



Schweizerische Gesellschaft für Strahlenbiologie und Medizinische Physik
Société Suisse de Radiobiologie et de Physique Médicale
Società Svizzera di Radiobiologia e di Fisica Medica
Swiss Society of Radiobiology and Medical Physics

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Annexe IV: Examination regulations SSRMP Certification in Medical Physics

SSRMP Board

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1 Preamble

- a. These regulations govern the examination procedure to obtain the SSRMP certification in the chosen subject area of medical physics ("Medical Radiation Physics" or "Medical Imaging").
- b. The purpose of the examination is to verify that the candidate has the essential knowledge required for their subject area according to the subject catalogue (annexe II), and that they know how to apply it in practice. In addition, it is verified that the candidate can exercise their responsibilities independently and responsibly as required by law.
- c. These examination regulations define the rights and duties of the examination board and the candidate.
- d. The SSRMP executive board approves the examination regulations and may grant exceptions.

2 Admission and communication

- a. Only persons who are employed and/or resident in Switzerland, or who can prove that they are about to get a position in Switzerland, are admissible to the examination.
- b. All candidates who meet the admission criteria for the SSRMP certification in medical physics according to the guidelines, including completion of their practical training at the time of the examination are eligible to take the examination.
- c. Since the examination is held only once a year (usually around mid-October to mid-November), candidates who complete their practical training not later than six months after the date of the examination may be admitted to the examination on request. The certificate will be issued on the date of the examination but will only be handed over when the practical training is completed within the next six months. Otherwise, the exam will be retrospectively counted as failed.
- d. The chairperson of the certification board will inform the candidates and the chairperson of the examination board in writing of the admission to the examination.
- e. The whole correspondence is done by e-mail. It is the candidate's responsibility to ensure that their current e-mail address is at all times known to the chair of the education committee.

3 Nature and scope of the examination

- a. The examination consists of a written and an oral part.
- b. Candidates with:
 - i. Master of Advanced Studies (MAS) degree with specialization A in Medical Physics from the ETH Zurich
 - ii. Master's degree in medical physics
 - iii. Foreign board certification in the corresponding subject area are exempt from the written examination.
- c. The written part lasts three hours. It consists of 40 multiple choice questions and 5 essay questions. The questions are available in French, German, Italian and English. The answers to the essay questions must be written in French, German, Italian or English. For the multiple-choice questions, only one answer is correct. A wrong answer does not result in a point being deducted.

- d. Prior to the examination date, the chairperson of the examination board will provide each candidate with three topics in the candidate's subject area. The topics must correspond to different fields of medical physics. The candidate must be prepared to present each of the three topics as a free presentation within the prescribed time of 10 minutes (see 3f for an exception)
- e. The oral part lasts one hour and starts with the 10 minutes free presentation (see 3f for an exception) for which the examination board chooses the definitive topic immediately before. The chairperson of the examination board informs the candidate of their choice right at the beginning of the exam. In the remaining 45 minutes, the examination board will ask questions from the entire field of the subject area which covers the following parts: "Medical Physics", "Clinical Application" and "Radiation Protection and Radiation Biology". Care is taken to ensure that all relevant areas are addressed depending on the chosen subject area.
- f. For candidates with an existing SSRMP certification in one subject area, the examination consists of 30 minutes of questions focussing on topics of the subject area that the candidate has not yet been certified in. The free presentation is omitted.
- g. The oral examination can be conducted in French, German or English according to the candidate's preference.

	Written exam	Oral exam	
	3 hours 40 MC questions 5 essay questions	10' oral presentation	questions from the examination board
Candidate with: - Master of Advanced Studies in Medical Physics (ETH, specialization A) - MSc in medical physics - Foreign certification	No	Yes	Yes (45')
Candidate with SSRMP certification in another subject area	No	No	Yes (30')
Other candidate	Yes	Yes	Yes (45')

Table 1.

4 Examination Board

- a. The chairperson of the examination board is SSRMP certified in Medical Physics (Radiation Physics or Medical Imaging)
- b. The examination board should consist of the following specialists
 - i. Medical physics (radiation oncology): 1 – 3
 - ii. Medical physics (radiodiagnostics, nuclear medicine): 1 – 2
 - iii. Radiation protection: 1
 - iv. Radiobiology: 1
 - v. Clinical radiation oncology: 1
 - vi. Clinical imaging (radiodiagnostics, nuclear medicine): 1

- c. A quorum of the examination board is achieved with the presence of the chairperson of the examination committee or with the chairperson of the certification board and at least three additional members (including another medical physicist with an SSRMP certification).

5 Result of the examination

- a. For candidates that need to pass the written examination (see Table 1), the written examination must be passed before the candidate can take the oral examination.
- b. The written exam is considered passed if at least 66% of the possible points are obtained.
- c. In case of failure of the written examination, the candidate will be informed in writing. The entire exam is considered as failed and the fees for the oral examination are not refunded.
- d. The oral examination is passed if and only if each part of the oral examination has been passed, i.e. oral presentation, medical physics, clinical application and radiation protection & radiation biology.
- e. If the examination is passed and the required time of practical training is completed, the candidates will receive a diploma confirming the SSRMP certification in the chosen subject area, either immediately after the examination or within 30 days.
- f. In the event of failure, the candidate will be informed by written decree, including reasons for the failure. Upon request, the candidate can have a face-to-face discussion with the chairperson of the examination board within two weeks of receiving the written decree. The exam documents will not be handed over nor may they be copied or photographed.
- g. A failed examination may be retaken during the regular annual examination period. In this case, the complete exam (as initially defined) needs to be taken and the full fee is due again.

6 Aids

- a. For the written examination, no aids other than a standard calculator and a foreign language dictionary are permitted.
- b. For the oral examination, a blackboard or flipchart is available. No other aids may be used.
- c. Any candidate who uses unauthorized aids or attempts to mislead the examination board will be excluded from the current examination by the chairperson of the examination board. The examination is considered as failed.

7 Examination fees / Compensation

- a. Examination fees for members of SSRMP:
 - i. Written examination: CHF 200.-
 - ii. Oral examination: CHF 200.-
- b. Examination fees for non-members:
 - i. Written examination: CHF 400.-
 - ii. Oral examination: CHF 400.-
- c. The fees are to be transferred to the account of the SSRMP:
IBAN: CH57 0900 0000 1001 4793 4, BIC: POFICHBEXXX.

- d. If the registration is withdrawn, 100% of the fees will be refunded until 1 October. Up to 2 weeks before the oral exam, 50% will be refunded. After that, the fees will no longer be refunded, unless 8b applies.

8 Withdrawal of registration

- a. Withdrawal of registration without specifying any reasons will be accepted up to two weeks before the individual oral exam.
- b. Thereafter, only the following reasons will be accepted:
 - i. Illness (medical certificate)
 - ii. Parental leave
 - iii. Accident (medical certificate)
- c. Death in the immediate family
- d. If a candidate takes part in the examination despite existing reasons for a cancellation (see 8b), this cannot be used as a reason for subsequent annulment of the examination and/or refund in case of failure.

9 Legal process

A written appeal against the decision of the examination board can be submitted to the SSRMP executive board within 30 days of delivery of the written decree of the failed examination. The SSRMP executive board will appoint an independent advisory appeals committee and make a final decision based on their report within 4 months of receipt of the appeal.

Appendix: Summary of the process/timeline

The following schedule is a guideline, created to provide an overview of all the steps in this process. All dates marked with “*” are deadlines with clear consequences described.

Until 1 July *:

Candidates must register for the exam to the chairperson of the certification board. After 1 July, the registration will be closed for the current year and the exam schedule will be fixed. Late registrations will be put on a waiting list. If a slot becomes available, such a registration will be taken into account, provided the candidate agrees.

Until mid-July:

The candidates and the examination board are informed about the place and time of the written and the oral examination. The written examination usually takes place one week before the oral examination.

Until mid-September:

The SSRMP treasurer sends the candidates an invoice / QR code for the examination fee, which must be paid before 1 October *.

Up to 6 weeks before the oral examination:

The chairperson of the examination board informs each candidate about their three topics to prepare for the free presentation.

1 October *

- a. If one of the following criteria applies, the candidate will not be allowed to take the examination in the current year:
 - i. One or more documents needed for admission to the exam are missing, unless justified.
 - ii. The full examination fee is missing from the bank account of SSRMP.
- b. If the candidate withdraws from the examination after this date, only 50% of the fee will be refunded by the treasurer.

From 2 weeks * before the individual oral exam:

- a. Only a case of “force majeure” will be accepted for a renunciation to participate in the exam (see 8b). If no acceptable reason to stay absent from the examination is given, the examination is considered as failed.
- b. The registration fee will not be refunded, except for reasons specified in 8b.

The date of the written exam *:

- a. The written exam is usually performed at the working place of the chairperson of the examination board about one week before the oral exam.
- b. For candidates not showing up in time according to the invitation, the examination is considered as failed.
- c. Candidates who fail the written exam will be informed as soon as possible before the date of the oral exam. They will not be allowed to take the oral exam. The entire exam is considered as failed and no fees will be reimbursed.

The date of the oral examination *:

- a. The oral examination is usually held in Berne.
- b. For candidates not showing up in time according to the invitation, the examination is considered as failed.
- c. The result of the exam is communicated to the candidate immediately after the final discussion of the examination board.
- d. In case of success, the diploma confirming the SSRMP certification is handed over, if the required practical work is completed.

After the examination

In case of failure, the chairperson of the examination board sends a written decree, including reasons for the failure, to the candidate.

Within 2 weeks * after receipt of the written decree

Upon request, the candidate can have a face-to-face discussion with the chairperson of the examination board.

Within 30 days * after receipt of the written decree

The decision of the examination board may be appealed to the SSRMP executive board in writing. After this date, no appeal will be accepted.

Within 4 months of receipt of the appeal

The SSRMP executive board makes the final decision on the appeal, following the procedure laid out in the guidelines for the acquisition of the SSRMP certification in medical physics.