Consulting Physicists

A. Purpose

From time to time there may be a need to hire outside medical physicists to assist with the clinical and/or research workload at NewYork-Presbyterian Hospital (NYPH), New York State Psychiatric Institute (NYPSI) and/or Columbia University Medical Center (CUMC).

Such individuals should meet the same strict licensure and certification standards required of individuals with similar job titles and duties employed by NYPH or CUMC:

- The physicist should be currently licensed to practice medical physics in the State of New York in the subfield appropriate to the work
- The physicist must be currently board certified in the specialty appropriate for the work to be performed by one of the following:
  - American Board of Health Physics
  - American Board of Medical Physics
  - American Board of Radiology
  - American Board of Science in Nuclear Medicine
  - Canadian College of Physics in Medicine
- The physicist should meet the American Association of Physicists in Medicine (AAPM) Definition of a Qualified Medical Physicist.

B. Applicability/scope

This policy applies to medical physicists who are not employees of NYPH, NYPSI or CUMC.

C. Responsibilities

- Chair, Joint Radiation Safety Committee (JRSC) – review credentials of candidate medical physicist and approve or deny the application.
- Department – notify the Radiation Safety Officer to request a review of the credentials of the candidate medical physicist. Draft a contractual agreement to employ the candidate physicist that conforms to the provisions of this policy and any additional requirements stated by the JRSC working group (see below).
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- Radiation Safety Officer – notify department of approval (or denial) of application; maintain records of approved medical physicists

- Working Group – review the credentials submitted and make a recommendation to the Chair of the JRSC for approval or disapproval of application.

D. Definitions

- AAPM - American Association of Physicists in Medicine
- CUMC – Columbia University Medical Center
- Department – administrative unit or group who wishes to hire the medical physicist
- JRSC – Joint Radiation Safety Committee
- NYPH – NewYork-Presbyterian Hospital (including Allen Hospital)
- NYPSI – New York State Psychiatric Institute

E. Procedures

1. The Department shall notify the Radiation Safety Officer when it finds it necessary to hire an outside medical physicist. The Department will be responsible to submit, over the signature of the Chair or Physician in Charge, the following documents in support of the application:
   - Description of the physicist’s duties and responsibilities. This should include the area(s) of responsibility, expected work product and duration of the assignment.
   - Copy of New York State license and registration as a Medical Physicist
   - Copy of Board Certification by appropriate certifying organization

2. The Chair of the Joint Radiation Safety Committee will appoint a working group to review and approve selection of outside consulting medical physicists. The working group should be composed of licensed, board certified, senior physicists on the staff of CUMC and/or NYPH whose specialties and qualifications are appropriate to review the application.

3. The working group’s deliberations will be governed by the training and experience provisions for medical physics promulgated in Article 175.103 of the New York City Health Department’s Radiation Control regulations.

4. The Department employing the outside physicist will conform to the standards of practice followed at NYPH and CUMC and any additional guidance the JRSC working group deems
necessary to conform to these standards. Of special interest are standards of practice relating to minimizing patient radiation exposure and quality control standards.

5. The consulting physicist will adhere to any additional guidelines the JRSC working group deems necessary to conform to the standards of practice at NYPH and/or CUMC.

6. The consulting physicist must agree to meet the AAPM Guideline for Ethical Practice for Medical Physicists.

F. Emergency contacts

N/A

G. Medical Surveillance

N/A

H. Recordkeeping

The Radiation Safety Officer will maintain records of approved medical physicists

I. Appendices

N/A

J. Forms

N/A

K. References

- AAPM Definition of a Qualified Medical Physicist -
  http://www.aapm.org/medical_physicist/fields.asp

- Article 175 of the City of New York Department of Health Radiation Control Regulations, Section 103 Medical Use of Radioactive Materials

- Article 166 of the New York State Education Law Medical Physics Practice -
  http://www.op.nysed.gov/prof/medphys/article166.htm

- Code of Ethics for the American Association of Physicists in Medicine: Report of Task Group 109 -

L. Acknowledgements (optional)