



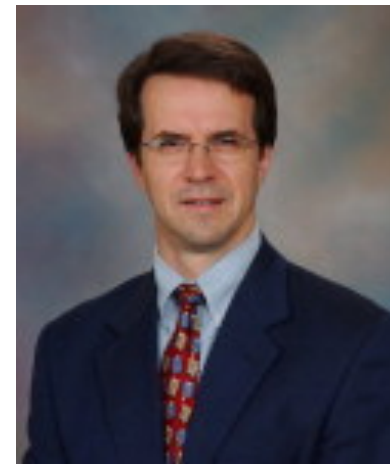
THE AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE
Advancing the Science, Education and Professional Practice of Medical Physics

Hub and Spoke Webinar #4: CAMPEP Perspective



Chester Reft, Ph.D., FAAPM

University of Chicago
Chicago, IL



John Antolak, Ph.D., FAAPM

Mayo Clinic
Rochester, MN



Hub and Spoke Webinar Series

Webinar Title	Speakers	Date/Time
Webinar #1 - General Structure, Basics & Responsibilities from a Main Site Perspective	<i>Joseph Dugas, PhD Mary Bird Perkins Cancer Center</i> <i>Robert Pizzutiello Jr., MS Landauer Medical Physics</i>	Archived at http://www.aapm.org/meetings Select the meetings tab and scroll down.
Webinar #2 - Motivation, Economics, and Structure from the Satellite Perspective	<i>Firas Mourtada, PhD, Christiana Care Hospital</i> <i>Michele Verst, MS Cancer Care Group</i>	Archived at http://www.aapm.org/meetings Select the meetings tab and scroll down.
Webinar #3 - Economics and Negotiations	<i>Firas Mourtada, PhD, Christiana Care Hospital</i> <i>Robert J. Pizzutiello Jr., MS, Landauer Medical Physics</i>	Archived at http://www.aapm.org/meetings Select the meetings tab and scroll down.
Webinar #4 - CAMPEP Perspective	<i>Chester Reft, PhD, University of Chicago</i> <i>John Antolak, PhD, Mayo Clinic</i>	Thursday, Oct 15, 2015 1 – 2 pm, eastern

Hub and Spokes REPRC Perspective



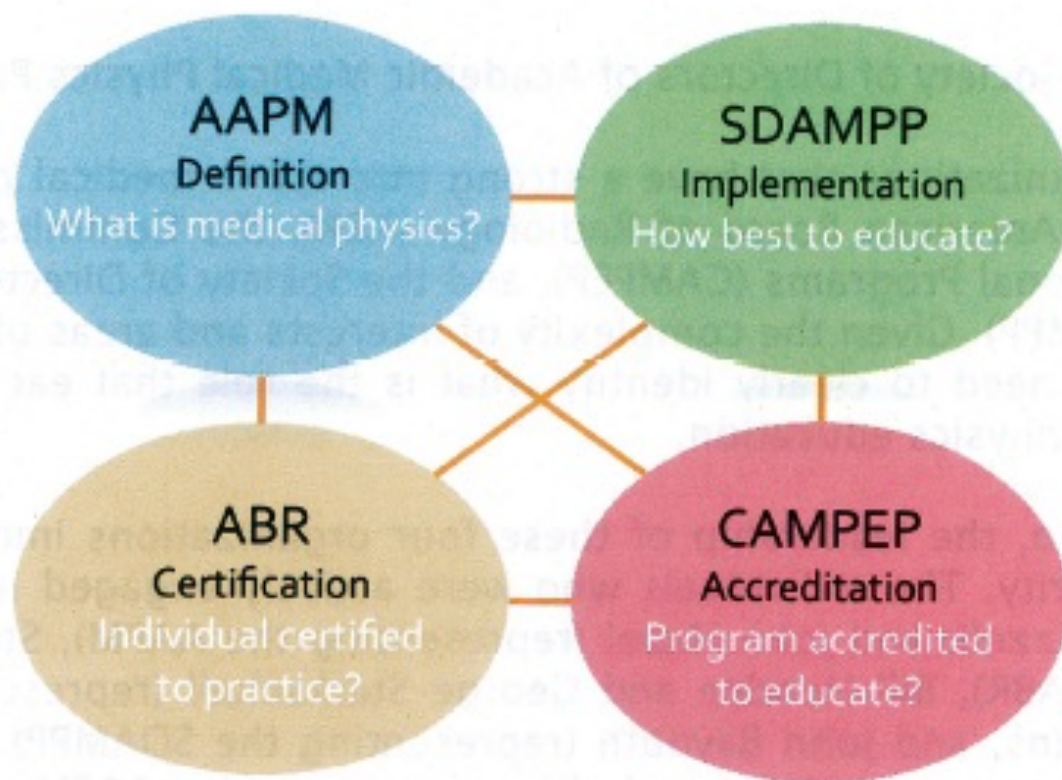
Chester S. Reft
**Department of Radiation &
Cellular Oncology**
University of Chicago



Outline of presentation

- **CAMPEP – Mission & Purpose**
 - **CAMPEP Structure**
 - **REPRC function**
 - **Accreditation Process**
 - **Application Template**
- **Hub & Spokes – Policies (G:05 Affiliate Sites)**
 - **Key points**

Relative roles of SDAMPP, AAPM, CAMPEP, and ABR for the Education of Medical Physicists in the United States



CAMPEP

Commission on Accreditation of Medical Physics Educational Programs

**It is a nonprofit organization whose
objectives are the review and
accreditation of educational program in
medical physics**

CAMPEP

Mission – to promote consistent quality education of medical physicists by evaluating & accrediting Graduate, Residency and Continuing Educational programs that meet high standards established by CAMPEP in collaboration with its sponsoring organizations

Sponsoring Organizations

AAPM

CCMP

ACR

RSNA

ASTRO

CAMPEP Composition:

- 1. Graduate Education Program Review Committee (GEPRC)- accredits Graduate, Certificate and DMP programs**
- 2. Residency Education Program Review Committee (REPRC)- accredits residency and DMP programs**
- 3. Continuing Education Committee**
- 4. CAMPEP Board of Directors**

Purpose of the REPRC

That section of CAMPEP that is responsible for the accreditation and reaccreditation of residency (DMP) programs in medical physics

2014 INITIATIVE

**To sit for the ABR board examination
in 2014 and beyond, applicants
must have graduated from a
CAMPEP accredited residency
program (DMP)**

Pathways to Residencies

- **Graduate from CAMPEP accredited graduate program – MS or Ph.D**
- **CAMPEP accredited certificate – PhD physics or closely related field**
- **DMP: MS + 2 year residency**

www.campep.org

**Under Residency Education
Programs**

**Guidelines for Accreditation of
Residency Programs
G.05:Affiliated Sites
Policy & Procedures Document**

Accreditation Process

- 1. Institution submits fee & self-study for review**
- 2. Consistent with Residency Standards**
- 3. Reviewed by volunteer program, mostly program directors**
- 4. Site visit**
- 5. Evaluation and Self-Study submitted to REPRC for vote**
- 6. Evaluation and Self-Study submitted to CAMPEP BOARD**

Approximate Timeline for Review

Assign review team (1→ 2 mo)

Evaluate self-study (3→5 wks)

Institution response to evaluation (4→6 wks)

Schedule site visit (1→ 4 mo ???)

Review team submits report to REPRC for discussion/vote (2 wks)

REPRC sends recommendation to CAMPEP BOD (2 wks)

Accreditation process: 5 mo → 10 mo

Reminder

48 “volunteer” reviewers

36 (Therapy) + 12 (Imaging)

Patience in Review Process

Site Visit Format:

Meeting /Activity	Primary discussion topics
Program Director	Orientation to the Facility and the Residency Program Historical development of the Program Structure of the Program
Program Committee	Organisation of the Program Expectations of Residents Expectations of Faculty Time allocation of residents to “routine” clinical activities Remedial education for non-CAMPEP graduate entrants
Faculty Members	Roles of the Faculty Time commitment of the Faculty to Resident training Performance expectations of Faculty as regards Resident training
Administration	Salary support, its origin and sustainability Employment benefits, sick leave etc. Support for travel and other professional expenses
Physics Director	Commitment of the Medical Physics Department to the Program Allocation of Faculty resources Research expectations of residents
RO Director or designate	Commitment of the RO Department to Physics Residents Interaction of Radiation Oncology with Medical Physics Radiation Oncology academic activities open to Physics residents
Residents	Degree to which the Program met expectations Balance between training and “routine” clinical physics Opportunity for input into Program design Opportunity to evaluate Faculty as Resident mentors

Continuation of site visit

Tour of the Facility	The range of and access to technology and treatment modalities Accommodation for Residents Availability of educational resources – library and internet
Record inspection	Resident selection Program Committee minutes Evaluation of Residents Residents evaluation of the Program and Program components Additional components listed in VI D of the Guidelines
Evaluation (closed)	The site reviewers are sequestered for approximately three hours to complete the first draft of their report. They will require access to the Program Director during this time to provide clarification of any residual issues.
Feedback	The site reviewers will provide feedback to the institution as a result of the visit. The accreditation status of the program can only be determined by the CAMPEP Board.

Residency Program in Medical Physics

Institution

Self Study

Date

Program Director

Name

Address

Telephone Number

Email Address

Program Website URL

Contents

Introduction	3
1. Program Objective and Goals	4
2. Program Structure and Governance	5
3. Program Director	6
4. Program Staff	7
5. Institutional Support	8
6. Educational Environment.....	9
7. Scholarly Activities	10
8. Residency Curriculum -Ethics & Professionalism-Training Plans.....	11
9. Admissions	16
10 Future Plans	16
Appendix A - Letters of Invitation and Institutional Commitment	18
Appendix B - Documentation of Institutional Accreditation	19
Appendix C – Clinical Rotation Summaries	20
Appendix D – List of Residents Admitted.....	21
Appendix E – Current Residents.....	22
Appendix F - Program Graduates.....	23
Appendix G - Faculty Biographical Sketches and Program Roles.....	24
Appendix H - Sample interview evaluation form.....	25
Appendix I - Sample offer letter.....	26
Appendix J - Example of resident's evaluation.....	27

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section G: Residency Program Accreditation

G.05: Affiliate Sites

Policy No. G.05, Rev 1

Created: 01 Aug 2012

Approved: April 2014

Policy: *Medical Physics Residency Education Programs encompassing affiliate sites (a.k.a hub and spoke programs) shall ensure that uniform standards and procedures are maintained across all participating facilities.*

Procedure:

- .01 The primary site (hub) of a Program encompassing affiliate sites (spokes) is the organization employing the Program Director.
- .02 An affiliate site is a participating site but under separate governance and budget than the primary site.
- .03 All correspondence between CAMPEP and the Program shall be through the Program Director at the primary site.
- .04 The Program Director is ultimately responsible for ensuring compliance of the Program, as implemented at **all** participating sites, with CAMPEP requirements.
- .05 Affiliate sites must appoint Associate Program Directors who are accountable to the Program Director for, among other things, ensuring compliance with the Residency Education Program as submitted in the Self Study and accredited by CAMPEP.
- .06 All records related to the operation of the Program at all sites must be accessible by the Program Director either electronically or in hard copy.

Standards for Accreditation of Residency Educational Programs in Medical Physics

Revised March 2015

Preamble

Medical Physics is a branch of physics that applies the concepts and principles of physics to the diagnosis and treatment of human diseases. Medical Physics encompasses four fields: Imaging Physics, Nuclear Medicine Physics, Radiation Oncology Physics and Medical Health Physics. This document focuses on the essential educational and experience requirements needed to engage in medical physics research and development, and to enter a residency program in preparation for clinical practice of one of the first three fields.

Terms such as “shall”, “must”, “require”, “should”, “may” and “recommend” are frequently used in these standards. The terms “shall”, “must”, and “require” denote items or activities that CAMPEP believes are mandatory components of an educational program. That is, they are required components. The terms “should”, “may” and “recommend” are considered desirable but not essential components of an educational program.

Residency Standards

Contents

1. Program Goal and Objectives	2
2. Program Structure and Governance	2
3. Program Director	3
4. Program Staff	4
5. Institutional Support	4
6. Educational Environment	5
7. Scholarly Activities	5
8. Residency Curriculum	5
Ethics and Professionalism Curriculum.....	6
a) Imaging Physics Residency Curriculum	7
b) Nuclear Medicine Physics Residency Curriculum.....	8
c) Radiation Oncology Physics Residency Curriculum	10

1. Program Goal and Objectives

The objective of a residency educational program in medical physics is to instill into its graduates a level of competency sufficient to engage in independent clinical practice in a specified field of medical physics. The knowledge and skills that the resident should attain during residency education include:

- 1.1. The technical knowledge and skills related to the sophisticated technologies used in the practice of medical physics;
- 1.2. A critical awareness and evaluation of research and scholarship in the field;
- 1.3. An understanding of the protocols and practices essential to the deployment of technologies to detect, diagnose and treat various illnesses and injuries;
- 1.4. The ability to use analytical and research methods to solve problems arising in the clinical environment;
- 1.5. The professional attributes and the ethical conduct and actions that are required of medical physicists;
- 1.6. The communication and interpersonal skills that are necessary to function in a collaborative environment;
- 1.7. An awareness of the complexity of knowledge in the field and a receptiveness to other interpretations, new knowledge, and different approaches to solving problems;
- 1.8. An awareness of the need for confidentiality of patient information and familiarity with relevant regulations;
- 1.9. An appreciation of the clinical purpose and applications of sophisticated technologies;
- 1.10. The acknowledgement of the role of medical physicists in a clinical environment in which physicians, nurses, technologists and others work in cooperation;
- 1.11. The sensitivity to potential hazards that residents may encounter and appropriate measures to take to prevent risks to themselves and equipment;
- 1.12. The recognition and correction of suboptimal application or unsafe use of technologies;
- 1.13. The commitment to continued education so that practice knowledge and skills remain current.

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Confidential

Program Evaluation

Residency Program: *****

Program Director: *****

Reviewers: # 1, #2, #3, Physician

Date of Site Visit: To be scheduled following response from institution

Date of Evaluation: 6/15/15

Notes:

This report makes reference to the Self-Study document submitted as part of this review process and which contains full details of the program.

1. **Compliance** refers to CAMPEP published standards
2. **Observations** are general comments related to performance of the program within the context of the appropriate CAMPEP standards.
3. **Requirements** are conditions that must be met by the program as part of the accreditation process. **The responses to the requirements shall be provided in your next annual report submitted to CAMPEP.**
4. **Recommendations** are suggestions by the program reviewers that are offered as improvements in the program but that are not requirements for accreditation. **The response to recommendations shall be provided in your next annual report.**
5. **Clarifications** are issues raised by the reviewers that require additional information from the institution.

ACCREDITATION

- **Initial accreditation** – for 3 years expiring 31 Dec. of third year – 2 year extension with acceptable annual reports
- **Provisional** – accreditation limited to less than 5 years & may be extended to 5 years pending interim report
- **Deferred** – programs requiring additional time to be compliant
- **Withheld** – non-compliant with CAMPEP standards and appears changes could not be achieved within reasonable time period

Residency Public Website

Posted on programs website:

- **# students applying per year**
- **# residents accepted per year**
- **# residents graduating per year**
- **# residents certified per year**
- **Resident activity post residency**
- **No names or individual information**

Residency Program Statistics

Graduate Year	Applicants	Offers	Accepted	Graduates	Certified	Positions Held
2006	63	1	1	1	1	clinical
2007	65	2	1	2	2	clinical, academic
2008	60	2	1	1	1	academic
2009	69	3	1	1	1	clinical
2010	73	1	1	1	1	academic
2011	100	3	1	1	1	academic
2012	96	4	2	1	1	academic
2013	(no position)					
2014	145	3	1	1	1	clinical
2015	183	1	1	1	1	academic

Summary of Residency Programs

Programs	Accredited	In Process
Therapy	80	2
Diagnostic	11	5
DMP	2	1
Nuc Med	2	0

Affiliate Sites

(Spoke)

(3 / 2)

**Hub and Spoke program
requirements described in
Policies and Procedures Manual
page 59
G.05: Affiliate sites**

POLICY

Medical Physics Residency Education Programs encompassing affiliate sites (spokes) shall ensure that uniform standards and procedures are maintained across all participating institutions.

Procedure

- The primary Program site the one employing the PD
- Spoke site under separate governance & budget
- All correspondence between CAMPEP through PD
- PD has ultimate responsibility for program compliance
- Affiliate spokes must appoint Associate PD to insure compliance
- All records related to operation of the program must be available at all sites
- Site visits at all affiliated sites

Accreditation Applications for Hub & Spokes Programs include

- 1. Official letter from PD institution confirming participation of named affiliates (spokes)**
- 2. Diagram describing the organizational structure & clear accountability lines**
- 3. Official letters from all affiliate sites requesting CAMPEP accreditation**
- 4. Letters of agreement between the affiliate sites and primary site describing liability, responsibility, accountability and any financial arrangements**



AAPM hub and spoke Residency models Workshop

Sign in

Web Images News Shopping Videos More Search tools

About 957 results (0.61 seconds)

[PDF] AAPM Hub and Spoke Residency Models Workshop:
https://www.aapm.org/.../Gibbons_HubandSpokeResidency_2013ppt.pdf
AAPM Hub and Spoke. Residency Models Workshop: Recruitment, Training and Evaluation. John P. Gibbons, Jr., Ph.D. Mary Bird Perkins Cancer Center, Baton ...



Hub and Spoke Residency Models Workshop: February 15
www.aapm.org/meetings/2013HubSpokeResModelsWkshp.asp
Feb 15, 2013 - **Hub and Spoke Residency Models Workshop** ... models can be used to increase the number of **medical physics** residency training slots and ...

Hub and Spoke Residency Models Workshop - Presentations
www.aapm.org/.../2013HubSpokeResModelsWkshpPresentations.asp
Presentations. Friday, February 15, 2013. 6:30 PM, Light Dinner in Cabildo Room. Radiation Therapy **Hub and Spoke Residency Program**. 7:00 PM, Welcome ...

Residency Program Description

Affiliate Agreements

- Generic agreement developed outlining roles & responsibilities of MBPCC and affiliate sites
- Minor changes (i.e., unrelated to residency training) made in each agreement specific to the affiliate's program
- Completion of final agreements took ~1 year

Medical Physics Residency Program Affiliate Agreement

This Medical Physics Residency Program Affiliate Agreement (the "Agreement") is entered into by and between:

Mary Bird Perkins Cancer Center, a Louisiana non-profit corporation, represented herein by its President and Chief Executive Officer, Todd D. Stevens (hereinafter called "MBPCC"); and

who did declare as follows:

WHEREAS, the purpose of this Agreement is to set forth the roles and responsibilities of each party that elects to and which MBPCC permits to participate in MBPCC's Medical Physics Residency Program (the "Residency Program");

WHEREAS, MBPCC will affiliate with those institutions that, from time to time, agree to participate in the Residency Program as described in this Affiliate Agreement;

WHEREAS, initially, MBPCC proposes to affiliate with institutions capable of fulfilling the Affiliate obligations; those organizations include, but are not limited to, Willis-Knighton Cancer Center in Shreveport, LA, OncoLogics, Inc. (for the Louisiana locations exclusively) and The University of Mississippi Cancer Center in Jackson, MS;

WHEREAS, the primary purpose of the Residency Program is to provide clinical residency training in radiation oncology physics for M.S. and Ph.D. degree holders, to address a national shortage of medical physics residency positions;

WHEREAS, the Residency Program is not a component of the joint LSU / Mary Bird Perkins Medical Physics Program;

WHEREAS, this Agreement is intended to establish an Affiliate that will maintain at least one medical physics resident in radiation oncology physics and work with MBPCC to provide clinical medical physics training;

WHEREAS, the Residency Program will be operated pursuant to the guidelines set forth in the American Association of Physicists in Medicine (AAPM) Report 90, "Essentials and Guidelines for Hospital-Based Medical Physics Residency Training Programs" and the Commission on Accreditation of Medical Physics Educational Programs, Inc. (CAMPEP) "Guidelines for Accreditation of Residency Education Programs in Medical Physics";

Specific Concerns

- 1. Self-study explicitly address communication within the program**
 - frequency
 - format – videoconference etc.
 - membership at program meetings
- 2. Detailed rotation schedule –identify mentors at affiliated sites**
- 3. If spoke affiliate send residents to sub-spokes within their system → must identify mentor at each location**

Letter from the Associate PD at each affiliate must confirm

- 1. Program completion consistent with Program self-study**
- 2. Resident remedial activities (didactic/clinical) consistent with self-study**
- 3. All documentation including evaluations of and by the resident across all sites consistent with the self-study**
- 4. PD is acknowledged as having ultimate responsibility for accreditation of the program**

Program Review of Spoke Affiliates

- 1. One member from the main hub**
- 2. Second member from either the hub or spoke affiliate**
- 3. At least once a year**
- 4. Ensure meeting expectations of the hub**
 - appropriate records maintained**
 - quality of the education**

New affiliate/spoke sites added to an accredited program?

- **New site provide CAMPEP with a self study to be reviewed by CAMPEP**
- **The site must have all the associated structure & documentation previously described**
- **Require a site visit**
- **Additional fees will be assessed by CAMPEP for conducting the site review**

Key Points to Remember

- Single body with clear line of responsibility**
- Single faculty albeit with different affiliations**
- Spoke site under separate governance & budget**
- Residents communicate regularly with each other through meetings or tele /video conferences**
- Elected resident to sit on the residency committee**
- Standardized evaluation mechanism**
- Written contractual agreement among components**
- Director at the Hub is responsible for the entire program**

**Match affect hub and spoke
program ?**

**Suggest affiliated sites enter the
match separately from the home
site**

**Candidates may have a preference
for a particular site**

Thank you for your attention





Hub and Spoke Residencies

A reviewer's perspective

John A. Antolak, PhD

AAPM Hub and Spoke Webinar #4
Oct 15, 2015

Outline

- What are reviewers looking for?
- How to prepare for the site visit?
- Hub site visit
- Spoke site visit
- Summary

What do reviewers want to see?

Program basics

- Key elements for a residency program need to be in place
 - CAMPEP Standards
 - Hub and spoke agreements

What do reviewers want to see?

The Hub

- The “hub” program should be complete
 - Either accredited or able to become accredited on its own
- Administrative support, with centralized record-keeping
 - How does the hub support the spokes?
- Institutional support at a high level to demonstrate stability
 - Are administrators aware of and supportive of the hub and spoke arrangement?
- Spirit of collaboration, feeling of “one program”

What do reviewers want to see?

The Spoke

- The “spoke” program may be complete, but can have some holes
 - Less than complete set of rotations
 - Incomplete administrative support
- The hub site helps fill the gaps
 - Possibly with other spokes
- Spokes with unique capabilities may help the overall program
- Spirit of collaboration, feeling of “one program”

How to prepare for the site visit?

- Site visit agenda
 - Make sure key players are available
 - Make sure records are organized
 - Be prepared to demonstrate collaborative ability
 - Tele and/or video conferencing
- Consider having key spoke personnel (mentors and residents) visit the hub site on the first day

Hub Site Visit

- Very similar to a normal site visit, meetings with
 - Program directors
 - Residents
 - Mentors
 - Administrators
- Tour of facilities, office space
- Review of records
 - Electronic record-keeping can be helpful
- Demonstration of collaboration

Spoke Site Visit

- Can be much shorter than a normal site visit
- Reviewers may split up to visit multiple sites
- Tour of facilities to help assess quality of training and suitability of the environment
- Meetings with local staff and administrators
 - Are they familiar with the program?
 - Do they see it as added value?
 - Long term prospects

Summary

- Reviewers want to see good accredited programs
- Reviewers want to see one program with multiple sites
 - Not multiple programs thrown together for convenience
- Finding a compatible hub program can make it possible for a spoke program to provide accredited training
- Helping to meet the need for qualified medical physicists

Acknowledgments

- Organizers & Moderators
 - Joann Prisciandaro, Rick Crilly, John Antolak
- Speakers
 - Joe Dugas, Bob Pizzutiello, Firas Mourtada, Michele Verst, Chet Reft, John Antolak
- Farhana Khan
 - AAPM Assistant Director of Information Services
 - Setup, recording and putting webinars online



Questions & Discussion

Please ask questions using the Question tab on the webinar control panel



THE AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE

Advancing the Science, Education and Professional Practice of Medical Physics

Hub and Spoke Webinar #4: CAMPEP Perspective

Question/Answer Session

- To send questions to the speaker, please enter them into the question box in the Go-To-Meeting toolbar.