

2011 – 2012 MDCB Directors

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PRESIDENT'S MESSAGE

This year, 2011, has been a very busy year for the MDCB and our CMDs. We have seen many changes. This is an exciting time as our profession continues to advance. I would like to take this opportunity to update you on some of those changes and introduce myself.

My name is Francine Constable. I work at the Dale and Frances Hughes Cancer Center in Northeast Pennsylvania as an Oncology Manager/Chief Dosimetrist. I will be serving you as the new MDCB president for 2011-2012. I have had the pleasure of working on the Board for the past three years with a prestigious group of members including; Educators, Dosimetrists, Physicists and Radiation Oncologists. I would also like to specifically mention the Past President of AAMD, Melanie Dempsey, who during the past year in collaboration with her members of the AAMD, worked diligently with the MDCB toward the common goal of advancing the profession of Medical Dosimetry.

Exam

Everyone is excited about our first computer based exam. The exam was administered on Friday September 16th and Saturday, September 17th. I am pleased to announce that the MDCB will administer two exams in 2012 for certification. Please see more details in this newsletter.

CE Center

The CE Center has been challenging for many of our CMDs. As a result of changes to the CE Center, CMDs are now required to upload documentation to verify continuing education credits. Advancing the field of Medical Dosimetry and promoting certification necessitates change and responsibility. Please know we are diligently working with all of our providers to improve this process.

continued on next page

IN THIS ISSUE:

Page 1 • President's Message

Page 2 • Professional Responsibility

Page 2 • MDCB Committees

Page 3 • 2012 Exam Updates

Page 3 • AAMD Update

Page 3 • CE Center Update

Page 4 • Updates on the Routes to Eligibility

Page 5 • 2011 Exam Statistics

Page 5 • MDCB Thanks Outgoing Member

Page 5 • MDCB to Form Item Writing Committee

Page 5 • News for Activity Providers

Page 6 • Professional Responsibility Statement

Another first! The MDCB and AAMD launched the first automatic upload of attendance and credits for the registrants of the AAMD annual meeting in St. Louis. Those that attended the conference and provided their CMD numbers have had their learning plans updated with conference activities as “accepted.” The verification process will continue to expand and improve as we continue to configure the system and work with providers to decrease the need to upload documentation.

Change in Exam Requirements

As you may have heard, exam eligibility requirements are changing. Changes will be completed in a tiered process. The first change will be coming in 2013 in which routes 2 and 3 will be merged. To apply under the new Route 2, applicants must either hold an RTT license or a Bachelor’s of Science Degree. The next change comes in 2015 when all applicants will be required to hold a Bachelor’s of Science Degree. Finally, in 2017, there will only be one route to eligibility. ALL applicants will be required to hold a Bachelor’s Degree as well as have completed a JRCERT accredited Dosimetry program or foreign equivalent. Please plan accordingly to ensure eligibility in the upcoming years.

MDCB Representation

SROA (Society of Radiation Oncology Administrators), Alliance Meeting

As president of MDCB, I will be speaking at the SROA meeting at ASTRO on Wednesday, October 5th, 2011. The presentation is titled “Planning + Patient Safety = Certification”.

The topics covered will be:

- Change in eligibility requirements for 2013-2017.
- Promotion of certification and potential CARE bill implications.
- Support and involvement/membership in your professional organization, the AAMD.
- Investment in Dosimetrist’s continued education and training.

In addition, MDCB will be represented at the Alliance meeting to be held in conjunction with the RSNA Conference in November on behalf of all of our certificants.

Get Involved

The MDCB has many ways you can volunteer and help your profession. Some opportunities require less time commitment than others. If you are interested in getting involved in any

capacity, please contact us at: info@mdcb.org. A call for nominations will go out in November as well.

I know 2012 will be a very busy and challenging year with more change and opportunity. I look forward to the great opportunity of working with the Medical Dosimetry community and would like to thank our Past President, Kristina Simon for an incredibly productive, challenging year of change as well as the entire board for their voluntary commitment.

Our Past President Kristina Simon requested I share the following message with you:

Being a part of the MDCB as well as serving as President during the 2010-2011 year, has been a very fulfilling opportunity. I would like to take the time to thank our Executive Director, Felicia Lembesis and her team as well as our 2010-2011 Executive Committee: Valerie Kelly, Francine Constable, and Beverly Riley who worked relentlessly over the past year keeping up with all of these changes. I look forward to seeing more advancement in the coming years as the field of Medical Dosimetry continues to advance.

Thank you

MDCB COMMITTEES

The MDCB sustains a number of committees to conduct the work necessary to support Dosimetry Certification credentialing. The committees meet throughout the year via teleconference to conduct their work and refine and develop policies to improve the certification process.

These committees include:

Bylaws/Ethics/Scope of Practice Committee – The committee conducts regular review of the MDCB bylaws, addresses ethical issues that occur throughout the year with guidance from legal counsel. Additionally the committee maintains the Scope and Standards of Medical Dosimetry Practice.

Maintenance of Certification Committee - The responsibilities of this committee focuses on supporting the mechanism for Certified Medical Dosimetrists by implementing policies, reviewing sponsor produced educational offerings and refining the credit valuation criteria.

Eligibility Committee - The members of the committee work tirelessly for several months during the eligibility cycle to review candidate applications to ensure that applicants possess both the knowledge and experience necessary to meet the eligibility criteria to sit for the MDCB Certification Exam.

Finance Committee - The committee is tasked with providing oversight of the MDCB reserve funds and prudently managing the financial assets of the association through the counsel of a financial advisor.

Test Development Committee - The committee's responsibilities include maintenance of the test development process and working in conjunction with the test vendor to assure that the highest test and security standards are utilized in development of the dosimetry certification exam.

Nominating Committee - This adhoc committee is responsible for maintaining the nominations process outlined by the bylaws and policy through review of candidate qualities and conduct of interviews.

The MDCB Directors will continue to work to improve the processes and procedures to ensure that the MDCB exam continues to consistently measure the knowledge and experience of Dosimetrists.

2012 EXAM UPDATES

At the most recent MDCB Board of Directors in August of 2011, your MDCB board made an important decision about the 2012 exam. The decision made was based on feedback from the Dosimetry community.

In 2012, for the first time the exam will be administered two times. The first administration will be on Friday, March 16th and Saturday, March 17th. The second administration will be in mid-August on Thursday the 16th and Friday the 17th. The exam handbook for the March administration is now posted. The application will open on October 1st. Early applications will be accepted through November 10th. The late application deadline will close on November 30th. Applications not completed by November 30th will not be reviewed.

With two administrations come increased effort, both by the staff and the eligibility review team which will result in greater costs for administering the exam. Therefore, the cost of the exam will increase to \$375 and the application fee to \$200. A no refund policy will be instituted. Candidates who are approved to sit for the exam but do not present on the day of their scheduled exam will be assessed a no-show fee of \$250 at the time of their next application. The no refund and no-show policies are a consequence of the significant percentage of candidates who either cancel their test registration or are "no-shows" on the date of the exam.

Because computer-based testing is provided in sites near home locations, CMDs no longer have to incur costs to travel to test sites. The additional fees should therefore prove not to be burdensome. When the exam was furnished in a paper and pencil format, it was administered in a total of 14 sites in the

United States, Canada, Hong Kong and Korea. By comparison, the September 2011 exam will be administered in 184 locations in eight countries.

AAMD UPDATE

More Webinars Coming this Fall

Improve your contouring skills by attending the AAMD Anatomy Webinar Series this fall. There will be a total of four webinars, covering the anatomy of the abdomen, pelvis, head and neck. One webinar per month will be hosted between September and December. Each webinar will be worth 1.5 CE credits and is of value to students, practicing CMDs and RT(T)s working in Dosimetry. Registration for the webinar series opened in August. Watch the AAMD website for more dates and details.

CE Verification

CMDs who need to validate credits earned through AAMD activities can contact AAMD Headquarters at aamd@medicaldosimetry.org to request copies of certificates of attendance from 2007-2011. All requests must include the name and date of the event(s) needed.

CE CENTER UPDATE

The new CE Center at <http://mdcb.learningbuilder.com> has been open for several months. The functionality provided by the new Learning Builder system assures proper verification of activities on CMDs' learning plans by confirming documentation of all activities on individual learning plans (transcripts). Complete instructions on updating your learning plan are available for download to your files at http://www.mdcb.org/pdfs/Learning_Plan_Instruction.pdf.

Helpful Tips

- Learning Builder requires Internet Explorer 7 or greater or Firefox browsers.
- Save the Learning Builder site to your Internet favorites.
- Include only activities on your learning plan that are within your current five year cycle.
- Be sure activities you are adding to your learning plan are still valid by viewing the activity end dates.
- Documents uploaded for verification must be in an unalterable format such as pdf, jpg, or tiff.
- To ensure that an activity you are planning to participate in is currently approved for MDCB credit, check the Learning Builder database prior to registration.

UPDATES ON THE ROUTES TO ELIGIBILITY

	Route 1	Route 2	Route 3
2012	Graduated from a JRCERT Accredited Program or a foreign equivalent of at least 12 months	Hold active registration with the ARRT or a foreign equivalent -or- Hold a Bachelors Degree (BS) in a related science. and Completed an additional 24 months or 3,640 hours clinical medical dosimetry experience* and Completed 12 MDCB approved CE credits	Hold a minimum of an Associates Degree (AAS or AS) or a Bachelors Degree (BA) and Completed at least 36 months or 5,460 hours clinical medical dosimetry experience* and Completed 12 MDCB approved CE credits
2013	Graduated from a JRCERT Accredited Program or a foreign equivalent of at least 12 months	Active registration with the ARRT or a foreign equivalent -or- Hold a Bachelors Degree (BS) in a related science. and Completed at least 36 months or 5,460 hours clinical medical dosimetry experience* and Completed 24 MDCB approved CE credits	
2015	Graduated from a JRCERT Accredited Program or a foreign equivalent of at least 12 months	Hold a Bachelors Degree (BS) in a related science and Completed at least 36 months or 5,460 hours clinical medical dosimetry experience* and Completed 24 MDCB approved CE credits	
2017	Hold a BA Degree and Graduated from a JRCERT Accredited Program or a foreign equivalent of at least 12 months		

Please note:

- *Clinical medical dosimetry experience is defined as experience in a medical setting creating clinically deliverable treatment plans for radiation oncology patients under the direction of a physicist or CMD. This does not include corporate/vendor experience. The clinical experience must NOT be concurrent with the dosimetry schooling. Clinical Medical Dosimetry Experience is full-time equivalent.
- All applicants will be bound by the policy in place at the time of application.
- All exam candidates will be subject to a three attempt rule in which a candidate who has failed the exam on the third attempt will not be eligible for examination for two calendar years. After the two year waiting period the candidate may submit an application for examination. A minimum of 12 continuing education hours (MDCB approved) and demonstration of continued clinical dosimetry medical experience since the last attempt is required under this rule in order to submit an application for re-examination after three failed attempts.
Note: If a candidate misses the exam (i.e. no-show) it will NOT be a strike counted against him/her under the three attempt rule.
- The Medical Dosimetry Certification Board (MDCB) is the sole and only judge of each candidate's qualifications to sit for the MDCB Certification Exam.

- Be sure providers include the valid activity number and name for the dates of a particular activity on your certificate. Activities are approved for a certain period and often renewed for an additional time period. Upon renewal, activity numbers will change.
- The best way to search for an activity to download to your learning plan is to use only one search field. If you don't know the MDCB approved number, use the "keyword" search field and enter a portion of the activity name.
- CMD status can be verified at <http://mdcb.learningbuilder.com> through the for "CMD Verification" link.

- Copies of CMD transcripts can now be printed by clicking the blue "Overview" button, located at the top and bottom right side of CMD learning plans. A printer-friendly link will appear at the top right of this window that will generate a file that can be sent directly to your printer, or saved as a .pdf.

Learning Builder Improvements

- CMDs who participate in any AAMD sponsored activities, including journal readings (completed after July 1, 2011) and have provided their CMD numbers to the AAMD will have their learning plans updated with the AAMD activities as "accepted."

- Attendees who participated in the recent 2011 AAPM Annual Meeting will have their learning plans updated with activities from the conference during the week of September 26.
- ASTRO 2011 attendees will also have their learning plans auto-populated with sessions they have attended and are approved by the MDCB for credit.
- Coming in 2012! All ASRT activities, including journal readings will be uploaded to individual learning plans as accepted.
- The MDCB is similarly working with many providers to furnish data for completed activities. Look for updates in the coming months.

For additional information see the FAQs at <http://www.mdcb.org/faqs.htm>.

2011 EXAM STATISTICS

- 383 candidates were approved to sit for the exam
- 6 applicants were denied
- The test was administered in 184 Prometric exam sites in 8 countries: Canada, USA (including Puerto Rico), Australia, Hong Kong, Korea, Saudi Arabia, Singapore and the United Arab Emirates.

MDCB THANKS OUTGOING MEMBER



The MDCB extends its sincere thanks to outgoing board of directors member, Valerie Kelly for her many contributions during her service. Valerie's five-year term ended on August 31, 2011.

Valerie began her career as a radiation therapist in 1986, working in Ireland and England. In 1990, she moved to Canada, where she continued her career at Princess Margaret Hospital in Toronto. Since moving to Canada, Valerie's focus has been on various aspects of clinical treatment planning and related research. She became a CMD in 1998 and later earned her MSc in 2006.

In addition to her work at Princess Margaret, Valerie is a lecturer at the University of Toronto, Department of Radiation Oncology, and the School of Graduate Studies. She also volunteers on the Ontario College of Medical Radiation Technologists Discipline Committee and the Research

Ethics Board at Women's College Hospital in Toronto. Until recently she also served on the Professional Development Advisory Team of the Ontario Association of Medical Radiation Technologists.

Her primary goal now will be to successfully complete her PhD in Health Sciences at the Charles Sturt University in Australia. Valerie states "I would like to thank the MDCB for such an amazing opportunity to work with such a great group of people and learn so much about the dosimetry community as a whole. I am very proud to have served on the MDCB and wish the Board and all CMDs every success in all future endeavors."

MDCB TO FORM ITEM WRITING COMMITTEE

In September of 2011, the MDCB Certification Exam will move from a paper and pencil to a computer-based test format. The computer-based test format requires a large number of items or questions to deliver multiple test forms to candidates. To assist in the expansion of the item bank, the MDCB is seeking support from the radiation oncology community, Certified Medical Dosimetrists, Physicists and Radiation Oncologists to join an Item Writing Committee and assist in the development of test questions.

Interested individuals must complete an application, available at: http://www.mdcb.org/pdfs/Item_Writer_Application.pdf. Item writers selected will be required to participate in several item writing webinars throughout the year and submit questions in accordance with established deadlines. Additionally, members of the Item Writing Committee will be guided by the MDCB Ethical Standards, Confidentiality Agreement and Conflict of Interest Agreement.

NEWS FOR ACTIVITY PROVIDERS

The MDCB process for submitting requests for evaluation of activities for continuing education credit is now available through our Learning Builder website, <http://mdcb.learningbuilder.com>. The following information will help you submit activities for evaluation.

Getting Started

- Internet Explorer 7 or higher or Firefox is required to successfully submit requests for evaluation.
- For seminars that require CE for individual sessions, please complete individual RFEs.
- For multiday multisession conferences, please submit your requests for evaluation to the MDCB office at info@mdcb.org. All sessions should be noted in a spreadsheet and accompanied with objectives and presenter CVs for all sessions.

- For activities to be approved for personal learning plans, i.e. journal editing, academic course work, presentations or published articles, please email your request directly to the MDCB office at info@mdcb.org.

- Examples of educational activities that do not conform to the MDCB definition of continuing medical dosimetry education and will not be considered for approval are:

- Attendance at departmental meetings, which are considered a requirement of employment. These include, but are not limited to, chart rounds, tumor boards, and ground rounds.
- Business sessions of meetings sponsored by professional societies.
- ‘Site visits’ at hospitals, clinics, and other institutions.
- Equipment demonstrations and exhibits.
- Educational sessions, which are not directly related to the practice of medical dosimetry.
- Activities conducted for professional societies, which are non-educational in nature. Examples include serving in positions such as elected officer, board member, committee member, chairperson, or ad hoc participant.
- Activities that have no mechanism for learning outcome measurements, such as reading professional journal articles that do not contain a post-test, posters or exhibits.
- Presentations given by students.

Submitting Evaluation Requests

1. You must register as a provider to submit an RFE at <http://mdcb.learningbuilder.com>. If you already have a registered profile as a CMD, log in, to the [My Account] section of your record to add yourself as a provider for your organization.
2. Once you have registered as a provider you can submit an RFE by following the steps on the Provider Learning Activities tab. Once your RFE is submitted, you will be able to track the status of your RFE.

Important Tips

- Repeating activities will only be approved for a period of one year. Annual submission for CE assessment is required for courses that are repeating for more than one year.

- Certificates of participation issued must reflect current approval numbers and dates.
- Requests for evaluation should be submitted a minimum of 30 days in advance of activity date.
- If you have multiple documents for objectives or presenters you can consolidate your documents into a single document for upload.



Providers can now submit a roster of attendees to the MDCB for any activity. Rosters will be uploaded to CMD learning plans/transcripts as complete and accepted activities. You can download a spreadsheet template by clicking the Attendance tab at the Provider page. Once you have completed the attendance roster you can upload it by following the instructions on the “process file” area on the attendance tab of the provider page. Be sure when completing the spreadsheet you use the exact Activity ID number and data entered into the system for each activity.

Complete instructions are available at http://www.mdcb.org/rfe_process.html. We look forward to your participation in our new RFE process and welcome your feedback.

Coming Soon

Providers for activities of multiday multisession conferences and activities to be approved for personal learning plans, i.e. journal editing, academic course work, presentations or published articles will be able to submit requests through the online Learning Builder system.

PROFESSIONAL RESPONSIBILITY STATEMENT

As a recognized member of the health-care field providing critical care to individuals facing life-threatening illnesses, it is the sole responsibility of each Certified Medical Dosimetrist to adhere to the MDCB Ethical Standards, renew his/her credential annually each year, earn and document 50 continuing education credits in each five year cycle and make necessary updates to personal contact information in the CE Center. Renewal fees submitted after December 31 will be subject to a late fee. Failure to submit the renewal and penalty fees will result in loss of the CMD credential.