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PRESIDENT'S MESSAGE Frazier Bronson

We had a good Executive Committee meeting in New Orleans a few months ago. At the appropriate transition point, we said Thank You and Good Bye to outgoing Past President Howard Dickson and EC Directors Kathleen Shingleton and Les Aldridge. We then welcomed their replacements, President-Elect Jim Bogard, Treasurer Paul Stansbury, and Director Jim Yusko.

The 2005 Committee Chairs that direct our other CHP volunteers are: Christine Donahue [Professional Development], Cindy Bloom [Appeals], Jeff Kotsch [Continuing Education], Don Brady [Exam Site Selection], Jerry Hunt [Nominating], and Carol Berger [Professional Standards and Ethics]. And, continuing on in their previous roles are Scott Medling [Webmaster], Kyle Kleinhans [CHP News Editor], and of course, our beloved Den Mother and Program Director – Nancy Johnson.

The Title Protection initiative is off to a good start with legislative action in Georgia and Ohio. We are tagging on to the AIHA efforts there, using their experience and sharing the costs. We plan to transition the Ad Hoc committee to a standing committee in the near future, recognizing the importance and the workload of this task. I have asked Tom Buhl to take over from Howard the role of Chair of this committee. He will provide more information about this in a future article here.

Another long overdue project is being organized by Regis Greenwood – bringing our existing documents [policy, procedures, charter, bylaws] into a modern and common

format, and resolving the many inconsistencies we have found. We are also adding a new “Good Things to Know” document to each of the leadership roles to help newcomers learn from their predecessors.

During the 50th Annual HPS Meeting in Spokane, the Academy will be again sponsoring an excellent selection of continuing education courses on July 9, and Past-

President Tom Buhl has put together an outstanding program for the Academy Special Session - “BEIR VII and Radiation Risk Assessment”. It is Tuesday July 12. The Annual Academy Luncheon will be at noon on July 12, and the Academy Business Meeting will be immediately after the last paper in the AAHP session.

The Nominating Committee [Chaired last year by Johnafred Thomas] has given us a good slate

of candidates for President and EC members. By the time you read this, the Election will be over. While only half of the candidates will be winners, we know the EC and the membership will win either way.

And, it certainly looks like the membership overwhelmingly prefers the new Electronic Balloting.



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Recently NY State reviewed our ABHP exam process and

determined that ABHP Certification would be recognized as suitable qualification for Licensure as a Medical Health Physicist. Thanks to Brian Methe' for his coordination there.

The Summer EC meeting is July 9 afternoon and July 10 in Spokane. It is open to all Diplomates – if you want to be on the agenda, let Nancy or me know, or just come to see

what we do, or don't do.

Finally, we are trying to encourage the ABHP and their Panels and AAHP Chairs to take advantage of the CHP corner to give you more news about what they are doing – this is a very good communication vehicle that they should use more frequently, instead of you having to read drivel like this.

**AMERICAN ACADEMY OF HEALTH PHYSICS
EXECUTIVE COMMITTEE**

**Minutes of 2005 February 16
New Orleans, LA**

1.0 Call to Order

President Tom Buhl gavelled the meeting to order at 8:32 a.m. local time and welcomed those present. It was noted that there were 8 current Academy Executive Board members present as the quorum. President Buhl thanked Nancy Johnson and the Secretariat staff for the excellent room arrangements.

2.0 Welcome to Members and Guests

Executive Committee Members:

Frazier Bronson - President
James Bogard - President-Elect
Tom Buhl - Past President
Gary Kephart - Secretary
Paul Stansbury - Treasurer
Regis Greenwood - Director, Parliamentarian
Brian Methe' - Director
James Yusko - Director
Ken Eger - Past Treasurer
Kathleen Shingleton - Past Director
Mary Birch - (Ex Officio), ABHP chair
Nancy Johnson - Program Director

Committee Chairs:

Christine Donahue - Professional Development

Liaisons:

Ed Maher – HPS

Nancy Johnson explained the office transition protocol relative to voting by outgoing members.

3.0 Discussion and Approval of Agenda

The meeting agenda and handout packet had been distributed electronically to the Executive Committee in advance of the meeting.

4.0 Approval of Minutes of July 2004 Meetings

Secretary Gary Kephart had provided a draft of the meeting minutes from the Executive committee meeting held July 10 & 11, 2004 in Washington DC

5.0 Reports of 2004 Officers

5.1 President's Report (Tom Buhl)

President Buhl summarized his written report which had been included in the meeting packet. He noted that several of the key items that he had worked on subsequent to the Washington DC meeting are included as items in the New Orleans Executive Committee agenda.

Tom noted that he had provided a response requested by Gary Kramer having to do with a survey for IAEA/ISO of health physics accrediting organizations. Tom asked if this had any relation to a summary of ongoing efforts in establishing a Canadian certification process as summarized in Frazier's written report.

There followed a discussion of officer division-of-responsibility. It was noted that the task of organizing the technical presentations for the Academy-sponsored Session at the HPS annual meeting inherently overlaps with the timing of transition of leadership responsibilities between

the Academy President and Past-President. After some discussion failed to identify any viable alternatives, no action was taken.

5.2 President-Elect (Frazier Bronson)

Frazier Bronson reviewed his written report from the meeting packet. He noted that the pre-approved alternate list from the Washington DC meeting had immediate application as Jack Higgenbotham's acceptance of a position on the ABHP Board had created vacancy on the Appeals Committee which Robert Gallagher will now fill.

5.3 Past President (Howard Dickson)

It was noted that Howard Dickson's primary focus had been in the leadership of the title protection initiatives, and coordination with the American Industrial Hygiene Association toward this end.

5.4 Secretary (Gary Kephart)

Secretary Gary Kephart noted that he had included two items in the meeting agenda (11.3 and 11.14) that have resulted from his efforts subsequent to the DC meeting. He indicated that the discussion under those respective items would constitute his report.

5.5 Treasurer (Ken Eger)

As outgoing Treasurer, Ken Eger lead the discussion of the Treasurer's report and noted that last spring the Academy's financial advisor had recommended getting out of bond funds and consequently we did. The value of the Academy's investments has improved – so clearly the financial advisor has done well by us. Ken noted that the portfolio performance comparison against market benchmarks (S&P, etc) has also done very well.

Tom asked whether our experience would lead us to consider any modifications to our grading criteria – established for assessing performance of the Financial Advisor. Ken responded that we have to keep in mind the subjectivity of the “cut-offs” between the color-codes assigned for performance.

6.0 Installation of 2005 Officers

Tom Buhl initiated this agenda item with another thank-you to everyone for their involvement and support. Kathleen Shingleton, Howard Dickson, and Les Aldrich were especially commended as outgoing Executive

Committee members. At this juncture, the Academy leadership gavel was officially passed to Frazier Bronson. Frazier also thanked Tom and Howard for their example. Frazier summarized his vision for effective leadership, including:

- ✓ Promulgating the minutes quickly,
- ✓ Informed but efficient discussions, and
- ✓ Presidential reminders to folks of their items on the action list.

Also in the context of following outstanding leadership examples, Frazier noted that Lorrie Taylor and John Laughlin – both original ABHP Directors -- have been lost to the profession recently.

7.0 Committee Correspondence and Reports

7.1 Appeals Committee (Cindy Bloom)

No report. Nancy Johnson indicated that there have been no appeals and consequently no committee activity.

7.2 Continuing Education Committee (Jeff Kotsch)

Frazier reviewed & summarized the written report provided by Jeff Kotsch on behalf of the Continuing Education Committee. There were 174 participants in the AAHP sponsored, eight-hour training sessions at the Washington DC meeting. Nancy Johnson indicated that the 2 sessions in New Orleans were also well attended.

7.2.1 Purchase of 2004 Summer School Books for Brodsky Course

Alan Brodsky had requested that the summer school proceedings be provided to each class registrant from the CE course budget. (Alan had volunteered to lead one of the course offerings at the New Orleans meeting). The resolution was that the Academy would pay half the cost out of the Continuing Education Committee budget.

Those present for this discussion noted that the established precedent gets messy in a hurry. We (the Academy via the Committee) probably need to be very clear up-front about identifying any such needs *early!* Discussion followed about what we were providing to instructors for guidance and clear expectations.

7.3 Exam Site Selection Committee (Donald Brady)

Nancy Johnson summarized the committee's written report as submitted by Donald Brady, Chair. It stated that there are 12 proposed remote sites in addition to the examination at the 2005 HPS meeting in Spokane Washington. These 12 sites have been split amongst the committee members for follow-up. Changes from past precedent included absorbing Hershey PA site into nearby Gaithersburg, MD and potential consolidation of San Antonio into Dallas/Fort Worth because of multi-year difficulties in obtaining proctors. The committee also noted that the Idaho Falls site could be eliminated in 2005 if proctor availability proves difficult because of the proximity to the Spokane meeting location.

7.4 Finance Committee (Ken Eger)

Ken Eger summarized the Academy's prior decision to adopt an annual accounting review -- rather than a full audit. A draft report from the reviewer was provided for Executive Committee information. The review looked at fiscal year rather than calendar year. The key conclusion from the review was: *"Based on our review, we are not aware of any material modifications that should be made to the accompanying 2004 financial statements in order for them to be in conformity with generally accepted accounting principles."*

It was also discussed that current year financial status remains rather difficult to pinpoint because of the way the funds have flowed. However, it can be stated that the Academy is in the black.

7.5 Nominating Committee (Johnafred Thomas)

Johnafred Thomas, Nominating Committee Chair, provided a written report which was included in the meeting packet and summarized by Frazier Bronson. The 2006 Slate of Candidates presented by the Nominating Committee includes President-Elect candidates Edward Maher and Mark Hoover, Secretary candidates Robert Miltenberger and David Simpson, and Director candidates David Myers and Jeffrey Whicker. Frazier asked that the meeting minutes reflect the Executive Committee's kudos to the Nominating Committee for another outstanding candidate slate.

It was noted that Jim Williston will replace Mary Birch on the Nominating Committee. The report also indicated that Joyce P. Davis Memorial Award nomination efforts

are in-progress as a joint effort with the Professional Standards and Ethics Committee.

7.6 Professional Development Committee (Christine Donahue)

The committee's progress report was summarized based on Bruce Thomadsen's written submittal to the Executive Committee. This included a summary of progress on a draft guidance document for involvement as an expert witness in health physics. Christine reported that there remains some question whether the product will or should fit the SQ/P document model.

The committee report noted that since the issuance of the Healthcare RSO SQ/P, there has been frustration expressed regarding the omission of certification by the American Board of Radiology (ABR) (item 3 in Bruce's report). Discussion followed regarding the adequacy of the definition of "large" healthcare facilities. A letter explaining the considerations behind this intentional omission has been drafted for publication in the HPS newsletter. Frazier Bronson noted that some Academy members have approached him directly and he has also heard indirectly of other people being upset about this circumstance. President Bronson stated that he had no issue with the Committee report but then asked Mary Birch if she felt her concerns had been addressed. Mary indicated that her concern had more connection to 10CFR35 and NRC perspective on qualifications associated with ABR.

Frazier Bronson stated that yesterday the American Association of Physicists in Medicine (AAPM) had sent the AAHP a letter which Frazier committed to forward to Christine for Committee review. During this discussion it was noted that the current Academy liaisons are really with ABMP, not ABR. Brian Methé volunteered to review the interrelationships of the healthcare-related credentialing bodies if time allowed at the close of the day.

During this discussion of reactions to the Healthcare RSO SQ/P, Frazier Bronson asked whether our SQ/P have defined review periods – as do ANSI standards?

Paul Stansbury asked about status of the draft SOP 2.6.1 included in the committee's written submittal. Frazier Bronson responded that there had been discussion at the Washington DC meeting recommending that the draft be returned to the Committee to be re-formulated into a committee charter in that the draft more clearly fit that

model than that of an SOP. Frazier agreed to clarify this communication with the Professional Development Committee.

7.7 Professional Standards & Ethics Committee (Carol Berger)

Nancy Johnson read the written Committee Report correspondence from Carol Berger to the Executive Committee. Carol's report noted that the Professional Standards and Ethics Committee is working on a revision to the Committee's standard operating procedure (SOP) and has completed an outline. She committed to have a draft SOP for consideration by the Executive Committee at the Spokane annual meeting.

7.8 Liaisons' Reports

7.8.1 ABMP (K. David Steidley)

Frazier reviewed the written submittal provided by K. David Steidley. The report emphasized the 3-year window for ABMP candidacy based on extensive medical health physics experience as well as the "reciprocity" consideration for ABMP candidates previously certified by the ABHP.

7.8.2 CRCPD – No report

7.8.3 Health Physics Society (Ed Maher)

Ed Maher expressed kudos to Howard Dickson for his efforts on behalf of the Academy and inclusive of the Society in regards to title recognition/protection. HPS is very pleased with this progress. Ed explained that Eva Hickey has been tasked by the Society (as liaison for the Ohio HPS chapters), to support the Ohio efforts and similarly, Eric Abelquist to support the Georgia efforts.

Ed summarized the efforts of the HPS's Ad hoc committee on restructuring – he specifically expressed the Society's request for Academy feedback/response. Report will be on web site in next few weeks.

Ed asked if the Academy had any additional SQ/Ps to be published. He stated that the question came up because of the HPS budget '04 appropriations allowed for some costs in this area and questions had arisen regarding the out-year budget planning. Nancy Johnson was subsequently asked to review the history associated with HPS connection to SQ/P's, especially any financial connection. She noted during this conversation that the cover of SQ/P refers to joint effort approved by affected HPS section.

7.8.4 NRRPT – No report

7.9 Ad Hoc Title Protection Committee

This report was deferred by consensus to Agenda item 11.1.

8.0 Reports from the Editor & Webmaster

8.1 Newsletter Editor (Kyle Kleinhans)

Kyle Kleinhans was not present. Gary Kephart noted the April and May CHP Corner article deadlines provided by Kyle.

8.2 Webmaster (Scott Medling)

Scott Medling was not present. Frazier Bronson indicated the Academy positions seemed to have been updated on web last week.

9.0 Report of the American Board of Health Physics (Mary Birch)

Mary Birch, ABHP Chair reviewed her written report for the Academy Executive Committee. It summarized:

- ✓ The outcome of the 2004 examinations,
- ✓ Proposed changes to the ABHP Policy Manual,
- ✓ Conclusions of the Ad hoc committee on Passing Point Determination,
- ✓ Approved changes to the ABHP Procedure Manual, and
- ✓ Various other initiatives in-progress.

Considerable discussion followed regarding proposed field-testing of new Part I questions. Answers -- in parentheses -- were provided by Mary Birch during the discussion:

- ✓ Jim Yusko asked if test-run questions would be blind to the candidates? (yes).
- ✓ Frazier Bronson asked if they would be graded? (yes for question statistics but no for candidate performance)
- ✓ Ed Maher asked if number of questions would have to be increased? (alternatives still being assessed)

An Ad Hoc committee has been formed by the Board to consider the ramifications of such an action on exam length and performance.

Mary reported that the 2 proposed policy manual changes (for EC approval) are 1) a result of closing the part II exam, and 2) transcript date submittal changes for early

admission to Part I.

Mary Birch also summarized the deliberations and conclusions of the Board and their committee regarding Passing Point Determination. Enhancements to the trimmed-mean Angoff method have been implemented following benchmarking against a number of other recognized professional credentialing processes.

10.0 Report of the Secretariat (Nancy Johnson)

In summarizing her written report to the Executive Committee, Nancy Johnson noted that this is a very busy time for her office in completing the functions associated with routine Board and Academy operations occurring in early spring. Chief among those duties is the processing of candidate applications received in conjunction with the annual deadline in January. Nancy stated that resultant letters to the candidates are targeted to go out by the end of March. She also reported that there are approximately 230 applicants at this point, a figure that may be down slightly from last year.

There followed a discussion initiated by President Frazier Bronson in which Nancy Johnson discussed the status of formal, written approval of the Burk, Inc. contract to continue the services of the Secretariat’s office.

It was determined via consensus there was no business requiring that the Executive Committee convene in Executive Session.

11.0 Old Business

11.1 AAHP/HPS/AIHA Professional Recognition / Title Protection activities

Tom Buhl summarized what he and Howard Dickson have been working on. It was noted that the HPS has also been involved in supporting this initiative. Ray Guillmette and Tom have jointly sent a letter to the 5 HPS Chapter Presidents to solicit their assistance in involving local, grass-roots professionals in the targeted states of Ohio and Georgia

Tom went on to note that we have already received positive responses thus far from the Chapter officers. Tom stated that the local AIHA chapters (which AIHA calls “Sections”) are also plugged in. Tom noted that the ad hoc committee has worked hard on the draft wording to make it inclusive of all levels of HP professionals.

Tom reviewed the payment commitments addressed with AIHA and how they are to be apportioned. He also emphasized that Howard Dickson had noted that there could be emergent funding needs. He stressed that this was just a heads-up; no additional funding is being requested at this time. (\$10K previously allocated).

11.1.1 Support Funding for Georgia Legislative Initiative

Frazier Bronson informed the EC that Georgia’s AIHA Section had tried to solicit the AIHA national for lobbying money. He expressed concern that some clarification of the intended allocation and expenditures may still be needed. In this context, Frazier asked how we go about spending the \$10K previously allocated by the AAHP. It was concluded that the contract which had been established with AIHA directs Executive Secretariat as to how the allocated money is to be spent. Ed Maher asked if the HPS had made any similar appropriation? Tom Buhl responded that he didn’t know for sure. Ed stated that he thought there had been an HPS appropriation, but wasn’t sure how much HPS might have budgeted.

11.1.2 Documentation of previous e-mail vote re: signing of contract

It was noted that the approved [Bylaw] protocol for an electronic vote tallied by the Executive Committee requires that such action be confirmed and documented in the minutes of the subsequent EC meeting.

There followed a lengthy discussion on the *draft* of a title protection position statement introduced by Tom Buhl on behalf of the Ad hoc committee. The EC was provided with the parallel position statement of the AIHA as an explanation of the perceived need to underpin the state legislative initiatives.

Discussion followed regarding whether the Academy should have a joint statement published with HPS. Frazier noted the reason that Aaron Trippler [AIHA Legislative Affairs Director] had recommended we have a position statement. Ed Maher noted that it was a logical expectation that the state legislators would ask the question and it would be appropriate to have a prepared position in response.

11.1.3 Possible Formation of a Standing Committee

Tom Buhl introduced this topic as a continuation of the previous agenda item discussions. It is expected to take

many years to get through the process working state-by-state. It was initially stated that an Academy Bylaw change would be required to add a standing committee [on professional recognition and title protection].

The Executive Committee discussed whether we should accelerate this effort to support coordination with the March ballot (normal officer ballot). Jim Bogard proposed a friendly amendment to add words “as necessary” after Parliamentary Regis Greenwood noted that the applicable section of the Bylaws doesn't preclude us from adding additional standing committees. Consequently no bylaw change is necessary. A Bylaw change could be done as a follow-on to emphasize the importance of the proposed committee's role.

Regis suggested that a Bylaw change was not necessary but highly desirable.

Frazier Bronson reviewed the CHPs who are currently supporting the ad hoc committee: Howard Dickson, Ed Maher, Tom Essig, Frazier Bronson, Regis Greenwood, and Judson Kenoyer. Frazier asked Tom Buhl to join and transition the role of ad hoc committee chair as convenient for Tom and Howard.

Mary Birch asked if the Academy had obtained any legal review to assess whether there was a down-side to the proposed title protection. Discussion of licensure versus title protection followed.

11.2 Liability Insurance for CHPs Update

Brian Methe' provided an update on activities since the July meeting. Currently the pool size is being assessed via communication with the HPS. A better estimate of the potential pool size is necessary in order to go back to insurance providers to obtain price estimates. Brian gave \$1000/yr as a typical cost for his liability premium as a medical physicist. Ed Maher asked if international liability would be included in typical policy coverage. Paul Stansbury asked about the genesis of the group insurance issue. Brian responded that member interest had initially raised the issue; however, demand remains an unknown.

Tom Buhl noted that post 9/11 perceptions both by members and insurers, may have changed. Tom summarized the outcome of the discussions on this topic held at the HPS leadership meeting held in conjunction with the DC summer meeting. Michael Johnson from Burk Inc. has shared some of the history of prior HPS

efforts to offer group insurance with Tom. Further discussion of insurance history followed.

11.3 Update to Academy Strategic Plan

Gary Kephart introduced this topic and expressed concern that the plan is hardly “strategic” when it has not been revised in 5 years. Jim Yusko asked if it was actually obsolete or simply all “mom and apple pie?” Regis Greenwood noted that the implementation ideas were inappropriate in a strategic plan. Paul Stansbury suggested that the Academy Committee Chairs should be charged with coming up with current implementation ideas. Ed Maher noted that HPS Directors are now specifically assigned to individual HPS strategic plan goals -- for better accountability. He indicated that the Society is hopeful that this will improve HPS continuity. In this context, Ed asked if Academy Committees report to specific EC Directors.

11.4 Poll of Committee Chairs re: length of term

Brian Methe' reviewed the draft wording for a possible Academy Bylaw change as had been provided in the meeting packet:

“To amend Section VII (Committees), Subpart C, of the Preamble and Bylaws of the American Academy of Health Physics, to read:

C. The term of a committee appointment is three years. Additional terms may be allowed following review by the Executive Committee. Committee Chairs are appointed for a three-year term and may not succeed themselves as Committee Chair. The three-year term will be in addition to the amount of time that the Chair has already served as a committee member, if applicable. The rules of this subsection [C] apply to all committees except the Finance Committee, which is addressed in Section H below.”

Tom Buhl noted that he had been charged with soliciting input from current Committee members and Committee responses were taken as generally positive. Tom summarized the replies from 3 committees: Professional Development, Ethics committees agreed that 3-yr terms would be good, while Exam Site Selection felt 3-yr terms would be too long.

Frazier Bronson noted that there would be a challenge to mesh this proposed change in committee chair term of office with other SOPs, committee membership durations, and precedent. The EC also discussed the option of continuing/extending committee chair durations by weakening the prohibition wording currently in the

Bylaws.

Some of those present expressed concern that expecting volunteers to commit to a 3-yr committee term with subsequent acceptance by some of a 3-yr chairmanship is not a reasonable expectation since it is asking for a 6-yr service duration. Regis Greenwood presented the current wording of Bylaw Article 7c as regards committee terms of office. Considerable discussion followed. Jim Yusko suggested -- on the basis of previous experience with HPS committees -- Academy leadership and Committee Chairs need to look for 1st year contributors as one means to identify candidates for eventual elevation to Chair.

Brian Methe' suggested an idea by which the Academy could solve the problem with no changes to the paper-trail... Frazier asked several related questions: number of committee members, etc. Jim Bogard helped to re-focus discussion on the nature of current paper-trail difficulty.

Regis Greenwood indicated that the Academy would need to revise Article 7 of the Bylaws for the ultimate fix, but there is potential for improved continuity of Committee leadership either without the necessity of a Bylaw change, or in the interim while such change is proposed and voted upon.

11.5 Draft SOP on Electronic Balloting

Gary Kephart committed to work with Scott Medling -- who was the primary contributor to the initial success with the electronic balloting approach -- in an effort to capture the key aspects of the arrangement in an SOP.

11.6 Electronic Payment of Dues

Ken Eger and Jim Bogard presented the status report on this initiative. The Health Physics Society is already set up to do this. To complete the set up for the Academy to have a web-based option for payment of fees/dues, it would only be necessary to add a secure link to the Academy website. Nancy Johnson indicated that the initial strategy would place the web-based payment option on the members-only side of the web page so it wouldn't work for payment of candidate fees associated with the application for exam.

Set-up charge would run about \$3000 then about 1000-1500/yr thereafter. It was noted in the discussion that the credit card company gets nominally 5% (as they do now on mail-in credit card users). This raised the question whether there could be an adverse impact on the

Academy income if a large percentage of the membership suddenly adopted the web-based method of dues payment.

As a spin-off from the web-based payment idea, Paul Stansbury suggested that Academy should have a standing credit card renewal -- get a notification annually in the month before the Academy dues are going to be expensed against the account.

Nancy Johnson felt that from the Secretariat's viewpoint, it would be OK and perhaps even preferable to separate dues payments from application process payments.

Nancy Johnson indicated that web-based payments to HPS have been effectively insulated from the HPS webmaster by subcontracting to a different service provider.

Nancy felt that "processing" efforts/work load of the Executive Secretariats office are largely unaffected by method of payment.

11.8 CHP Certification Mark Registration

Frazier Bronson summarized his review of the previous history of this Academy effort, reviewing the highlights of a summary that he had submitted for the meeting agenda package. He noted that it was difficult to resurrect the items previously submitted as parts of the application for registration of the CHP mark. Frazier had obtained the assistance of his employer's Patent Attorney to field some questions that arose from the research of past Academy experience in attempting CHP mark registration.

A new challenge emergent since the previous application is the registration in 2002 by the American Health Information Management Association of CHP as indicator of the credential: Certified in Healthcare Privacy. The Patent Attorney had suggested that the Academy might challenge this registration but had also indicated that concurrent use is permitted within the law.

Frazier focussed on what he determined to be the key stumbling point to re-starting application: needing evidence to submit that the Academy members have used the CHP mark and that such use is long-standing. Tom Buhl noted that the April 1999 HPS Newsletter had an ad for a course that advocates its instructors as CHPs. In response, Frazier re-visited needs for evidence package. Prior EC discussion was re-visited for those who had not been involved in this issue from prior EC meetings.

Frazier asked about \$2000 expenditure; the consensus of the EC was that Frazier had previously been and remained authorized to pursue registration.

11.9 Parliamentarian's Review of Academy Documents

Regis Greenwood discussed what he considered to be the appropriate attack strategy/priority for this effort and solicited others opinions. Frazier Bronson asked about the role of Charters. He noted that *none are currently approved* – all shown as drafts – at least on the web page listing. At the suggestion of the Parliamentarian, action on this issue was tabled until the Spokane meeting.

11.10 Availability of CHP Rubber Stamp

Tom Buhl indicated availability of the rubber stamp has been added to the previously available embosser. However, he indicated that Scott Medling hasn't put the information on the Academy web site yet – as far as how to order the rubber stamp. Member cost for obtaining the rubber stamp will be \$34.95. Once Scott has the information up on the web site so that it is available to the Academy membership, the action item will be closed.

11.11 Electronic CHP Logo File for Use by CHPs

Frazier Bronson introduced this agenda item. The original idea was to provide access for CHPs to electronic logo file for use in ads, business cards, letterhead, etc. He noted that there are 2 or 3 different CHP logos existent as well as an ABHP logo.

In the course of pursuing the original idea, Frazier noted that SOP 4.5 already addresses the use of CHP... Question to consider: should the Academy pre-approve some authorized uses of the CHP logo. Jim Yusko asked: What overlap does this discussion have with the prior discussion on registration of the CHP mark? Frazier responded that there are certainly parallels, but not much overlap. Paul Stansbury recommended that the Academy put the accepted CHP logo out on the web site such that it is readily available for download by members -- and only control should be reminder about standards and ethics.

11.12 Position Descriptions for Officers, Committee Chairs, Appointed Positions

This agenda item was associated with the Action Item from the previous EC meeting having to do with additional

“how-to” documents corresponding to each Academy leadership position. Frazier had provided the initial example in his previous role as president-elect.

11.13 Documentation of Process for Secretariat and Web Site Rosters

This issue was tabled by consensus pending availability of WebMaster Scott Medling to contribute to the discussion.

11.14 Review of ASSE Initiative re: Accreditation of Safety Training

Brian Methe' summarized what he had concluded from his review of the website identified by Howard Dickson. This was an ASSE initiative that Howard had recognized as having potential for a health physics parallel. Consensus was to focus Academy efforts on other initiatives at this time.

11.15 Compliance Assessment of AAHP/ABHP Practices to ISO/IEC17024

The intent of the Executive Committee was that the consensus standard should be reviewed for insights on any aspects of the certification process that the Academy/Board might wish to strengthen – relative to either process or documentation. Gary Kephart provided a written summary of four questions that had resulted from his review of the ISO standard. In his verbal report on this action item, Gary emphasized two questions of “periodicity” arising from his review of the ISO standard and the CESB guidelines:

- ✓ The academy last conducted a membership survey – oriented at continuous improvement ideas – in 1999; Probably time that we repeat this exercise.
- ✓ Both the ISO standard and some supplemental portions of the CESB guidelines suggest that the job/practice analysis should be repeated every 5 years to confirm the examination content blueprint.

The member survey questions from 1999 were provided to those present as a starting point to consider how another such member survey might be structured to optimize collection of ideas for Academy improvements. Mary Birch indicated that the Board had already initiated discussions surrounding appropriate JTA frequency. It was noted by the Board -- in their deliberations on this topic -- that it takes a very long time to re-characterize the entire exam bank after revising the examination blueprint. Consequently, every 5 years may not be viable in our

situation.

11.16 Suggested “Volunteers” and Schedule for CHP Corner Articles

Frazier Bronson noted value of the CHP Corner and CHP News as a marketing vehicle. In that regard, he noted the importance of continually getting in front of the profession. He went on to suggest that the need was for a larger number of smaller articles... repetition isn't necessarily all bad in this respect.

Toward this end, Frazier provided a straw-man list of suggested article authors, timing, and topics.

In summary, Frazier proposed the need to finalize and migrate the list to a standing “tickler” of inputs for editor to utilize. Discussion followed regarding the status of the Academy Editor's Charter and SOP.

11.17 Nomination Committees Duties—Awards

President Bronson had requested this agenda item after it had been addressed in the Washington DC meeting but the secretary failed to capture the resolution in those meeting minutes. As noted by Frazier: “This committee [Nominations Committee] currently suggests candidates to the Ethics committee for the Joyce P. Davis Memorial Award. I suggest that the role of the Nominations Committee be expanded to include suggestion of candidates for the William McAdams Award for submission to the selection committee. It seems like there is quite a bit of overlap in the candidate pool for these two awards, and that good candidates to consider for the McAdams award might come out of the same process.”

12.0 New Business

12.1 AAHP Technical Session in Spokane, WA

Tom Buhl had included a draft agenda for the Academy-sponsored Special Session planned for the Spokane meeting in July. The working title of the session is: *BEIR VII and Radiation Risk Assessment*. Tom summarized this draft and shared his rationale for the various invited speakers on the docket. EC discussion went into how the various invited speakers will be funded. Tom indicated that as of the New Orleans meeting, it appeared that little or no Academy support for such travel would be needed. Abstracts have all been submitted. This agenda item was a status report only. No action was required or taken by the EC.

12.2 NY State Recognition of CHP Update

Brian Methé noted some of the correspondence associated with this agenda item had been included in the meeting packet. He summarized that the New York State Committee on Medical Physics reviewed the technical content of the ABHP exam and found it suitable. Testing experts also passed muster and subsequently we received notification that NYS has accepted ABHP exam. It was also noted that the ABMP exam process was granted the same NYS recognition. Both relate to licensure in New York as a medical health physicist.

Nancy Johnson reported that she has already had paperwork submitted by one CHP to obtain CHP evidence associated with that member's application for NYS licensure. Brian also explained what ABR certification would be recognized for in NY. Additional discussion ensued. Jim Yusko noted and Brian confirmed that the state identifies four specific disciplines in which one can be licensed.

While this is a significant recognition and may have bearing as other states assess licensure or other conditions of practice, no action was required by the EC. Brian was thanked for his personal involvement in providing clear explanation of the Academy and Board processes to the NYS Committee.

12.3 CRPA Recognition/Registration/Certification

President Frazier Bronson provided a summary of the Canadian health physics credentialing program paralleling the AAHP/ABHP process. Frazier related his understanding of their process and structure. CRPA is the Canadian equivalent of the HPS. Frazier said that a colleague had suggested to him that they are using the NRRPT exam or building from that exam bank. Dave Kent, the NRRPT liaison to the Academy was not present for the New Orleans EC meeting. Consequently, there was no one present at the EC meeting who could clarify any existing or planned CRPA-to-NRRPT relationship.

Frazier also summarized his perspective on how these efforts: CRPA, IRPA, European Community – might eventually dilute the CHP value; no recommendations other than to follow progress. Frazier pointed out that provision of liaisons and consideration of reciprocity would be logical evolutions as the CRPA effort progresses and gains recognition.

Paul Stansbury suggested that we might want to check whether we could get a CRPA “process owner” to speak to us at the Spokane meeting. Jim Yusko asked if the global economy suggests we need to de-emphasize the A in AAHP? The question followed as to how many CHPs there are in Canada. Nancy Johnson stated that she did not have that statistic at-hand but thought their number would be 25 to 30.

12.4 Executive Committee Electronic Ballots

It was noted that the Executive Committee process for electronic balloting had been utilized in authorizing the Academy commitment to the Tri-Partite Agreement with HPS and AIHA regarding pursuit of title recognition via state-by-state initiatives. President Bronson suggested that there were evident lessons as well as open questions on the balloting process and how it might be both improved and facilitated. Ensuing discussion also addressed whether there should be specified bounds on the circumstances under which the electronic ballot protocol may be utilized.

Frazier provided a draft plan for conduct of an electronic ballot and suggested that after several more proof-tests the EC would likely arrive at a workable protocol that could then be formalized in a procedure.

Discussion concluded that EC would enter into the subsequent meeting minutes the electronic vote tally (not who, just how many). Paul Stansbury pointed out that there are times where face-to-face interaction is deemed critical. Suggested if any two members vote this is needed, an electronic ballot should be pre-empted by virtue of such reluctance.

12.5 Organizational Interrelationship Explanation: AAPM, ABMP, ABR

Brian Methe gamely attempted to explain the acronyms and alphabet soup of medical health physics-related credentialing bodies to the non-medical CHPs present:

- ✓ AAPM is “blanket” professional society (like HPS) for medical physicists... discussed some of the subset disciplines
- ✓ ABR is group of physicians who certify competence in both medicine and medical physics.
- ✓ ABMP formed when they concluded as physicists that their needs were not being served by the ABR. ABMP certifies in 4 specialties. In the interim, the 2 groups (ABR and ABMP) have recognized that their efforts

were duplicative. In recent move toward integration, ABR and ABMP have agreed on a division of responsibilities.

Frazier asked how AAPM connects to the other two bodies.

Q:Is the AAPM to the ABMP like HPS is to AAHP? A: Yes sort-of.

ACMP sponsors the ABMP.

ABR has never certified HPs.

Point is whether or not ABR certification is suitable background for RSO...

Jim Yusko: Yes, could be, but depends on the institution. For large medical facilities, probably not comprehensive enough. For small hospitals, perhaps not out of line. SQP doesn't grant ABR credit for any circumstance as RSO...

Frazier asked for a summary of changes to 10CFR35. Brian said that the nature of the proposed change is that NRC is now requiring/proposing rules for demonstration of training and experience (back-fit to existing rule). Interpretation of prior training is where this is getting traction.

Paul Stansbury asked why we can't refer to committee... Frazier noted that there is some history of contention here that we can't control. Frazier asked if we could refer some way that clearly includes both ABR and ABMP SMEs.

Mary Birch noted that Part 35 tie parallels what started to be the direction in power reactor regulation... Analogy for us would be relative to practicing outside our individual expertise... Presumably a similar expectation imposed on ABR? Frazier: Look to see if ABR has domains of practice similar to ours. Jim Yusko said he was currently working on obtaining his ABR – discussed similarities and differences from ABHP processes. ABR consists of 2 written exam parts plus an oral examination.

Paul and Jim agreed some overlap but ABR not nearly as comprehensive... much more specialized.

12.6 Tabled item from ABHP: proposed policy change

Brian Methe moved to approve the Policy Manual Changes as submitted by the ABHP. Mary Birch explained the needs again. Jim Yusko noted that if

Academy desires a closed exam, we should discourage both the sale and dissemination; Mary indicated that the other aspect is already covered.

Saturday am July 8&9; Join for lunch at noon on Saturday July 9, and EC meeting would then start about 1 pm on Sat July 9, 2005 and reconvene for as long as it takes on Sunday.

12.8 July 2005 Meeting Dates

Nancy Johnson indicated that on the basis of Spokane HPS meeting schedule, Board will meet Friday and

Regis moved that we adjourn until 1 p m on July 9, 2005 Jim Yusko seconded.

13.0 Adjournment

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Professional Liability Insurance.

Brian M. Methe’ CHP, DABMP
AAHP Board of Directors

Some members of the HPS and the AAHP have expressed interest in liability insurance coverage for professional practice. As an individual practitioner, liability coverage can be difficult to obtain and when found, it is often very expensive. If a professional society makes a larger market available to an insurance underwriter, both coverage availability and cost may become more favorable for the insured. At the behest of the AAHP Board, I have been looking into the feasibility of such an insurance program. Like most things in life, there is good news and bad news. First the good news, the AAHP Board has found a potential carrier. The bad news, what is covered and more importantly, the cost of coverage depends on the number of takers. As a starting point, the AAHP is trying to assess the level of interest in the HP community for a liability insurance program. From my experience with other such programs, the premium is about \$1000 and provides \$1,000,000 per incident, \$3,000,000 in aggregate and also includes coverage for “errors and omissions” in shielding designs. As an Academy or HPS member, is professional liability insurance something you would be interested in? If the cost was between \$1000 and \$1500 for coverage would you still be interested? Are you a CHP? In what area(s) of health physics do you practice (environmental, internal dosimetry, medical, power, etc)? You can send me your replies and any other incisive comments at bmethe@stpeterhealthcare.org. Once the AAHP Board has an idea of the level of interest, we can better define cost and scope of coverage. Stay tuned.

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