



Draft MINUTES  
39th Annual General Meeting  
July 14, 2017  
Westin Ottawa, ON

**1.0 Adoption of the Agenda**

President C. Arsenault called the meeting to order with the introduction of the Board members at 4:00PM. The agenda was adopted by consensus.

**2.0 Adoption of the Minutes of the 2016 AGM**

**RESOLUTION 2017-07-14-01**

**IT WAS UNANIMOUSLY RESOLVED that the minutes from July 22, 2016 be approved as circulated.**

**3.0 President's Report**

C. Arsenault reported on the following work over the past year:

Regulation Changes:

- RO Eligibility Requirement:
  - Starting as of Exam Year 2021, CAMPEP-Accredited residency or Bridging Program will be required in order to access the RO MCCPM Exam. The reasoning behind this change includes:
    - The need to align with ABR requirements; and
    - The recognition of the importance of structured clinical training, i.e. residency or bridging program
- “Canadian Connection” Regulation:
  - This regulation requires that MCCPM Exam Applicants must demonstrate a link to Canada.
  - The “Notwithstanding” clause has been removed.
- Harold E Johns Travel Award
  - The age limit for the award was removed this year.
  - It was noted that the Award is not currently included in the Regulations, which will be addressed in the coming year.

Current Work in progress:

- Memorandum of Understanding with COMP:
  - Initial discussions are taking place to ensure the 2 organizations work together on areas of common interest
- Database structure for Exam data (applicants, results)
  - The current data is stored in multiple locations making it difficult to extract reporting data
  - CCPM will look at solutions that use the current infrastructure in place

**4.0 Registrar's Report: (R. Sankreacha)**

CCPM Registry

As of July 11, 2017:

479 members of the CCPM (up from 464 last year)

- 314 without the Fellowship distinction
- 165 with the Fellowship distinction

24 non-members with the Fellowship distinction

34 individuals certified in mammography

Members by subspecialty (464 total):

- Radiation Oncology Physics: 411
- Nuclear Medicine Physics: 16
- Diagnostic Radiology Physics: 28
- Magnetic Resonance Physics: 10

17 have 2 subspecialties and 1 has 3 subspecialties

#### Recertification 2016

- 70 members due to recertify in 2016
- 70 applications were received by the deadline
- 7 members indicated that they do not wish to recertify (5 retirements)
- 3 review committees were created to review applications
- 63 applications were approved by the committees
- 1 application was deferred to the Board for decision and subsequently was not approved (*Members in consulting practice and academic*)

#### Membership Applications 2017

36 applications received for 2017 membership exam (down from 54 in 2016)

2 to retake oral exam only

34 to sit the full exam

- 28 in radiation oncology physics
- 4 in diagnostic radiology physics
- 1 in nuclear medicine physics
- 1 in magnetic resonance physics

14 of 36 had undergone a review of credentials in previous 2 years (new review not required, *including all oral exam retakes*)

20 of 36 required a review of credentials

5 applicants requested a French exam (4 RO, 1 DR)

2 committees formed (3 Fellows each)

36 applications reviewed and 32 passed credential review, no applications were rejected, 4 applications were referred to the Board with 1 being rejected and 1 dropping out.

#### Fellowship Applications 2017

9 applicants for Fellowship exam (7 RO, 2 DI)

- 1 was a candidate having undergone credentials review in last 3 years
- 8 were new applicants requiring a credentials review

A single committee of 3 Fellows formed to review applicants

All 8 applications were reviewed and approved by the committee

There is a new 2-step review process in place:

Step 1: Review of the application (January)

Step 2: Review of the projects and references (May)

#### Harold E Johns Award 2017

1 application was received prior to the deadline in April and was reviewed by a panel of 3 Fellows. Yuji Kamio of CHUM Notre Dame Hospital, Montreal plans to attend “9th Young Researchers BNCT Meeting” at Kyoto University in Japan on Nov 13-15, 2017.

#### Recertification 2017

75 candidates to recertify in 2017 so several committees will be required to review applications. The on-line submission notice will be sent in August, 2017. Submissions will be accepted from Mid-August with a deadline of September 29, 2017.

#### Ad-Hoc Recertification Committee - Update

The mandate of the ad-hoc committee is to examine the recertification process and recommend changes to the CCPM Board. The Committee is made up of 10 members (varied experience and fields) to review the following components:

- Review of FTE requirements for recertification
- Review of referee credentials’ requirement
- Credit system allocation
- Considerations for a membership survey to collect feedback for improvements to the website functions. Members were asked to send any immediate feedback to Gisele Kite.

Some areas of required change include:

- Implementation of a “sign-off” on compliance with CCPM Code-of-Ethics at the time of recertification. Consideration will be given to the consequences in the event of a breach.
- Setting required procedures around recertification for those that have been absent more than 3 years

The Board and volunteers as well as Gisele Kite and Nancy Barrett were thanked for their efforts and support.

#### **Chief Examiner’s Report: (A. Syme for R. Larouche)**

##### Work Done

- There is a new exam preparation structure, as follows:
  - 3 committees for MCCPM written exam question selection
  - 3 committees for MCCPM written exam marking
  - 6 Committees for MCCPM oral exam (preparation and evaluation, all specialties, RO separated in 3 committees)
  - 2 Committees for FCCPM oral exam (preparation and evaluation)
- Printing and mailing was handled by AMCES
- Surveys were sent out to the examiners and candidates to obtain feedback
- The method for marking exams put in place last year for RO was continued and broadened to all other specialties, where:
  - Teams correct the same question, but for each candidate writing the exam.
  - Teams are 2-3 physicists, of which at least one is bilingual and one has experience as a marker.

##### 2017 Examination – MCCPM RO

- 23 wrote exam
- 17 passed written exam (74% pass rate)

- 18 candidates challenged the oral exam
- 13 candidates passed the oral exam (72 pass rate)

#### 2017 Examination – MCCPM DI

- 3 wrote exam
- 1 passed written exam (33% pass rate)
- 1 candidate challenged the oral exam and passed (100% pass rate)

#### 2017 Examination – MCCPM NM

- 0 applied to write exam
- 1 candidate challenged the oral exam and passed (100% pass rate)

#### 2017 Examination – MCCPM MR

- 1 wrote the exam and passed (100% pass rate)
- 1 candidate challenged the oral exam and passed (100% pass rate)

#### 2017 Examination – All Specialties

- 27 wrote exam
- 19 passed written exam (70% pass rate)
- 21 candidates challenged the oral exam
- 16 passed the oral exam (new MCCPM) (76% pass rate)
- Overall pass rate: 53%

#### 2016 Examination – FCCPM

- 9 applied and were accepted
- 7 passed (78% pass rate)

#### Welcome to the 2017 MCCPM new members (16 in total):

- |                    |                     |
|--------------------|---------------------|
| • Casey Bojchko    | • Dominique Guillet |
| • Audrey Cantin    | • Robert Kosztyla   |
| • Tanner Connell   | • Baochang Liu      |
| • Brandon Disher   | • Derek Liu         |
| • Bassem Elshahat  | • Quinn Matthews    |
| • Claire Foottit   | • Boualem Mensour   |
| • Dominique Fortin | • Sarah Quirk       |
| • Joshua Gaul      | • Jihyun Yun        |

#### Welcome 7 new Fellows:

- |                     |                   |
|---------------------|-------------------|
| • Emilie Soisson    | • Geneviève Jarry |
| • Jeffrey Richer    | • Alain Gauvin    |
| • Caroline Duchesne | • Yogesh Thakur   |
| • Michael Oliver    |                   |

#### Acknowledgements and thanks

The CCPM membership was commended for the many great volunteers. The CCPM board was also thanked with an emphasis on Alasdair Syme for his help. Special thanks was given to Gisele Kite for her dedication.

## **6.0 Secretary-Treasurer's Report: (W. Smith)**

AGM Minutes: The 2016 AGM minutes were distributed electronically in June, 2017.

Financial Report: The financial reports of the College for the period of January 1, 2016 to December 31, 2016 as reviewed by Katie Lekx-Toniolo were presented, copies were available upon request. It was noted that improvements to the examination process and increasing costs will require an adjustment in fees for 2018. W. Smith responded to member questions regarding the reserves, ensuring that CCPM adheres to maintaining at least six months of operating expenses. An additional question was raised about the amount of contributions received from the membership for the Harold E. Johns Travel fund; the amount would be circulated following the meeting via email.

**ACTION: Circulate the Harold E. John's contribution total for 2016 (\$4,229.11) via email.**

**RESOLUTION 2017-07-14-02**

**IT WAS UNANIMOUSLY RESOLVED that Nephin, Winter, and Bingley be appointed to audit the CCPM 2017 financial statements.**

**7.0 Election of Directors:**

Raxa Sankreacha has completed her three-year term on the Board and has been nominated to serve for a second three year term. With no other nominations received, Raxa Sankreacha was elected by acclamation and will join the following roster of Board Directors:

- Clément Arsenault (Moncton) President
- Cheryl Duzenli (Vancouver) Vice President
- Renée Larouche (Montreal) Chief Examiner
- Alasdair Syme (Halifax) Deputy Chief Examiner
- Wendy Smith (Calgary) Secretary/Treasurer
- Andrew Kerr (Kingston) Board Member
- Gord Mawdsley (Toronto) Board Member

**8.0 Other Business**

No other business was brought forward.

**9.0 Adjournment**

Clément Arsenault closed the meeting by thanking the membership and staff for their support. There being no other business, the meeting was adjourned at 4:55pm.