2. Learning objectives of the program
There should be clearly defined learning objectives and a clear statement of what a participant is expected to learn. The learning objectives must be specifically defined to indicate what knowledge, skills and competences the participants are expected to obtain

3. Programme content and structure
There should be a detailed statement outlining the content and structure of the program and the expected outcome.

4. Teaching methodology
There should be a clear statement about what teaching methodology will be used (lectures, presentations, discussions, technical demonstration, hands-on training etc)

5. Supporting information
Supporting information should be sufficient to support the learning outcomes and material should be accessible and up to date at the time of event.
6. Teaching staff
Organizers of the activity should demonstrate that the teaching staff is qualified to deliver the educational programme and meet the learning objectives.

7. Evaluation and quality assurance.
There should be a clear statement outlining how the organizer will conduct an evaluation of the activity.

8. Commercial interest
Education providers have to guarantee that non-biased education is given.

9. Administrative arrangements and verification of attendance
Organizers of the activity should describe the mechanism in place to record and verify participation (attendance list, badges, etc).

5.2.2. Accreditation Process

Step 1
Organizer of the event should submit the completed application form to the Chair of the IOMP Accreditation Board via email (arunchougule11@gmail.com) at least two months prior to the activity. All information required must be in English. Additional

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information may be requested by the Chair/Vice Chair. A fee is charged for each application to cover the costs of the accreditation process.

Step 2
Upon receipt of the completed application form with fee, the Chair of the IOMP Accreditation Board nominates an Assessment Team (AT). The AT assesses the application normally without a site visit. AT is composed of 3 Accreditation Board members one of whom is appointed by the Chair of the Accreditation Board as Lead Assessor (LA). LA coordinates the AT, communicates with the Chair and the Vice-Chair of the Accreditation Board, communicates with applicants and maintains a record of all communications. The submitted application form will be reviewed to assess whether all information has been adequately provided. Applicants will receive a request from the Chair/Vice-Chair for any missing information.

Step 3
The AT will evaluate the application according to standards (paragraph 5.2.1). The LA will draft the final report taking into consideration all assessment reports.

Step 4
The LA will submit the final report to the chair and chair after gets approval from members of the IOMP Accreditation Board with recommendations for accreditation within 3 weeks of the complete documentation having been received. The members of the Board will vote on the accreditation status of the applicant. Applicants should be informed within 5 weeks of the complete documentation having been received.

Step 5
The Chair of the Accreditation Board a) submits the final report to the IOMP Executive Committee as an information item and comments, if any within 3 days b) notifies applicants of the outcome of the assessment for accreditation. Assuming the recommendation is approved, the Board will issue a certificate of accreditation.

5.2.3. Credit points
For face-to-face meetings (lectures, seminars, tutorials, technical demonstrations etc) as well as for on-line lectures, credits are earned at 1 credit per hour for events without a final examination and 2 credits per hour for events with a final examination. The text: "This course has been accredited by IOMP Accreditation Board as CPD event and awarded number of CPD credit points" is mandatory in the publicity of the event and in the diplomas/certificates awarded to participants.

If a course or event is scheduled with an optional examination, two different CPD credit points will be assigned (with and without assessment). For those participants who do not pass the examination, the CPD credit points without assessment will be assigned.

5.2.4 Post activity report
Following the activity, organizers must send a report to IOMP Accreditation Board summarizing the main points of the activity, strengths, and limitations. The names of participants to receive credits and the number of credits for each participant must be included in the report.

5.2.5 Certification
The IOMP Accreditation Board provides guidance and scientific support to organizers

of CPD activities for conducting examinations of individuals participating in these activities. Organizers should indicate in the application form that they need this support by the IOMP Accreditation Board. On receipt of the information the chair of the IOMP Accreditation Board will select two experts who will provide the required support. A fee is charged for each application to cover the costs of the certification process.

5.3   **Accreditation of Medical physics Residency program**

Steps of accreditation process are given below:

Step 1

Potential applicants (residency program conducting institutions) are encouraged to contact the Chair of the IOMP Accreditation Board via email to discuss in advance with details of their program and decide if IOMP accreditation is suitable for their program. IOMP does not charge for this discussion and there is no obligation to continue any further in the process.

Step 2

Residency program conducting institution submits the completed application form and the supporting documents to the Chair of the IOMP Accreditation Board via email. All information required must be in English. Additional information may be requested by the Chair. A fee is charged for each application to cover the costs of the accreditation process. Self-assessment is an important quality improvement tool and hence IOMP strongly encourages applicants to undertake a self-assessment preferably prior to application. The application form may be used as a guide for the self-assessment procedure.

Step 3

Upon receipt of the completed application form with applicable fee, the Chair of the IOMP Accreditation Board nominates an Assessment Team (AT) to assess the application. AT is composed of 3 members one of whom is designated as Lead Assessor (LA) by the Chair of the Accreditation Board. AT members must be experts in the specialty (a CQMP having at least 15 years of working experience including at least 5 years of experience in conducting the residency program in the specialty) for which accreditation is needed and external experts (not necessarily accreditation board member) of similar credentials could also be the AT members. LA coordinates the AT and communicates with the Chair. The Chair of the Accreditation Board communicates with applicants and maintains a record of all communications. The submitted application form will be reviewed to assess whether all information has been adequately provided. Applicants will receive a request from the LA / Chair for any missing information/document. AT will evaluate the application according to the standards and specialty specific requirements vis-a-vis IOMP Policy Statement No. 2, IAEA Training Course Series No. 56 [Rev.1] and other IAEA publications (TCS 37, TCS 47 and TCS 50, TCS 71). The LA will draft the final report taking into consideration the assessment reports of the AT members and submit it to Chair.

Step 4

As soon as the submitted application has been reviewed and report submitted by LA to Chair is accepted for further processing, applicants will be notified of the date of site visit and the members of the AT conducting the site visit. It will be at the discretion of the Chair to select external experts if required in addition to AT who have assessed the application to visit the site of the applicant. The main purpose of the site visit is to verify the information provided in the application form and assess parameters that cannot be described adequately in written form (for example, assess equipment/instrument and other key facilities, meet supervisors/faculty members and staff, resident/students and administrative officials, review the logbook, work practice etc). Following the accreditation site visit, the LA will send a formal report to the applicant with comments

and recommendations. The applicant will have 3 weeks within which to submit comments on the accuracy of the report. If no comments are received it will be assumed that the report is accurate. The AT will produce the final report taking into consideration any comments received from the applicant.

Step 5

The AT will submit the final assessment report with recommendations to the Chair of the IOMP Accreditation Board. The Chair will circulate the AT reports to members of the Accreditation Board for voting on the accreditation status of the applicant. The possible actions taken by the IOMP Accreditation Board are:

a) Initial accreditation: This action is levied to new programs which have made progress towards meeting IOMP Standards/requirements but have not graduated at least one batch of residents. Initial accreditation is valid for a period of 3 years. To maintain accreditation, these programs are required to submit annual reports during the 3 years of initial accreditation to provide evidence of progress toward meeting all Standards/requirements. These reports will be evaluated by the AT that assessed the application and performed the site visit of the program. The 3 years of initial accreditation may be extended to 5 years if adequate evidence of progress has been provided by annual reports. Programs that fail to submit an acceptable annual report will lose their status as a program enrolled in IOMP Accreditation.

b) Accreditation: This action is levied to a program that is fully operational. Accreditation is valid for a period of 5 years. Accredited programs are required to submit an annual report to update the IOMP Accreditation Board on any changes affecting the program, for example change in mission or goals of the program, considerable change in facility/supervisor and major changes in elements of clinical training, increase in number of seats/supervisors etc.

c) Probation: This action is levied to accredited programs that are subsequently determined not to be in compliance with the IOMP Standards/requirements. Reconsideration of a recommendation for probation is possible only when the applicant provides evidence documenting compliance with Standards/requirements. The program may only be on probation for up to 1 year and additional site visit is required to verify the compliance with Standards/requirements. Accordingly, an additional fee equivalent to the cost of a round trip air ticket and accommodation for 2 nights for 1 person is required to be paid by the applicant.

d) Withholding accreditation: This action is levied to programs that are found to be non-compliant with IOMP Standards/requirements. The IOMP decision to withhold accreditation may be appealed. The applicant may apply again for accreditation when the program is considered to be in compliance with the IOMP accreditation standards/requirements.

Step 6

The Chair of the Accreditation Board submits the final report to the IOMP Executive Committee as an information item and notifies applicants of the outcome of the assessment for accreditation. Assuming the recommendation is approved, the Board will issue a certificate of accreditation.

6. Appeal of an accreditation decision

An applicant that is the object of an adverse decision might wish to appeal that decision to the Board. Appeals must be submitted to the Chair in writing and within 15 days of receiving the decision about the accreditation. The Chair of the Accreditation Board appoints an Appeals Committee (AC) consisting of a chairman, an Accreditation Board member and an IOMP Executive Committee member. AC does not include members of the AT that took the initial action being appealed. AC

prepares a written report within 30 days after the date of the submission of the appellant's appeal that describes its findings and action taken on the appeal. AC submits that report to the Accreditation Board and informs the appellant. The decision of the AC is final. The Chair/Vice-Chair will inform the appellant of the outcome of the appeal giving reasons for the decision. Applicants that choose to appeal a decision will pay a fee to cover the cost of convening the AC.

7. Records

The Accreditation Board shall keep a database of all applications. Application forms, supporting documents, assessors' reports, evaluation reports, number of points awarded to CPD events, any reports of appeal panel and minutes of Board meetings should be kept secure in hard copy and/or electronic formats with electronic records being backed up regularly.

8. Public and confidential information about applicants

Names, contact information and accreditation status of accredited providers is considered public information and may be released by the IOMP Accreditation Board. The Board will maintain as confidential information the minutes of the Board meetings, information submitted to the Accreditation Board by the applicant and correspondence between AT and the applicant relating to the accreditation process.

Annex: Fees

Accreditation of postgraduate degree courses

First application and reaccreditation:
US $ 3000 maximum fees + the cost of 2 return airline tickets + the cost of accommodation for 2 nights for 2 persons

The fee will be on a sliding scale based on UN determinations of per capita income, the exact formula being specified by the Finance Committee and approved by Council.

Accreditation of Continuing Professional Development events

First application of an event (first time to be accredited):
US $ 350
Second time and every subsequent time:
US $ 150

CPD courses, certification support:

US $ 300 + the cost of a return airline ticket + the cost of accommodation for 2 nights for 1 person

Appeal

Application for appeal:
US $ 100

Fees for accreditation of residency program

The fee payable to IOMP for accreditation and re-accreditation of residency program is as follows:

       (i) US$ 3000 for one specialty of a hospital/institution

       (ii) US$ 5000 for two specialties of a hospital/institution at a time

       (iii) US$ 7000 for three specialties of a hospital/institution at a time

In addition, the applicant should pay the cost of return air tickets of 2 AT members and cost of accommodation for 2 nights for 2 persons for accreditation in one specialty (e.g. Radiation Oncology Physics). For accreditation of residency program in more than one specialty in the same hospital/institute, on-site assessment will be planned in one trip by a pair of assessors to save the travel cost. However, the cost of accommodation for 3 to 4 nights for 2 persons should be paid by the applicant.

The fee will be on a sliding scale based on UN determinations of per capita income, the exact formula being specified by the Finance Committee and approved by the Council.

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