

The College of Medical Physics of India Constitution

Constitution of the College of Medical Physics of India

1. Vision Statement

The vision of the College of Medical Physics of India is to establish and maintain the standards in the practice of Medical Physicists in the disciplines of Diagnostic Imaging, Radiation Oncology and Nuclear Medicine by certifying the Medical Physicists.

2. Mission statement of the College

The mission statement of the College of Medical Physics of India is to serve the public and the medical profession by certifying that its Members have acquired, demonstrated, and maintained a requisite standard of knowledge in medical physics and demonstrated the competence required for the practice of Diagnostic Imaging, Radiation Oncology and Nuclear Medicine Physics

3. Organizational Structure

The college will be an autonomous wing of AMPI and will function as the certifying and accreditation body. A life member of AMPI is only eligible to appear for CMPI certification. A member of AMPI can become member of CMPI only by certification.

A Board of Nine individuals elected by the members shall govern the College. Executive positions on the board are

- Chairman,
- Vice-Chairman,
- Registrar of the college
- Chief Examiner
- Secretary cum Treasurer (Signing authority for cheque can be Chairman/ Vice-Chairman and the Secretary) and
- Four members (one of the members will be nominated by AMPI-EC from a teaching university/ institution having medical physics course)

In addition, the president and secretary of AMPI will be ex-officio members of the CMPI. Also, there can be a panel of examiners short-listed in different disciplines (Radiological imaging, Radiation Oncology and Nuclear Medicine) that would contribute towards the question bank and may be included in the examination if needed. All policy matters of the college will be communicated to AMPI for approval.

4. Name of the organization

The organization shall be called College of Medical Physics of India – denoted by 'CMPI' hereinafter referred to as the 'college'

5. Head office

The head office shall be in a City (to be decided) and shall be changed by the Board of the college and approved by the General Body

6. Scope of the College

- CMPI shall be a nonprofit professional organization whose objectives are to certify Medical Physicists practicing in India
- To work towards Review and accreditation of educational programs in medical physics

7. Certification

The College certifies the Medical Physicists in the disciplines of Diagnostic Imaging, Radiation Oncology and Nuclear Medicine by certifying the Medical Physicists.

8. Accreditation

Accreditation is a voluntary, non-governmental process of peer review, the objective of which is to ensure program or institution has met a defined standard. Thus accreditation serves as public recognition that a program provides a quality service or education.

9. Membership

There shall be three categories of membership

- Founding Members
- Member
- Fellow

10. Admission to College

Admission to the College shall be made as Founding Members, Members and Fellows.

- Founding Members* are inducted into the College as per the prescribed criteria mentioned in Appendix III.

- Members shall be admitted after certification by a written and an oral examination Process
- Fellows – honorary degree conferred by nomination and credential review process

11. Eligibility for Membership

AMPI members wishing to become member of the college shall take up certifying examination and should meet the following criteria

- M.Sc in Medical Physics from a recognized university with **two** years experience immediately prior to appearing for the membership examination.
- M.Sc in Physics/Bio-Physics with one-year Postgraduate diploma in Radiological Physics from Bhabha Atomic Research Centre or equivalent thereto and minimum of two years of experience in medical physics immediately prior to appearing for the membership examination.
- B.Sc in Physics with one-year Postgraduate diploma in Radiological Physics from Bhabha Atomic Research Centre or equivalent thereto and minimum of four years of experience in medical physics immediately prior to appearing for the membership examination and
- Provide letters of references from two senior physicists of whom at least one of them should already be a member of the College of Medical Physics of India with whom he/she has worked, clearly stating that the candidate has the required clinical experience to undertake the membership examination. In case the candidate has not worked with physicists who could provide the above reference, the same can be provided by a Radiation Oncologist.

12. Eligibility to be a Fellow of the College

Members of the college can be inducted into the college as Fellows (honorary) by Nomination

- Nomination should be supported by three members of the College
- The board that governs the College shall review his/ her credential and be satisfied that he/**she** meets the standards required to be a Fellow of the College.

13. Re-certification

- To continue as a Member of the college, he /she would require recertification once in every **10** years.
- Application for re-certification should be made to the Registrar of the college
- Documents required by the board of CMPI should be submitted during re-certification
- The Board Governing the college has the authority to decide on the continuation of the individual as Member of the college.

14. Membership Fees

The examination and certification fee shall be determined by the Board from time to time and approved by the General Body. It shall be Rs. 3000/- to start with.

Membership Fee: There shall be no separate membership fee. However, there shall be a re-certification fee which shall be fixed by the board.

15. Organizational Structure

- The College will be a wing of AMPI with independent function of certification and accreditation
- The College shall be governed by the Board consisting of nine elected representatives viz, Chairman, Vice-chairman, Registrar, Chief Examiner, Secretary-Treasurer and three members
- Each member shall serve a three year term and shall be eligible for reelection for an additional term of three year only

16. Election of the office bearers

- The individual office bearers shall be elected by secret ballot at the AGM and by postal vote
- The new board will take charge at the conclusion of the AGM

17. Eligibility to contest the election:

- Chairman & Vice Chairman: – Should be a member / Founding Member of the college and should have minimum of 20 years of experience in the field of medical physics
- Secretary- Treasurer: Should be a member/ Founding Member of the college and should have a minimum of 10 years of experience in the field of medical physics.

- Registrar & Chief examiner: Should be a member/ Founding Member of the college and should have a minimum of 10 years of experience and should be working in a institution having teaching programme in medical physics
- Members of the Board : Should be member of the college and have minimum of 5 years of experience in the field of medical physics

18. Duties of the Board

- The Board shall act in accordance with the objectives of the College and is responsible for promulgating the rules as provided for in these Bylaws.
- The Board shall appoint an examining committee to conduct the certification examination annually
- The Board shall appoint a committee for accreditation of the Medical Physics courses. (This may be feasible if the permission from AERB for starting and running the courses are routed through CMPI. In this case the board needs to device the necessary mandate infrastructure and manpower with set of regulations for institute who wishes to start these courses / running. May also be responsible to be carry forward status of recognition of Medical Physicist by MCI / other relevant government organization)
- Deciding the fees for Membership examination, Accreditation of the Medical Physics course
- Assessment of individual applications for Membership. This will be handled by a Credentials review Committee chaired by the Registrar.
- Approval of individuals as examiners as requested from time to time by the Chairman of the Examination Committee.
- The assessment of applications for Accreditation of Medical Physics courses and this will be handled by a Accreditation Committee appointed by the Board
- A member of the Board shall chair the Accreditation Committee.
- The appointment of an auditor to audit the accounts of the College

19. Duties of the Chairman

The Chairman shall preside over all annual general meetings and Board meetings of the College and shall call to the attention of the College any matter that affects its interest.

- The Chairman shall take action in accordance with the recommendations approved at these meetings.
- All matters of major policy shall have prior approval of a majority of the Board.

20. Duties of the Vice Chairman

- The Vice-Chairman shall preside at any meeting of the General Body of the College or the meeting of the Board from which the Chairman is absent.
- The Vice-Chairman shall be prepared to serve as Chairman if required and requested by the Board.

21. Duties of the Registrar

- He / She shall chair the committee appointed to review the credentials
- Prepare and distribute information regarding the application process for membership to college
- Process the applications for Membership to college
- Produce an annual registry of Members of the college

22. Duties of the Secretary-Treasurer

- The duties of the Secretary-Treasurer shall include:
- Recording and distributing the minutes of AGM and Board meetings
- General supervision of the financial affairs of the College.
- Maintaining the constitution and bylaws of the College
- May also collaborate with AERB / MCI for the status for reorganization of Medical Physicist by MCI / other relevant government organization.
- Collaborating with the Secretary of AMPI

23. Duties of the Chief Examiner

- The Chief Examiner shall be the chairperson of the Examination Committee
- He / She is also responsible for:
- Maintaining and updating the question bank
- Updating and maintaining the syllabus for certification examination
- Conducting the written certification examinations
- Conducting oral certification examinations.

24. Meetings

- The General Body of the college shall meet once a year during the
- Nation Conference of the AMPI
- The Board / the office bearers shall meet at least twice a year.
- Further meetings could be by teleconferencing

25. Examination Fees

- The examination Fee shall be fixed by the Board on suggestions from the Examination committee
- The annual membership fee shall be fixed by the board and approved by the General Body of the College.

26. Accounts

- The accounts of the College shall be audited by a certified public auditor appointed by the General Body.
- The financial year of the College shall commence from 1st April and end on 31st March of the following year.
- An audited statement of the accounts of the College for the year shall be presented by Treasurer to the General Body at the annual meeting

27. Revocation of Membership

Membership to the college can be revoked if

- The member fails to pay the annual membership fee
- When it is brought to the notice of the College with sufficient evidence that the member is professionally incompetent or his/her practice of medical physics is unethical
- If the individual fails to obtain re-certification from the college

28. Amendment to the constitution

- Proposal for the amendment to the constitution shall be made to the registrar and should be signed by at-least seven members of the college.
- The Registrar shall notify this to all the members at least three months before the AGM.
- Amendment to the constitution can be done by voting at the Annual General Meeting. At least two thirds of the voting should favor the additions / corrections to the constitution before they are adopted.
- Amendment to appendices e.g. requirement for examination, requirement for re-certification etc can be done by the Board

29. Dissolution of the college

- The motion to dissolve the College should have specific approval of two-thirds of the total membership of the Association. While deciding this, the views of each and every member will be obtained by postal correspondence or otherwise. If a dissolution of the

College has been approved as stated above, the residual funds of the College after meeting the liabilities, shall not be distributed among the members but shall be transferred to AMPI

Appendix I – Certification

Certification is voluntary for all Medical Physicists who are employed by medical institution for providing medical physics services.

Appendix II – Re-certification

All members should be re-certified once in every **ten** years by the Board
The requirements for re-certification shall be fixed by the Board

Appendix – III- Induction of Founding Members at the start of CMPI.

EC decided to induct Founding Members to lay a strong foundation for CMPI at the initial stage of running the CMPI before regular Members are inducted by way of written and oral examinations with the following criteria given below.

- Should be a Life Member of AMPI for at least 15 years and should have worked in a Clinical environment or Research and Teaching Organization in the field of Medical Physics for at least 15 years.
- The fee for enrolling Founder Member is Rs.5000 (five thousand only)
- The last date for submission of application for enrolling as Founding members is 31.12.2008.

AKNOWLEDGEMENTS:

The initial draft was prepared by the Ad-hoc committee with the following members: Dr K. S. Parthasarathy (Chairman), Dr.Paul Ravindran (Secretary), Dr. P.G.G.Kurup, Dr.S.D.Sharma, Dr T. Ganesh, Dr A. K. Rath, Dr Thayalan and Dr S. Ganesan.

The above draft was revised by the CMPI Steering Committee and submitted to EC which was approved on April 09, 2008 EC meeting. The CMPI Steering Committee members were: Shri.A.M.Pendse (Convenor), Dr. D.D.Deshpande, Dr. Paul Ravindran and Dr. R.M.Nehru.