

 **MDDCB**
Medical Dosimetrist Certification BoardSM

Certification

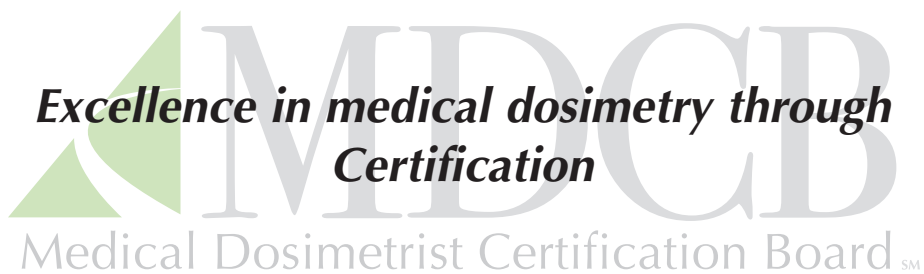
*A Standard of
Competence*

www.mdcb.org

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*The policies and procedures contained in this handbook are subject to change.
Please visit the MDCB Web site www.mdcb.org for the most recent policy manual.*



***Excellence in medical dosimetry through
Certification***

Medical Dosimetrist Certification Board SM



Professional Responsibility

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, to renew his/her credential annually, including maintaining the appropriate number of continuing education credits each cycle in the online MDCB CE Center and make necessary updates to personal contact information on the MDCB Web site. The CMD credential is to be renewed by December 31 of each calendar year. Renewal fees submitted after December 31 will be subject to a \$20 late fee. Failure to submit this renewal fee by January 31 of any calendar year will result in loss of the CMD credential. A minimum of 50 MDCB-approved continuing education credits must be completed for each 5-year period that the Certified Medical Dosimetry credential is maintained.



Introduction to the MDCB

The MDCB exists to promote excellence in cancer care by advancing the profession of medical dosimetry. The MDCB has therefore developed and maintains an ethical framework and formal mechanism for medical dosimetrists to gain certification and demonstrate continuing competency. This process has been achieved through on-going collaboration with representatives from several related radiation oncology disciplines. With respect to the common goal of the health care team who strive to provide exemplary care to patients who have cancer, the concept of acknowledging the distinct abilities of the medical dosimetrist emerged and continues to define the role of the MDCB.

Purposes and Objectives of the MDCB

Mission Statement

The mission of the MDCB is to certify and advance the profession of medical dosimetry. This is accomplished by designing the examination and continuing education certification processes.

The Purposes and Objectives of the MDCB

- To elevate standards and advance the cause of medical dosimetry by encouraging its study and improving its practice;
- To determine the certification eligibility of medical dosimetrists and conduct examinations to test the cognitive capability of voluntary candidates;
- To grant and issue certificates to successful candidates and offer a registry service to certified medical dosimetrists;
- To recognize the continuing competence of medical dosimetrists.

Structure

Board of Directors

The board consists of twelve members from the following supporting organizations:

- American Association of Medical Dosimetrists (AAMD):
1 Certified Medical Dosimetrist
- American Society for Therapeutic Radiology and Oncology (ASTRO): 1 Radiation Oncologist
- American College of Radiology (ACR): 1 Radiation Oncologist
- American Association of Physicists in Medicine (AAPM):
1 Medical Physicist

- American College of Medical Physics (ACMP): 1 Medical Physicist
- American Society of Radiologic Technologists: 1 CMD
- At-large: 5 Certified Medical Dosimetrists from the medical dosimetrist community at-large
- Public Member: 1 individual from the community at large.

CMD members of the board serve as officers in the following positions: president, president-elect, past president, and secretary-treasurer. Nominations and selection of officers are made annually by the board. As the board members are volunteers, they do not receive compensation for their service to the board. The full board meets three times in a year: in January to develop and review exam questions; in March to complete preparations for the examination; and in August to consider the performance of the examination. Additionally, at each meeting strategic decisions regarding the association and business matters are addressed.

Committees

The MDCB maintains several standing committees which are chaired by CMD members of the board. The board makes nominations and selects committee chairs annually.

Bylaws/Ethics/Scope of Practice Committee: This committee refines and updates the MDCB bylaws, addresses ethical issues as outlined in the Ethical Standards of the MDCB, and reviews the Scope and Standards of Medical Dosimetry Practice.

Continuing Competence Committee: The broad responsibilities of this committee focus upon implementing the MDCB policies governing the mechanism for CMDs to demonstrate continuing competence.

Eligibility Committee: The members of this committee review credentials and supporting documentation submitted by applicants for certification and determine if the applicants have met the eligibility criteria to sit for the CMD exam.

Finance Committee: This committee is an oversight committee that is responsible for assisting the treasurer in financial matters.

Nominating Committee: This committee is responsible for reviewing board applicant qualifications, interviewing appropriate candidates, and recommending the most qualified candidates.

Marketing and Publishing Committee: This committee is responsible for developing association publications and marketing the exam to the medical dosimetry community.

Test Development Committee: The committee's responsibilities include refining test items submitted by item writers and conducting content reviews on the examinations.

MDCB Ethical Standards

Ethical Standards and Ethics Complaint Procedures of the Medical Dosimetrist Certification Board

Preamble

The Medical Dosimetrist Certification Board (“the MDCB”) seeks to promote the provision of safe, competent medical care for all patients requiring medical dosimetry services. To that end, the MDCB administers a certification program, leading to the Certified Medical Dosimetrist credential. The certification program includes experience requirements, certification examination and periodic re-certification, and compliance with these Ethical Standards. The following Ethical Standards became effective on January 1, 2001, and apply to all acts and omissions after that date.

The Ethical Standards apply to persons holding certificates from the MDCB and to persons applying for examination and certification by the MDCB in order to become Certified Medical Dosimetrists. These Ethical Standards are intended to be consistent with the MDCB's Mission, Purposes and Objectives.

The Certified Medical Dosimetrist or candidate for certification (hereinafter collectively referred to as “CMD”) shall comply with, and bear responsibility for demonstrating compliance with, all existing and future rules, and Ethical Standards of the MDCB. An individual is eligible to apply for certification or re-certification only when in compliance with all MDCB rules, regulations and Ethical Standards.

The Certified Medical Dosimetrist must renew his/her credential annually by December 31, maintaining the appropriate number of continuing education credits each cycle, making necessary updates to personal contact information in the CMD database. CMDs will submit a late fee for renewals submitted after December 31. Failure to submit this renewal fee by January 31 of any calendar year will result in loss of the CMD credential. An individual is eligible to apply for certification or re-certification only when in compliance with all MDCB rules, these rules and regulations and Ethical Standards.

From time to time the MDCB may make changes to these Ethical Standards. In the event of such changes, the MDCB will notify the medical dosimetrist community through newsletters, the appropriate journals or electronic means. Copies of the current version of these Ethical Standards may be obtained by visiting the MDCB web site at www.mdcb.org or by contacting the MDCB.

Ethical Standards

1. A CMD must always promote the safety and welfare of his or her patients by avoiding failure or inability to perform medical dosimetry procedures with reasonable skill and safety. This includes engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.
2. A CMD may not be convicted of, or enter a plea of *nolo contendere* to, regardless of adjudication, a crime, in any jurisdiction, which crime directly relates to the provision of patient care.
3. A CMD shall not, without the express, prior written consent of the MDCB, use or reproduce, in whole or in part, or aid another in using or reproducing, in any manner or fashion, any MDCB examination materials (or the contents thereof), certificates, logos, abbreviations, emblems or other documents or property of the MDCB.
4. The CMD shall not misuse any MDCB certificate, title, logo, emblem or the MDCB name.

5. The CMD shall not be under suspension, revocation or other disciplinary action by any professional medical dosimetry organization, certifying body, licensing board or credentialing agency.
6. The CMD shall not, without authorization to do so, possess, use, or have access to any MDCB examination documents or materials, nor shall the CMD receive any unauthorized assistance prior to or during the conduct of any portion of a CMD examination. The CMD shall not divulge to others information gained from his or her CMD examination experience.
7. The CMD shall not make any material misrepresentation of fact during application for MDCB certification or re-certification, and shall not fail to disclose any material fact the disclosure of which is necessary to avoid having other statements be misleading. The CMD shall not engage in any act or omission to obtain or assist another in obtaining MDCB certification or re-certification by fraud, misrepresentation or deception.
8. A CMD knowing of a violation or of a probable violation of any Rule of Ethics by a Certified Medical Dosimetrist should report promptly by filing a written complaint regarding such violation to the MDCB. Any such complaint shall include specific detail and documentation regarding the identity of the person(s) involved in the alleged ethical violation. The identity of the complainant must be disclosed, as well as the identities of others known to have knowledge of the facts and circumstances surrounding the alleged ethical violation.
9. A CMD shall not, knowingly or falsely accuse another CMD of violating these Ethical Standards.
10. A CMD shall not make or file any report in connection with patient care, which report he or she knows to be false.
11. A CMD's ability to practice medical dosimetry with reasonable skill and safety shall not be materially impaired by reason of illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition.

12. A CMD shall not practice beyond the scope he or she is competent to perform as described in the Medical Dosimetry Scope and Standards of Practice Document.
13. A CMD shall not fail to cooperate with, and shall not obstruct, the MDCB in connection with any investigation or hearing under the Ethical Standards.

Sanctions

The MDCB may deny, revoke or suspend certification or re-certification when a CMD is found to be not in compliance with MDCB rules, regulations and/or the foregoing Ethical Standards. In addition, the MDCB may censure a CMD or issue public or private reprimands. If an applicant for certification is not in compliance with these Ethical Standards, the MDCB may refuse to allow the applicant to sit for the certification examination, or, in the event that the examination has been taken, the MDCB may refuse to release the examination results.

Specified sanctions pending as of September 1, 2009. Please visit the MDCB Web site, www.mdc.org to review approved sanctions.

Ethics Complaint Procedures

These Ethics Complaint Procedures provide for the structure and operation of the MDCB Ethics Committee; they set forth procedures to be followed by the Ethics Committee and by the Board of Directors of MDCB in handling complaints filed under the Ethical Standards. All CMDs and applicants are required to comply with these Ethics Complaint Procedures; the failure to cooperate with the Ethics Committee or the Board of Directors in a proceeding under these Ethics Complaint Procedures is a violation of the Ethical Standards.

1. Ethics Committee

- (a) **Membership on and Responsibilities of the Ethics Committee.** The MDCB President, with the approval of the MDCB Board of Directors, shall appoint at least three (3) MDCB Directors to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Directors, at any time, with or without cause. Subject to these Ethics Complaint Procedures, the Ethics Committee is responsible for (1) investigating each complaint alleging a violation of the Ethical Standards; (2)

determining whether a violation has occurred; and (3) determining an appropriate sanction when a violation is found. The Ethics Committee shall also be responsible for periodically reviewing the Ethical Standards and the Ethics Complaint Procedures and recommending any necessary amendments to the Board of Directors.

- (b) **The Chair of the Ethics Committee.** The President, with the approval of the Board of Directors, shall appoint one (1) member of the Ethics Committee to serve for a term of one (1) year as the Committee's Chair. The Chair of the Committee, who may be removed from such position by the President, with the approval of the Board of Directors, at any time, with or without cause, shall be responsible directly and exclusively to the Board of Directors. The Chair shall work together with other members of the Committee, staff, legal counsel and other resources necessary to fulfill the responsibilities of administering the Ethical Standards and these Ethics Complaint Procedures. The Chair shall preside at and participate in all meetings of the Ethics Committee.
- (c) **Confidentiality.** Proceedings under these Ethics Complaint Procedures shall be treated confidentially, except to the extent required to complete any investigation, and except as provided in the event that certain sanctions are imposed.

2. Summary Disposition

- (a) **Preliminary Screening of Complaints Alleging Violations of the Ethical Standards.** The Chair of the Ethics Committee shall review each complaint alleging a violation of the Ethical Standards which is filed with the Ethics Committee by a CMD.
- (b) **Summary Dismissal.** If in the sole discretion of the Chair there is (1) insufficient information upon which to base a charge of a violation of the Ethical Standards, or (2) the allegations against the respondent CMD or applicant are patently frivolous or inconsequential, or (3) the allegations if true would not constitute a violation of the Ethical Standards, the Chair may summarily dismiss the complaint. Staff and/or legal counsel of the MDCB may assist the Chair. The Chair shall advise the complainant in writing that the complaint has been dismissed and shall report each such summary dismissal to the Ethics Committee, without identifying the respondent.

(c) Summary Suspension. If an alleged violation of the Ethical Standards is supported by clear and convincing evidence which on its face suggests that a violation has occurred and involves the violation by a CMD of standard 1, 2, 5, 6, 7, 10, 11 and/or 12 of the Ethical Standards, the Ethics Committee may give immediate written notice to the CMD of the alleged violation and further notice that, in the absence of a request by the CMD for an expedited hearing, which request must be received within five (5) working days of the date of the notice, the Committee shall, effective on the sixth working day following the date of notice to the CMD, summarily suspend the certification of the CMD pending a final determination under these Ethics Complaint Procedures with respect to the alleged violation of the Ethical Standards. Within five (5) working days after the Ethics Committee summarily suspends the certification of a CMD in accordance with this provision, the Ethics Committee shall, by certified mail, return receipt requested, give to the CMD written notice that describes (1) the summary suspension, (2) the reason or reasons for such suspension, and (3) the right of the CMD to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than fifteen (15) days after the date the CMD received notice of the summary suspension. If the CMD timely requests a hearing either before or following a summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three (3) members of the Ethics Committee as promptly as practicable, but in any event (a) within ten (10) days of the Ethics Committee's receipt of a request for same prior to a summary suspension, or (b) within thirty (30) days after the Ethics Committee's receipt of a request for same following summary suspension. The applicable provisions of Paragraph 5 of these Ethics Complaint Procedures shall govern all hearings with respect to the summary suspensions, except that a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected CMD, and a determination by the Ethics Committee or the panel, as the case may be, following a timely requested hearing, shall not be appealable.

3. Investigation

If the Chair of the Ethics Committee determines, based on an initial review of the complaint, that there is evidence of a violation of the Ethical Standards but that summary suspension of the CMD credential is not warranted, the Chair shall inform the respondent in writing, by certified mail addressed to the last known address of the respondent, that a complaint of ethical misconduct has been filed and that the Committee has determined to initiate a formal investigation of the matter. The Chair shall provide a copy of the complaint and all accompanying supporting documentation and evidence to the respondent. The identity of the complainant shall be revealed. The respondent shall have thirty (30) days from the date of receipt of the notification letter to prepare and submit a response in writing, along with whatever affidavits and documentary evidence the respondent feels support the response. The Committee shall have the right to seek additional information regarding the matter from the complainant, the respondent and/or relevant third parties. In conducting its investigation and evaluating all evidence, the Ethics Committee shall presume at the outset of its investigation that the respondent acted ethically and shall determine that an act of ethical misconduct has occurred only if it finds clear and convincing evidence of such misconduct.

4. Committee Determination

The Ethics Committee shall evaluate all documentation pertaining to the matter and, within ninety (90) days of receiving all relevant evidence, determine whether the complaint is substantiated by clear and convincing evidence. If it is not, the complaint shall be dismissed, and both the complainant and the respondent shall be so notified by the Committee Chair in writing. If the Ethics Committee finds clear and convincing evidence of a violation of the Ethical Standards and proposes to impose a sanction, it shall give the respondent an opportunity to appear before the Committee at a hearing.

5. Hearings

Whenever the Ethics Committee proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria for eligibility as established by the MDCB, in which case, there is no right to a hearing) or of an application for

renewal or reinstatement of a certificate, or in connection with the revocation or suspension of a certificate, or a public or private reprimand of a CMD for an alleged violation of the Ethical Standards, it shall give written notice thereof to such person specifying the reasons for such proposed action. A CMD or an applicant to whom such notice is given shall have thirty (30) days from the date the notice of such proposed action is mailed to make a written request for a hearing.

Failure to request a hearing within such period shall constitute consent to the action taken by the Ethics Committee pursuant to such notice. A CMD or an applicant who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A CMD or an applicant who requests a hearing may elect to appear by a written submission.

Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures the Ethics Committee determines to take. Hearings, which may be held telephonically, shall be held at such date and location as the Ethics Committee shall designate. Except as otherwise provided herein, the CMD or the applicant shall be given at least thirty (30) days' notice of the date, time and location of the hearing.

The hearing shall be conducted by the Ethics Committee with any three (3) or more of its members participating, other than any member of the Ethics Committee whose professional activities are conducted at a location in the approximate area of the CMD or the applicant in question. In the event of disqualification, the President may appoint a director to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, the CMD or applicant in question, by legal counsel or other representative if he or she desires (at the sole expense of the CMD or applicant in question), shall have the right to call witnesses, present testimony and be heard in his or her own defense, to hear the testimony of and cross-examine any witnesses appearing at such hearing, and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered which is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. A transcript or

an audio recording of the hearing shall be made. The CMD or applicant in question shall have the right to submit a written statement at the close of the hearing.

In the case of alleged violations of the Ethical Standards, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly; the Ethics Committee shall prepare written findings of fact and its determination as to whether there has been a violation of the Ethical Standards and, if so, the appropriate sanction. The Ethics Committee shall promptly transmit the same to the Board of Directors and to the CMD in question by certified mail.

Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Directors in accordance with Paragraph 6 below, the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the CMD or applicant in question.

6. Appeals

Within thirty (30) days after the decision of the Ethics Committee is mailed, the CMD or applicant may appeal to the Board of Directors from any decision of the Ethics Committee. In the event of an appeal, those Directors who participated in the hearing at the Ethics Committee shall not participate in consideration of the appeal. The Board of Directors shall consider the decision of the Ethics Committee and the files and records of the MDCB and the Ethics Committee with respect to the CMD or applicant in question (including without limitation the transcript or recording of the hearing), and shall determine whether to affirm or to overrule the decision of the Ethics Committee, or to remand the matter to the Ethics Committee for further consideration. The CMD or applicant in question may provide additional information in such manner, on such issues, and within such time as the Board of Directors may prescribe. The written decision of the Board of Directors, which shall not be subject to further appeal, shall be communicated to the respondent by certified mail.

All investigations, hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any CMD or applicant to make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior or employer.

7. Publication of Adverse Decisions

While all hearings and appeals provided for herein shall be confidential at all stages, final decisions which are adverse to the CMD or applicant shall, if appropriate, be communicated to the appropriate authorities of all states and shall be provided in response to inquiries into a person's certification status. MDCB shall also have the right to publish any adverse final decision and the reasons therefore. For purposes of this paragraph, a final decision shall include the following: a decision of the Ethics Committee to suspend certification if the affected CMD does not timely request a hearing; a nonappealable decision of the Ethics Committee relating to a summary suspension that is issued before or after a hearing on the matter; a decision of the Ethics Committee from which no timely appeal is taken; and, in a case involving an appeal of a decision of the Ethics Committee in a matter, the decision of the Board of Directors in the matter.

8. Effect of Suspension or Revocation of Certification or Resignation from the MDCB

Upon revocation or suspension of MDCB certification or resignation from the MDCB, or as otherwise directed by the MDCB, a CMD shall immediately relinquish, refrain from using, and correct at the CMD's expense any outdated or otherwise inaccurate use of any MDCB certificate, title, logo, emblem, the MDCB name and/or related abbreviations.

The MDCB shall be entitled to obtain injunctive relief, damages, costs, and attorney's fees incurred in obtaining such relief in the event that said CMD refuses, when requested, to immediately relinquish or refrain from using any MDCB certificate, title, logo, emblem, the MDCB name, and/or related abbreviations.

Yearly Credential Registration

Medical dosimetrists certified by the MDCB upon passing the examination are eligible to use the credential of Certified Medical Dosimetrist, CMD and will receive a wall certificate. Annually, the CMD must pay a fee to have their credential registered. This registration process permits on-going use of the CMD credential and proof of annual renewal may be printed from the MDCB Web site. A wallet identification card and wall certificate are available upon receipt of the annual registration fee. In order to maintain registered

status, the annual registration fee must be paid by December 31st prior to the registration year. Registration fees received after December 31st and within the 30-day grace period will be accepted with a late fee penalty. The deadline for receipt of registration is January 31st of the registration year. Those dosimetrists who have not paid the annual registration fee shall not use the CMD credential and will not be listed in the registry of certified medical dosimetrists. Reinstatement of credential can be made by successful completion of the certification examination.

Continuing Competence Documentation Program Committee

MDCB Credentialing Process

Medical Dosimetrists become certified by the MDCB upon passing the examination and are eligible to use the credential of Certified Medical Dosimetrist, CMD. Annually, each CMD must pay a registration fee to have their credential registered. This registration process permits use of the CMD credential. A wallet identification card and a seal for the wall certificate will be issued upon receipt of the annual registration fee.

Along with being registered each year, every five years, a CMD must show proof of continuing competency by documenting 50 continuing education credits.

In order to maintain the status of CMD, annual registration fees must be paid by December 31st. A 30-day grace period, with monetary penalty, will be allowed until January 31st. Dosimetrists who have not paid the registration fee will not be allowed to use the credential “CMD” and will not be listed in the registry of Certified Medical Dosimetrists. The only way to reinstate the credential is by passing the MDCB Certification exam.

Continuing Education

Purpose

The MDCB is responsible for establishing and managing credentialing and renewal processes for Certified Medical Dosimetrists (CMDs). Credential renewal is granted to those CMDs who have demonstrated current cognitive capability in the field of medical dosimetry by appropriately documenting participation in continuing education activities.

Definition

The MDCB defines continuing medical dosimetry education as activities that are planned, structured and related to the practice of medical dosimetry. The Standards of Practice will define relevance to the practice of medical dosimetry for the Medical Dosimetrist. Each activity must be designed with clearly stated objectives and must be organized to impart information, which is representative of the depth outlined by activity objectives.

How to Report Credit to MDCB

1. Beginning January 1, following your certification, you may begin accumulation of continuing education credits provided your annual registration fee has been paid.
2. All continuing education activities must be pre-approved by the MDCB.
3. Credit will be recorded by updating transcripts on the www.mdc.org Web site, CE Center page. Be sure to keep all certificate of attendance, grade transcript or other proof of completion of approved activities provided by the activity sponsor for 5 years. MDCB will audit throughout the year.
4. Continuing education credits may be updated and tracked continuously as a benefit of active MDCB registration.
5. Documentation of credits must be updated in the year earned.
6. At the end of 5 years the CMD must prove completion of 50 MDCB approved/accepted continuing education credits to remain actively credentialed.

Continuing Education Activities

Guidelines for credit evaluation request

Sponsors may be any individual or organization that plan and organize continuing education activities. Sponsors must submit completed request for credit evaluation form included in this document to the MDCB a minimum of 30 business days before the proposed date of the activity. **A request for credit evaluation should include:**

1. Program brochure or schedule. If the activity is longer than two hours, you must submit a schedule that includes start times, breaks, lunch and end times. Remember to allow time for change of speakers.
2. Course objectives and course outlines
3. Completed faculty credential form or abbreviated curriculum vitae
4. Speakers presenting continuing education programs should possess expertise in the field that encompasses their topic.

The MDCB evaluates an activity for CE credit, assigns a reference number and determines the amount of credit. Incomplete or unreadable forms may be returned to sponsors for corrections before the MDCB processes the request for credit evaluation. **Evaluation begins once all materials are received.**

Activities Eligible for Continuing Education Credit

Courses, Lectures or Seminars that are relevant to the practice of medical dosimetry are acceptable for continuing education credit when pre-approved by the MDCB. Lectures less than 30 minutes will not be considered for continuing education credit. A contact hour is based on 50 minutes. Presentations lasting 30 to 49 minutes will be assigned one-half credit. (See credit assignment)

Academic Courses: Courses taken for transferable academic credit are eligible for continuing education credits provided they are relevant to the practice of medical dosimetry. The CMD must receive a passing grade in a pass/fail system or a grade of C or better in an approved course to receive continuing competence credit. Credit assignment is based on the semester or quarter credit hour. The CMD will earn 16 continuing education credits per semester hour. The CMD will earn 12 continuing education credits per quarter hour.

Examples of acceptable courses related to the practice of dosimetry are: Math, Physics, Anatomy, Physiology, Computer Science, Biology, Chemistry and research courses related to the content above.

Examples of courses **that are not** recognized include but are not limited to: Management, Business, Music, History, Literature, Art, Physical Education, Astronomy, English and Religion.

The CCDP committee has right of final approval on courses submitted.

Speakers: Formal presentations related to the practice of medical dosimetry or scientific research given in the form of lectures is eligible for continuing education credit. Activities must be approved and credit assigned prior to the presentation. Presenters will be awarded credit two times the approved amount for the lecture. A request for credit evaluation form must be submitted.

Authors: Authors may earn MDCB continuing education credit through a published article in a peer-reviewed scholarly journal that meets the definition of a journal as outlined by the National Library of Medicine's journal selection criteria for Index Medicus/Medline. The first listed author shall receive ten continuing education credits. Second listed author will receive five continuing education credits. Third listed author will receive three continuing education credits. Fourth and other listed authors will receive one continuing education credit. A request for credit evaluation form must be submitted.

Directed Readings: Credits may be obtained for completion of Directed Readings for articles, which are pre-approved by the MDCB. Credit can only be received once for any given article.

Applications Training Courses: Pre-approved dosimetry related equipment applications training courses are eligible for credit. CE credit for equipment applications training is based on didactic lecture and demonstration time only. Credit will not be assigned for hands on practice sessions.

Certification Exam: The certification exam is a continuing education option that may be taken any time within the five-year cycle. 50 credits will be awarded for passing the exam.

Examples of Ineligible Continuing Education Activities

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:

1. 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.
2. Business sessions of meetings sponsored by professional societies.
3. ‘Site visits’ at hospitals, clinics, and other institutions.
4. Equipment demonstrations and exhibits.
5. Educational sessions, which are not directly related to the practice of medical dosimetry.
6. 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.
7. 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.
8. Presentations given by students.

Credit Assignment

The following table provides a summary of the credits assigned to specific categories of continuing education activities. For more detailed information, please refer to the previous section.

Category	Credit Assignment*
Courses, Lectures** or Seminars <i>**As of September 1, 2009, a maximum of 12 CE credits will be allowed for medical dosimetry review courses.</i>	<30 minutes – 0 credit 30 – 49 minutes – .5 credit 50 – 74 minutes – 1.0 credit 75 – 99 minutes – 1.5 credits 100 – 129 minutes – 2.0 credits >130 minutes – to be determined
Academic Courses	1. 16 credits per semester credit in an acceptable topic 2. 12 credits per quarter credit in an acceptable topic

Category	Credit Assignment
Publications	Authors: 1. 10 credits for primary author 2. 5 credits for secondary author 3. 3 credits for third author 4. 1 credit for fourth and all other authors
Speakers	Presenters will be awarded credit equal to two times the credit approved for attendees.
Directed Readings	Credit will be assigned based on evaluation of material. All directed readings must be pre-approved by the MDCB.
Applications Training Courses	Credit given for didactic lecture and demonstration time only. No credit will be assigned for hands on practice sessions.
Certification Exam	50 continuing education credits will be awarded for passing the MDCB certification exam anytime within the five-year period after the successful completion of the initial exam.

**All MDCB approved CEU are approved for ARRT Category A credits.*

Audit Policy

When a CMD enters credits onto their own transcript, this is based on the “honor system” as the MDCB currently does not required paper-work to be submitted. This function is beneficial to both the CMD, and to the MDCB staff. We have designed an audit system, to guarantee that selected CMDs are entering correct and valid information.

Procedure

The CE Center staff will audit random CMDs each year. Depending on success rate of previous years, the number of CMDs audited will decrease each year. For the first year (2006), staff will audit 50% of the CMD group that have added courses to their own transcripts.

Audits are performed on the each month, on a random sampling from the database. An email is sent to the audited CMD whereby he/she is asked to submit proof of completion (certificate, etc.) for selected

courses they have added to their own transcript. The CMD will not be asked to submit all documents, for the courses being audited. The CMDs are allowed 2 weeks to submit documentation to the MDCB. CE Center Staff will send a second notice following the deadline to CMDs who have not responded to the request for documentation. A final notice will be forwarded to all CMDs confirming receipt or non-receipt of the information requested. An audit report will be provided to MDCB Headquarters following each audit period.

The CE Center staff will also audit all documentation for course work for those CMDs who are nearing the expiration of their current CMD five-year cycle. Results of the 5-year audit will be provided to MDCB HQ. MDCB HQ will forward a registered letter to all CMDs who did not comply with the documentation request advising that the information requested was not received and the CMD credential will lapse at the end of the year if no documentation for the 5 year/50 credit qualification is provided.

Temporarily Disabled CMD Policy

1. Certified Medical Dosimetrists (CMD) who are temporarily disabled and unable to be employed as a medical dosimetrist or to complete required CE to maintain CMD status may apply for temporarily disabled status in writing addressed to the MDCB President.
2. Verification of disabled status by a licensed physician must be provided.
3. The CMD will be required to sign an agreement not to engage to any extent whatsoever in the capacity of a CMD during the disabled status period.
4. During the period of disabled status, the CMD must continue to maintain the credential fee and complete the 5 year/50 credits requirement.
5. If during the disabled status period, the CMD is unable to complete the 5 year/50 credits requirement, an extension to complete the requirements equal to the length of the disabled status period, up to a maximum to be determined at the discretion of the board of directors.

6. Verification by a licensed physician of ability to return to employment will be required.
7. If during the disabled status period, the current 5 year CE cycle expires without fulfillment of the 50 CE credit requirement, the certificant may thereafter not use the designation “Certified Medical Dosimetrist” or “CMD” until proof of completion of the required CE courses has been presented and accepted by the MDCB.
8. The completion of the succeeding 50 credits of CEU will conclude based on the original CMD end date, i.e. if the CMD certification start date is 1/1/2005, the CMD certification end date is 12/31/09 and if the disabled status period occurs prior to 12/31/2009 and an extension is granted due to disability, the next completion date, regardless of the disability period will be 12/31/2014.
9. CMDs who fail to complete the current CE requirement by the extension date will be required to retake and pass the CMD certification examination and meet all other eligibility requirements in order to regain CMD status.

FAQs

1. How can I become a member of the MDCB?

A: The MDCB is a certification board. Member of the MDCB have passed the MDCB certified medical dosimetrist exam. It is recommended that medical dosimetrists who have not become certified obtain membership with the American Association of Medical Dosimetrists (AAMD).

2. For what route to eligibility do I qualify?

A: There are 3 routes to eligibility. To determine which route applies to your individual education background and on the job training, please review the qualifications outlined on the MDCB Web site and the exam application handbook.

3. How do I know if I am eligible to take the exam?

A: Eligibility is determined by the Eligibility Review Board upon review of your application. If you are determined to be ineligible to take the exam, your exam fee, but not the application fee which is will be refunded.

4. What is my responsibility as a CMD?

A: 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, including maintaining the appropriate number of continuing education credits each cycle in the MDCB CE Center and make necessary updates to personal contact information on the MDCB Web site. The CMD credential is to be renewed by December 31 of each calendar year.

Renewal fees submitted after December 31 will be subject to a \$20 late fee. Failure to submit this renewal fee by January 31 of any calendar year will result in loss of the CMD credential. A minimum of 50 MDCB-approved continuing education credits must be completed and downloaded to individual transcripts in the MDCB CE Center for each 5-year period that the Certified Medical Dosimetry credential is maintained.

5. How can I find out if a course has been approved for credit? If so, how many credits is it worth?

A: On the CE Center Web site there is a list of currently approved courses and how many credits each course is worth. If a course you are looking for is not on the list then the class did not meet one of the MDCB standards and is not available for CE credits.

6. How can a course, not currently approved for MDCB CE credit, be approved?

A: For course approval, enter the CE Center at www.mdcab.org and submit an online request for course evaluation at least 30 days in advance of the course administration. You will need to provide a course outline and the CV of the presenter.

7. How many credits do I have?

A: You can find out how many credits you have and need by going to the CE Center section of the Web site. A current transcript for each active CMD is maintained there and includes information regarding how many credits you have, how many you still need and when you need to complete the credits by. Please keep in mind you need to accrue 50 CE credits in five years to maintain your Medical Dosimetry Certification.

8. How can I update my transcript?

A: You can update your transcript by going to the CE Center section of the Web site, logging into to your personal record and clicking on the “View Transcript.” To add courses to your transcript click on the “Add Course” button to guide you through the process of adding courses to your transcript.

9. What do I do if I have been audited by the CE Center?

A: Once a month, the MDCB randomly audits a small percentage of CMDs who have added courses to their own personal transcripts online. Adding courses to your own transcript is a convenient and easy service provided to CMDs and is based on the honor system. If you are audited, you will receive an email asking you to submit proof of completion (certificate, etc.) for a single course you have added to your transcript online. You can fax or mail the proof of completion to the CE Center before the specified audit deadline, which is usually 1-2 weeks.

10. I have all kinds of credit on my ASRT CE record, but none on my MDCB record.

A: You can submit your ASRT record but it is possible that the courses you have taken for ASRT have not been approved for MDCB credit.

11. Are my MDCB CMD credits applicable for ARRT CE credits?

A: Yes, beginning in 2008, MDCB was approved as an ARRT RCEEM (Recognized Continuing Education Evaluation Mechanism) and all MDCB approved credits can be submitted for ARRT Category A credits.

12. My address has changed, how do I update my information?

A: In the CE section of the Web site you can update the contact information on your personal record.

13. How can I provide proof of my CMD credential to my current or prospective employer?

A: Any institution can download a letter of verification from the MDCB Web site by clicking on the link for “CMD Verification” and searching for the CMD’s name. The system will create a letter of good standing for all CMDs who are current on their credits and renewal fees.

14. I took the exam in the year ____ and I want to re-test.

A: If you have taken the test before you do not need to be approved for eligibility again. We ask that you provide a copy of your previous exam application and any documentation you received from the previous exam administrator. You will still need to fill out an application for the current test year and pay the appropriate fees to take the test.

15. I forgot my Login ID and/or Password?

A: To retrieve your login and password, enter the CE Center and click on the link to “password information,” then click on the button to “send account info.” You will be prompted to provide your e-mail address for your login and password to be forwarded to you. If you do not have a current e-mail address with us please send us an e-mail at info@mdcb.org.

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