

Annexe III of the guidelines for the acquisition of the SSRMP Certification in Medical Physics

Mentor's responsibilities

1 Introduction

The mentor shall accompany the candidate for the certification over his/her training period. It is the responsibility of the mentor to ensure that, during the training period, the candidate performs all the relevant clinical activities and procedures. The mentor should support and foster the candidate in his/her training. The requirements for being a mentor are specified in paragraph 5.7 of the "guidelines for the acquisition of the SSRMP Certification in Medical Physics". He/she has to write a yearly report and submit it to the chair of the education committee.

2 Distribution of the training time

The duration of the training time of the candidate for a designated specialty must be at least 1.5 years. The mentor must ensure that the necessary clinical competencies are obtained, through experience in clinical practice, for the designated specialty. If one of the specializations sought is radiation oncology, at least six months of the clinical practice experience must be in a radiation oncology department. If practical experience in a relevant area was gained prior to the application, the mentor has to summarize these previous experiences in a table, together with an assessment of the relevance. Then the commission for certification may count this time period towards the required 3 years with a maximum of 50%, but a minimum of 1 year under the supervision of the mentor is mandatory.

3 Content of the report

3.1 Training in the reporting period

The list below can serve as a guideline for structuring and drafting the annual report:

- professional activities in the workplace
- research and development projects
- attended conferences and training courses
- courses and seminars (internal and external)
- teaching activities of various kinds and publications

This list is not exhaustive – other alternative activities in connection with the training may be included in the report.

3.2 Training plan for the following year(s)

The training program which has been planned for the next year (s) of the training should also be summarized in the report. For this purpose, the previous list (3.1) can again be used as a guideline.

4 Template "Annual report of the mentor"

The following templates (German, French) can be used to prepare the annual report of the mentor.

SSRMP Executive Board

Fachanerkennung SGSMP für Medizinischer Physik

Jährlicher Bericht der Mentorin/des Mentors

Berufliche Tätigkeit und Weiterbildung in der Berichtsperiode

Berufliche Tätigkeiten am Arbeitsplatz

- ...

Forschungs- und Entwicklungsprojekte

- ...

Die angegebenen Überschriften
sind als Beispiele zu verstehen.

Kongresse

- ...

Weiterbildungen, Kurse (extern)

- ...

Weiterbildungen, Kurse (intern)

- ...

Kolloquien, Seminare (intern und extern)

- ...

Unterrichtstätigkeit

- ...

Publikationen

- ...

Fachanerkennung SGSMP für Medizinischer Physik

Jährlicher Bericht der Mentorin/des Mentors

Geplante Weiterbildung für das Folgejahr (oder die Folgejahre)

Berufliche Tätigkeiten am Arbeitsplatz

- ...

Forschungs- und Entwicklungsprojekte

- ...

Die angegebenen Überschriften
sind als Beispiele zu verstehen.

Kongresse

- ...

Weiterbildungen, Kurse (extern)

- ...

Weiterbildungen, Kurse (intern)

- ...

Unterrichtstätigkeit

- ...

Spécialisation SSRPM en physique médicale

Rapport annuel du mentor

Candidat(e) : Nom :

Adresse :

.....

.....

Mentor : Nom :

Adresse :

.....

.....

Pour la période du : au

Lieu, Date : Signature du candidat :
.....

Lieu, Date : Signature du mentor :
.....

Annexes :

- documents de formation
- Certificat de participation
- ...

Les annexes sont données à titre d'exemple.

Spécialisation SSRPM en physique médicale

Rapport annuel du mentor

Activité professionnelle et formation continue au cours de la période de référence

Activités professionnelles sur le lieu de travail

- ...

Projets de recherche et développement

- ...

Les rubriques sont données à titre d'exemple.

Congrès

- ...

Formation continue, cours (externe)

- ...

Formation continue, cours (interne)

- ...

Colloques, séminaires (interne et externe)

- ...

Activités d'enseignement

- ...

Publications

- ...

Spécialisation SSRPM en physique médicale

Rapport annuel du mentor

Programme prévu pour l'année suivante (ou les années suivantes)

Activités professionnelles sur le lieu de travail

- ...

Projet de recherche et de développement

- ...

Les rubriques sont données à titre d'exemple.

Congrès

- ...

Formation continue, cours (externe)

- ...

Formation continue, cours (interne)

- ...

Activités d'enseignements

- ...