Confidential

Program Evaluation

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| **Degree Granting Institution:** |  |
| **Program Name:** |  |
| **Tracks (MS, PhD, Certificate):** |  |
| **Program Director:** |  |
| **Reviewers:** |  |
|  |  |
| **Date of Site Visit:** |  |
| **Date of Evaluation:** |  |

**Notes:**

This report refers to the self-study document that was submitted as part of this review process.

1. ***Compliance*** refers to the program’s conformance to the published CAMPEP Graduate Education Standards
2. ***Observations*** are general comments related to the 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.
4. ***Recommendations*** are suggestions by the program reviewers that are offered as improvements in the program but that are not requirements for accreditation.

**Explanation of Compliance Classification:**

* Full – in full compliance with the CAMPEP Standard
* Partial (P) – denotes a minor non-compliance with the CAMPEP standard and should be addressed in annual reports.
* Non-compliant (N) – denotes non-compliance with the CAMPEP standard and will result in a requirement that must be addressed within a given time period and will incur a public posting on the CAMPEP website if not addressed.

Template Revised February 2023

Summary

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| Compliance Summary |
|  | Full | Partial | Non-Compliant |
| 1. Program Goal and Objectives
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| 1. Program Structure and Governance
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| 1. Admissions
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| 1. Program Director
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| 1. Program Faculty
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| 1. Institutional Support
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| 1. Educational Environment
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| 1. Core Graduate Curriculum
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## Recommendations

The program review team recommends … accreditation for a …-year period ending 31 December 202X.

### Requirements:

### Public Disclosure Posting:

### Summary of Specific Recommendations:

1.

***Accreditation Status***

***Initial Accreditation:*** If a new educational program has already enrolled trainees (Note: A non-accredited residency program may not accept residents), then, following a Site Visit, Initial Accreditation may be granted by the Board for three years. If the program has yet to admit a student/resident, Initial Accreditation may be granted for a period until the first full-time student/resident has completed the first year of study and not to exceed two years, at which time a Site Visit will take place. Following the Site Visit, Initial Accreditation may be extended by the Board so that the total Initial Accreditation period after the initial Board action is three years.

In either case, if the program submits acceptable annual reports during these three years of Initial Accreditation, it may be extended an additional two years on the recommendation of the appropriate Review Committee(s) and granted by the President upon recommendation by the Review Committee Chair.

***Reaccreditation:*** Educational programs applying for Reaccreditation may be granted accreditation for a period of up to five years.

***Provisional Accreditation:*** Provisional Accreditation for a period of up to three years may be granted at the discretion of the CAMPEP Board if circumstances preclude awarding of accreditation. The terms for ending the Provisional Accreditation shall be specified by the Board.

***Accreditation Denied:*** This action is taken when a program is found not to comply with CAMPEP standards for accreditation and it appears that the changes that the program would have to make to qualify for accreditation could not be achieved within a reasonable period of time. After this decision, should accreditation be further pursued by the program, a new application shall be required, including the appropriate fee.

Program Evaluation

**1. Program Goal and Objectives**

*The program objectives shall, at a minimum, include the development in the student of:*

* *an understanding of the role of patient safety in the clinical practice of medical physics;*
* *an understanding of the physics, mathematics and other physical science required for a career in medical physics;*
* *an understanding of how research and inquiry lead to the creation of new knowledge;*
* *the ability to critically evaluate research and scholarship in medical physics;*
* *the competent use of research to pose new questions and to solve problems in research and clinical settings;*
* *the communication and interpersonal skills that are necessary to function in a collaborative, multidisciplinary environment;*
* *the professional attributes and the ethical conduct and actions that are required of medical physicists; and*
* *a valuing of career-long continuing education to keep scientific knowledge and skills current.*

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *1.1 With reference to the CAMPEP published standards, state your program’s mission and objectives. \*It would also be helpful to indicate where in the program each topic is addressed.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**2. Program Structure and Governance**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *2.1 Institutions in the United States that offer graduate education in medical physics must be accredited by an accreditation organization recognized by the US Department of Education or the Council for Higher Education Accreditation. Programs in other jurisdictions must have received appropriate equivalent recognition.*  |  |  |
| *2.2 \*Graduate programs in medical physics shall be sited in a well-defined university structure where the term “university” refers to an institute of higher learning and research, with standing in the academic community, a full-time faculty, frequently multiple schools and departments offering study in a comprehensive range of multidisciplinary areas and generally with a reputation for distinct areas of research. Although a Medical Physics Graduate Program may be newly established within the institution, it is expected that the institution be well-established with a history of stability, an infrastructure to support students through their studies, and with well-defined services for protecting students’ interests, e.g., an ombudsman.* |  |  |
| *2.3 The Graduate program shall be overseen by an appropriate steering committee, which is chaired by the program director or delegate and meets at least twice a year.*  |  |  |
| *2.4 The steering committee’s membership shall include the program director and other faculty members who are involved in medical physics education.*  |  |  |
| *2.5 The process for appointment of the members of the steering committee shall be documented.*  |  |  |
| *2.6 Minutes of the steering committee meetings, including a summary of any actions that are proposed or taken, shall be recorded.*  |  |  |
| *2.7 A mechanism for students to communicate with the steering committee shall be available.* |  |  |
| *2.8 The steering committee shall establish a process for evaluating the quality of the educational program and annually assess the quality of the educational program based on this process, taking appropriate action to address improvements when needed.* |  |  |
| *2.9 The steering committee shall assess and monitor the strengths, weaknesses, needs, and long-term goals of the program.* |  |  |
| *2.10 A procedure shall be in place to appropriately counsel, censure, and, after due process, dismiss students who fail to achieve acceptable grades, or who behave unethically.* |  |  |
| *2.11 All courses and clinical practica, including distance learning courses, shall use well-defined and consistently applied metrics for evaluating student progress and performance.* |  |  |
| *2.12 \*A graduate program that has tracks that are not CAMPEP-accredited must clearly identify those students who are enrolled in the accredited program. The mechanism by which the program designates the graduates of the accredited track, e.g., an attestation of completion or a unique notation on the diploma, must be clearly stated on the program’s website.* |  |  |
| *2.13 An accredited program must publicly describe the program and the achievements of its graduates and students, preferably through a publicly accessible web si*te, *readily accessible from the program website home page. This information must be updated no less often than annually and must include, for each degree program, the numbers of applicants to the program, of students offered admission, of students matriculated, and of graduates. Where possible, information on the subsequent positions of graduates must also be provided, i.e., residencies, industrial positions, etc. This information should not identify individuals.* |  |  |
| *2.14 A graduate program shall clearly identify the program type MS, PhD, and/or certificate). If that is not clearly delineated in the program name, then the program must identify the program type on the home page of its website.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**3. Admissions**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *3.1 Students entering a medical physics graduate educational program shall have a strong foundation in basic physics. This shall be demonstrated either by an undergraduate or graduate degree in physics, or by a degree in an engineering discipline or another of the physical sciences and with coursework that is the equivalent of a minor in physics (i.e., one that includes at least three upper-level undergraduate physics courses that would be required for a physics major).**In addition, students entering a medical physics certificate program must hold a PhD in physics or closely related discipline.* |  |  |
| *3.2 \*If a graduate program conditionally admits applicants with deficiencies in their academic background, the remedial physics education of such students shall be well-defined.*  |  |  |
| *3.3 Admission standards for incoming students are clearly stated.* |  |  |
| *3.4 The method of processing an application, including evaluating the application and informing the applicant of actions taken, shall be clearly stated.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**4. Program Director**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *4.1 The process for the appointment of the program director shall be documented.* |  |  |
| *4.2 A sole program director shall be responsible and accountable for ensuring that the graduate program satisfies the CAMPEP standards and shall ensure that all students receive a high-quality education in all courses and practica.* |  |  |
| * 1. *The program director must possess a PhD or other doctoral degree in medical physics or closely-related discipline, and hold an appropriate academic appointment at the institution hosting the program.*
 |  |  |
| *4.4 The program director shall have at least five years of full-time post-graduate experience in medical physics.*  |  |  |
| *4.5 The program director shall be responsible for coordinating the faculty, recruiting students into the program, advising the students, and evaluating and promoting the program.* |  |  |
| *4.6 The program director shall be responsible for determining and documenting that each student offered entry into the graduate program satisfies the CAMPEP admission standards for graduate education in medical physics or completes rigorous remedial education to meet the standards.* |  |  |
| *4.7 The program director shall ensure that all student statistics, annual reports, and other information that is required by CAMPEP are reported accurately and in a timely fashion.* |  |  |
| *4.8 The program director shall ensure that student progress is regularly monitored.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**5. Program Faculty**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *5.1 The process for the appointment of the program faculty shall be documented.* |  |  |
| *5.2 An adequate number of program faculty members shall be available and have sufficient time for teaching and advising graduate students.* |  |  |
| *5.3 A majority of the program faculty shall have an academic appointment at an accredited educational institution.*  |  |  |
| *5.4 Some of the program faculty members shall be licensed to practice medical physics by an appropriate jurisdiction or be certified in a branch of medical physics by an appropriate certifying agency.* |  |  |
| *5.5 Program faculty members shall be engaged in scholarly activities such as participation in scientific societies and meetings, scientific presentations and publications, and continuing education.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**6. Institutional** **Support**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *6.1 The institution that sponsors the graduate program shall provide administrative support, including educational resources, a budget, students’ office or cubicle space and access to computing resources, conference room(s), audiovisual facilities, and office support (e.g., copiers, internet access, email accounts, and telephones).* |  |  |
| *6.2 The institution must express its intention to support the program both financially and administratively for the term of the accreditation.* |  |  |
| *6.3 Any financial support of students, including benefits, shall be described clearly to prospective applicants prior to their application to the program.* |  |  |
| *6.4 Entering students shall be provided with orientation information to ensure their efficient integration into the program.*  |  |  |
| *6.5 The program shall instruct its students on the potential hazards that they might encounter and on the appropriate measures for them to take to minimize risks to themselves, others, and equipment.* |  |  |
| *6.6 The program shall instruct its students regarding the professional, ethical, and regulatory issues in the responsible conduct of research and in the protection of the confidentiality of patient information.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**7. Educational Environment**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| *7.1 The program shall have mechanisms that encourage open discussion and communication, and facilitate the exchange of knowledge, experience and ideas.* |  |  |
| *7.2 \*Conference, seminar, and journal club activities shall be used for students to practice their presentation and oral communication skills.* |  |  |
| *7.3 Students shall have access to a variety of journals, books, and appropriate resource materials.* |  |  |
| *7.4 Students shall have access to appropriate clinical and research facilities and the program shall demonstrate that clinical facilities and equipment are used in the teaching of practical aspects of core topics in imaging physics and radiation oncology physics.*  |  |  |
| *7.5 Students shall be provided with a mechanism for regular feedback concerning the quality of their instruction and the diligence of their teachers and mentors. The students shall be protected from unwarranted retribution.*  |  |  |
| *7.6 Feedback on the overall effectiveness of the program and recommendations for improvement should be sought from graduates.* |  |  |
| *7.7 Issues and concerns that are identified through feedback shall be evaluated by the steering committee and remedial action shall be taken where appropriate.* |  |  |
| *7.8 \*Graduate students shall engage in research projects, to develop a systematic approach to solving problems and to gain a familiarity with scientific method.* |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**8. Core Graduate Curriculum**

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| ***Standard*** | ***Compliance*** | ***Comments*** |
| 8.1 Radiological physics and dosimetry |  |  |
| 8.2 Radiation protection and safety |  |  |
| 8.3 Fundamentals of medical imaging |  |  |
| 8.4 Radiobiology |  |  |
| 8.5 Medical anatomy and physiologic processes |  |  |
| 8.6 Radiation therapy physics |  |  |
| 8.7 Professionalism and Ethics |  |  |
| *Observations:* *Requirements:* *Recommendations:*  |

**Site Visit Itinerary**