



# American Academy of Health Physics American Board of Health Physics

## N · E · W · S

### PRESIDENT'S MESSAGE

Paul Stansbury, CHP

It is that time of year when I have the privilege of writing a short message to members of the Academy, so I'll be brief.

1. The Academy's financial assets survived the stormy financial seas of the past two years pretty well. We still have 2.5 times our annual budget in reserve. This level is a goal in the Academy's financial plan.
2. My plans to have the Academy come up with a kit and lesson plans for individual members to get out and engage public school and early college students didn't fare so well. It's not that we don't have the money. We do. It's that the Academy's Executive Committee disagreed with me about such actions being appropriate for the Academy. Despite the disagreement, I haven't made any enemies, yet. As an individual in the profession, I still encourage you to go out and volunteer to help a local science teacher by presenting a lecture demonstration on radiation. Cookies on fiesta ware are a great attention getter. If you do such science education-boosting activities, there's a good chance some college student, confused about what to study to prepare himself for the workforce, will remember the interesting talk by a health physicist back in high school.
3. The Academy's special session at the Salt Lake City meeting is on Radiation Dose Reconstruction for Epidemiology. Lots of interesting things have been happening in the past few years. I'm particularly interested in the cohort of plutonium production workers in Russian facilities. Many of these

individuals were chronically exposed to airborne plutonium for many years. I'm hoping that soon there will be good epidemiology that shows how the effects fall off with decreasing dose, pointing to exactly where the dose-response line falls into the noise of statistical fluctuations in health effects. Following Rich Vetter's invitation to co-chair, Dan Strom lined up quite an array of national and international experts on the subject.



go, Kathy!)

Lastly, I'd encourage you to be more active in the business of the Academy and the American Board of Health Physics. If you've a good idea, share it with a member of the Executive Committee or the Board. (There's a reason we wear the bright magenta ribbons on our name tags). Perhaps you'd like to help. Ask a Board member how you can contribute to the certification process. Ask President-Elect Kathy Shingleton about serving on a committee. Like to run for Academy office, Earl Fordham will be finishing Kathy Pryor's unexpired term as Nominating Committee chair, while Kathy starts serving as President-Elect of the Health Physics Society. (Way to

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## AMERICAN ACADEMY OF HEALTH PHYSICS EXECUTIVE COMMITTEE

### Minutes of January 24, 2010 Albuquerque, New Mexico

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#### 1.0 Call to Order

The meeting was called to order on Jan 23, 2009 in Albuquerque, New Mexico by President Vetter at 8:30 am.

#### 2.0 Welcome to Members and Guests

##### Executive Committee Members:

Jack Higgenbotham – ABHP Chair  
Nancy Johnson - Program Director  
Ray Johnson – Treasurer  
Ken Krieger – Secretary-Elect  
Jay Maisler – Director-Elect  
Dan Mantooth – Secretary  
Steve Rima – Parliamentarian  
Kathy Shingleton – President-Elect Designate  
Paul Stansbury – President-Elect  
Richard Vetter -President

##### Committee Chairs:

Tom Buhl - Title Protection/Professional Recognition  
Mike Davidson – Professional Development  
David Tucker - NRRPT

#### 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.

Steve Rima reported that a quorum was established.

#### 4.0 Approval of Minutes of July 2009 Meeting

The meeting minutes from the Executive Committee meeting held in July 2009 were accepted as presented.

#### 5.0 Reports of 2009 Officers

##### 5.1 President's Report (Rich Vetter)

Rich summarized his written report which had been included in the meeting packet. Of particular interest, Rich mentioned the following:

- ✓ Reviewed the minutes of the January 31, 2009 meeting of the AAHP Executive Committee held in San Antonio, TX;
- ✓ Completed a budget request for the Finance Committee;
- ✓ Revised the President's letter that accompanies the ballot for officers.
- ✓ Delegated review of the following draft NCRP Reports to members of AAHP leadership, consolidated comments of reviewers and submitted comments to NCRP on behalf of AAHP:
  - "Uncertainties in Internal Radiation Dose Assessment"; comments provided by Elizabeth Brackett.
  - "Self-Assessment of Radiation Safety Programs"; comments provided by Dan Mantooth, Scott Schofield and Michael Sheetz.
  - "Principles and Practices of Radiation Dose Reconstruction"; comments provided by Cheryl Olson and Elizabeth Brackett.
  - "Population Monitoring and Radionuclide Decorporation Following a Radiological or Nuclear Incident", general supportive comment provided by Richard Vetter.
  - "Responding to Radiological and Nuclear Terrorism: A Guide for Decision Makers", comments provided by Greg Hall.
- ✓ Corresponded with Keith Dinger, HPS Government Relations Liaison, supporting the HPS "Plan of Action" to address a California legislative effort assigning responsibility for public protection from radiation and radioactive materials to Nuclear Engineers.
- ✓ Submitted President's Message for the June CHP News to Kyle Kleinhans.
- ✓ Discussed proposed new AAHP Website with Webmaster Scott Medling and Associate Webmaster Jim Willison.
- ✓ Wrote letters to the successful and unsuccessful candidates for office in the American Academy of Health Physics.

- ✓ Based on nominations by Nancy Kirner, President of AAHP at the time of the nomination, and Dr. Tom Tenforde, President of NCRP, I was invited by the Conference of Radiation Control Program Directors to present the John Villforth Lecture at the 41st Conference on Radiation Control held in Columbus, Ohio on May 18, 2009. The subject of my presentation was "Communicating Risk with the Patient."
- ✓ Notified individual who appealed results of 2008 ABHP Certification Exam that I had reviewed the results of the Appeals Committee and concurred with their findings and with the decision of the ABHP.
- ✓ Informally corresponded with committee chairs, as needed, regarding assignments.
- ✓ Revised SOP 6.2.2 Rev 2; GTTK Document for President.
- ✓ Reviewed SOP 1.1.1 and SOP 1.1.2 for the July meeting as specified in Section 4.0 of each. "No revision in needed."
- ✓ Referred issue of potential requirements for medical health physics licensure in State of Pennsylvania to Tom Buhl, Chair of the Title Protection and Professional Recognition Committee (June 17, 2009).
- ✓ Appointed Paul Stansbury as AAHP representative to the HPS Intersociety Forum.
- ✓ Revised President's Maintenance Fee letter.
- ✓ Referred reporter from Philadelphia Inquirer to HPS Media Liaison.
- ✓ Tracked Medical Physics Licensure bill in Commonwealth of Pennsylvania; corresponded with AAPM Regulatory Affairs to request their support of including ABHP among the boards to be approved by the Radiation Protection Advisory Committee.
- ✓ Wrote letter to NRC supporting nomination of Henry Royal, MD, as Nuclear Medicine representative on Advisory Committee on Medical Uses of Isotopes.
- ✓ Wrote President's Message for December CHP News.
- ✓ Responded to queries from physicists in Jordan and Australia on how to set up a specialty board certification program.
- ✓ Provided feedback to ACR on proposed revisions to requirements for qualifications of medical physicists who provide calibration services. ACR responded by providing a grandfathering provision for all physicists (including CHPs) who had been providing such services.
- ✓ Wrote a letter to a physicist who is not a CHP but had used "CHP" and "Certified Health Physicist" in

correspondence and educational materials. This person's response was satisfactory.

- ✓ Corresponded with AAPM President Michael Herman, PhD, and AAPM Regulatory Affairs Manager, Lynne Fairbent, regarding a proposed database that CRCPD would use to verify certification status of Qualified Medical Physicists. Purpose of the correspondence was to explore the feasibility of including CHPs in the database. Due to anticipated costs to develop the database and other issues, AAPM has placed proposal on hold.
- ✓ Corresponded with Dean Broga, Chair of ABMP, regarding his reappointment as AAHP Liaison effective January 2010.
- ✓ Worked with Dan Strom to begin organizing AAHP Special Session for 2010 HPS Annual Meeting.

## 5.2 President-Elect (Paul Stansbury)

Paul summarized his written report which had been included in the meeting packet. Of particular interest, Paul mentioned the following:

- ✓ The duties of the President Elect are to recommend the names of AAHP diplomats who will replace retiring members of standing Committees and those who will chair these Committees; review SOP 1.2.1 and to assume other tasks or responsibilities the President might assign.
- ✓ As AAHP President-Elect, I performed the following duties and actions since the annual meeting in Minneapolis in July:
  - Reviewed and provided comments on minutes of the AAHP Executive Committee Meetings in Minneapolis.
  - Reviewed SOP 1.2.1. "NO REVISION IS NEEDED."
  - Reviewed *GTTK Document for President-elect* and as discussed below, will modify or supplement the *PE GTTK* based on the sense of discussions of the Executive Committee.
  - Completed AAHP committee assignments.
  - Submitted to CHP News an article on committee appointments.
  - Sent confirming emails to each of the new committee appointees thanking them for serving the Academy.
  - At Minneapolis, attended, with Rich Vetter, part of the ABHP meeting to discuss stakeholder engagement.
  - As a result of this meeting, I agreed to write an HPS newsletter article on stakeholder engagement.
  - At Minneapolis, attended Leadership Mtg sponsored by HPS President, attendees included

HPS presidents, AAHP, NRRPT, CRPCD, and Secretariat reps.

- ✓ Items of New Business
  - Scottie Walker nomination to the Academy's Continuing Education Committee beginning 2010 was approved by the Executive Committee at the Minneapolis meeting. Scottie has asked to be relieved of that appointment for personal reasons. After consulting with the Continuing Education Chair (Jim Willison), I have decided to nominate Cheryl Antonio. The nomination needs to be considered by the Executive Committee in New Business.
  - Although I complied with all of the "shall statements" in SOP 1.2.1, The current 1.2.1 outlines a method of making committee appointments that tends to maximize the number of Academy members who get to serve on committees. I pursued a slightly different approach.

### 5.3 Past President (Nancy Kirner)

No report was submitted.

### 5.4 Secretary (Dan Mantooth)

No report was submitted.

### 5.5 Treasurer (Ray Johnson)

Ray summarized his written report which had been included in the meeting packet. Of particular interest, Ray mentioned the following activities since the meeting of the Executive Committee in Minneapolis, MN on July 11-12, 2009:

- ✓ Activities
  - Participated in the meeting of the Executive Committee on July 11-12, 2009.
  - Monitored the status of Long Term and Intermediate Term Securities being managed by Wachovia Securities.
  - Reviewed the performance of the AAHP Investments and the AAHP Investment Manager for the periods ending August 31, 2009 and Nov. 30, 2009.
- ✓ Current Value of AAHP Investment Accounts
 

The fair market value of intermediate and long term investments totaled \$581,104 as of November 30, 2009. This represents an increase in value of \$73,081 since November 30, 2008.
- ✓ Performance of our Investment Manager
 

The performance of the AAHP Investment Manager was evaluated in accordance with SOP 2.4.1 and the results are attached. The performance of the *long term* securities resulted in the Investment Manager receiving a "yellow" rating for the quarters ending

August 31, 2009 and a "green" rating for the quarter ending November 30, 2009. The performance of the *intermediate term* securities resulted in the Investment Manager receiving a "green" for the quarters ending August 30, 2009 and November 30, 2009. The next evaluation is due on February 28, 2010.

- ✓ Compliance with AAHP Investment Policy
 

The fair market value of the Academy's long-term funds is in excess of the 150% of the annual budget requirement in the investment policy. As of November 30, 2009 it was at 191%. Likewise the sum of the short-term and intermediate-term funds is in excess of 100% of the annual budget requirement at 118%.
- ✓ Thanks to BAI Support
  - I want to thank Nancy Johnson for her support including the notification of all parties concerned with the results of the approved budget for 2009-2010.
  - Thanks also to Cheryl Bikowski for keeping good records and preparing the income and expense reports.
  - Thanks to Nguyen Phan for providing some financial data.

### 5.6 Parliamentarian (Steve Rima)

No report was submitted by the Parliamentarian but there was an issue of if the Parliamentarian is appointed by the presidents and is not part of the EC, is the Parliamentarian allowed to sit in on the executive sessions. Also was a discussion on whether the Parliamentarian or secretary should take the minutes of the EC sessions.

It was also noted that the Parliamentarian wrote an article for CHP corner for the newsletter.

### 6.0 Installation of New Officers

The new officers that took office during this meeting are:

- ✓ President- Paul Stansbury
- ✓ President-Elect – Kathy Shingleton
- ✓ Secretary- Ken Krieger
- ✓ Director – Jay Maisler

### 7.0 Committee Correspondence and Reports

#### 7.1 Appeals Committee (Greg Hall)

Greg did not attend the meeting but his written report indicated that there were no appeals or activity since the last Executive Committee meeting.

#### 7.2 Continuing Education Committee (Jim Willison)

Jim did not attend the meeting but his written report which had been included in the meeting packet included the following:

- ✓ Since the 2009 Summer meeting, approximately 140 requests for evaluation have been received by the committee. Of these, all but those received in the last two weeks have been evaluated. All group requests have been posted to the Academy website. The new email address is still helping in speeding the flow of application materials. While there have been several notices regarding the new email address printed in the HP News, we still receive a significant portion by mail or fax at the Secretariats office. The new website for the ABHP contains a web form and this has been used for about a third of the submittals in the last half of the year.
- ✓ Two AAHP 8-hr courses were arranged for the Albuquerque meeting. One course was arranged through Rick Jones and involves case studies in stakeholder involvement. The second course involves applied HP. Efforts are underway to arrange courses for the Salt Lake City meeting. We have two possibilities so far, and the February HP News will also have a request for interest.
- ✓ The HPS Ad-hoc committee on innovative approaches to continuing education held one phone call in August for which I was traveling and not available. I have no further information on this topic. I believe efforts are in progress to record the Professional Development School (PDS) courses.
- ✓ On the topic of the PDS, SOP 2.2.2 specifies 32 CEC for the Summer School. However, this assumed a full week curriculum. The planned schedule for the PDS is only 12 hours. When this information came to light, I sent emails to the academic dean as well as EC leadership that the shorter PDS would only qualify for 24 CEC.
- ✓ I wish I could say that we have answers to all the questions that I raised regarding the webcasting, but I ended up spending a lot of time in my other role (Associate Webmaster).
- ✓ No changes are needed in SOP 2.2.2 at this time.
- ✓ Regarding membership on the committee, the terms of Louise Buker, David Hearnberger, and Scottie Walker expire at the Albuquerque meeting. The AAHP President-Elect had proposed the addition of Joel Rabovsky, and additional terms for Louise Buker and Scottie Walker. However, Scottie Walker has asked to step down from the Committee for personal reasons. Efforts are underway to find a replacement, but as of this writing, the 5<sup>th</sup> position remains vacant.

### 7.3 Exam Site Selection Committee (April Chance)

No report was submitted.

### 7.4 Finance Committee (Ed Bailey/Ray Johnson)

The written Finance Committee report included the following:

- ✓ The Committee met immediately following the adjournment of the AAHP Executive Committee meeting in Minneapolis, Minnesota, on July 12, 2009. Present for the meeting were Edgar D. Bailey (Finance Committee Chair), Raymond H. Johnson, Jr. (AAHP Treasurer), and Cheryl Olson (ABHP Chair).
- ✓ The Committee met to consider the request of Nancy Kirner, Past President of the AAHP for additional funding for the AAHP Special Session at the 2009 HPS Annual Meeting in July 2009. This request had been referred to the Finance Committee by the Executive Committee with a request that the Finance Committee authorize the use of \$1,500 from the Finance Committee Contingency budget line item to cover these costs. The Finance Committee unanimously approved the expenditure. The AAHP President, Richard Vetter, and Past President, Nancy Kirner, were notified of this decision.
- ✓ There were no additional meetings of the Finance Committee during this reporting period.

### 7.5 Nominating Committee (Kathy Pryor)

The written Nominating Committee report included the following:

- ✓ The candidates for the 2010 AAHP Ballot are:  
*President-Elect:* John Frazier & Cheryl Olson  
*Treasurer:* Michael Brooks & Drew Thatcher  
*Director:* Gloria Mei & Jerry Hiatt
- ✓ The Nominating Committee learned that the American Board of Medical Physics (ABMP) wanted to reappoint Dean Broga to another year as chair of the ABMP. The Nominating Committee concurred with this suggestion and recommended reappointment of Dr. Broga.
- ✓ The Nominating Committee will be requesting input from the ABHP on their recommendations for ABHP Board replacements. The Committee will also again solicit nominees from the ABMP, ABIH, CRCPD and other interested organizations. One replacement Board member is needed to begin a term in 2011. The Nominating Committee will ballot the nominees, and provide the slate of candidates to the Executive Committee prior to its meeting in Salt Lake City, UT in June 2010.

- ✓ The Nominating Committee plans to work with the Professional Standards and Ethics Committee in identifying any potential nominees for the Joyce P. Davis Memorial Award. The Committee will provide any recommendations to the chair of the Professional Standards and Ethics Committee by the due date.
- ✓ SOP-2.5.1 and SOP-6.2.16 were reviewed and do not require revision at this time.

**7.6 Professional Development Committee** (Jay Maisler/Mike Davidson)  
Jay and Mike summarized their written report.

**7.7 Professional Standards & Ethics Committee** (Paul Rohwer)

The Professional Standards & Ethics committee submitted a written report which had been included in the meeting packet. The following was included:

- ✓ There were no complaints referred to our committee by the Executive Committee during this reporting period.
- ✓ A call has been issued for nominations for the 2010 Joyce P. Davis Memorial Award.
- ✓ There was discussion about the wording that needs to be in letters at renewal time for CHPs
- ✓ There was discussion about active and inactive members and how they can get recertified. ByLaw 3.5 states that the CHPs that do not renew maintenance fee will be referred to the Committee for reinstatement.

**7.8 Title Protection/Professional Recognition Committee** (Tom Buhl)

The Title Protection/Professional Recognition committee submitted a written report which had been included in the meeting packet. The following was included:

- ✓ The Committee has prepared and submitted an amended draft SOP 2.8.1 and GTTK document for the Executive Committees consideration.
- ✓ For this legislative session, the Committee, through the AIHA, is tentatively planning on preparing legislation for and contacting three state legislatures. The goal is to identify a legislator that will sponsor title protection legislation during the session.
- ✓ Status of Title Protection:
  - States having Title Protection for CHPs: Georgia
  - Tentative plans are that three states will be approached during the coming legislative session, but these have not yet been identified.

**7.9 Liaisons' Reports**

**7.9.1 ABMP** (Dean Broga/Michael Erdman/Michael Sheetz)  
No report was submitted.

**7.9.2 CRCPD** (Earl Fordham)  
No report was submitted.

**7.9.3 Health Physics Society** (Liz Brackett)  
No report was submitted.

**7.9.4 NRRPT** (Dave Tucker)  
Dave reported the following:

- ✓ NRRPT is continuing to work with the CDC on preparing a Radiation information resource reference of people that could help with radiation issues.
- ✓ Discussion over the dropping passing rate of the NRRPT test, it was noted that the same decline has been seen in the CHP part I exam.

**8.0 Reports from the Editor & Webmaster**

**8.1 Newsletter Editor** (Kyle Kleinhans)  
Kyle was not present, but provided the following report:

- ✓ Performed the required annual review in accordance with SOP 6.2.15. No revision is needed.
- ✓ Reported that the number of articles submitted continue to exceed the space available for the CHP Corner. Expressed thanks to the Executive Committee and Committee Chairs that have submitted articles.
- ✓ Provided a detailed list of articles published in the CHP News and CHP Corner.

**8.2 Webmaster** (Scott Medling)  
No webmaster report was submitted but Paul Stansbury made a note to mention the outstanding help of Kyle, Jim Willison, and Scott.

**9.0 Report of the American Board of Health Physics** (Jack Higginbotham)

Jack summarized his written report. The American Board of Health Physics (ABHP) had a successful year due to the continued efforts and hard work of the Board and the Part I and Part II panels. The following is a summary of significant issues and actions addressed by the Board at the fall Meeting and in the latter half of 2009.

- ✓ *2009 ABHP Certification Exam*
  - The primary mission of the Board is to steward the preparation and administration of the

certification exam each year. This extraordinary task is only accomplished through the dedication of the Part I and Part II panel chairs and members. The Board gratefully thanks Jerry Hensley (Part I Chair) and Andy Miller (Part II chair) for their exceptional efforts in developing a fair and challenging exam.

- The 2009 Certification Exam was administered on July 13, 2009, at several locations including the Health Physics Society's Annual Meeting in Minneapolis, MN. One hundred sixty-five candidates sat for one or both parts of the exam this year, continuing a downward trend from a maximum of 199 in 2007 and less than the average of 181 candidates over the previous six years. The ABHP granted 18 additional certifications in 2009.
- One hundred eighteen candidates took the ABHP Part I exam, compared to 106 in 2008.
- Part I of the 2009 exam was passed by 43 candidates, yielding a passing rate of 36% (compared to the passing rates of 39% in 2008 and 49% in 2007). The average pass rate over the last 5 years is 44%. During preparation of the 2009 exam, nine questions were completely replaced and eight questions were modified from the 2008 exam. Review of exam performance indicated that only one question had poor statistics however the same question was on the 2008 exam with acceptable statistics. Consensus was to keep the question. There were a couple of issues related to the actual exam that were tied directly to ARC: pages in the exam were out of sequential order for 12 booklets and there were 4 questions coded wrong on the ARC exam key. Compensatory action was taken by Tony Huffert (Past Part I chair), Jim Willison (AAHP) and Trish Milligan (ABHP) through a review of the booklets to determine the number affected. The page errors were noted by candidates early in the exam period and proctors identified page issues to the remaining candidates. All candidates had an opportunity to complete the exam. The error was identified by the Part I panel chair during his routine QA analysis of the results. The exam key was correct by ARC staff and the exam rescored. The root cause was identified as a change of ARC contact person.
- Sixty-four candidates took the ABHP Part II exam this year. Eighteen candidates scored

greater than the passing threshold of 469 points resulting in a 28% passing rate (as compared to 59% in 2008 and 32% in 2007). The grading process continues to be fairly smooth with overall consistency in grading evident. While the passing rate on the 2008 Part 2 exam was on the high side, there did appear to be good mix of difficult and easy questions. Exam questions covered all the domains of practice. None of the questions were ignored by the candidates. The questions, in general, appeared to adequately discriminate between passing and failing candidates. Overall, the consistency between graders was very good. The results of the exam represent a fair and accurate assessment of the candidates.

✓ *Policy and Procedures Manual Changes*

○ *ABHP Policy Manual Proposed Changes*

4.3.2 Passing Point Determination

Each year at the Part I review meeting, once the new examination is established, the Part I Panel will determine if a new Passing Point Determination is required to establish the Passing Point for the examination. A Passing Point Determination *shall be conducted at the discretion of the Board.*

**Adopted:** October 1983

**Revised:** January 2010

Deleted section: normally done once every three years. However, if more than 30 questions (20 percent of the examination) are modified or replaced in any one year, serious consideration should be given to having a Passing Point Determination for the new examination. Personnel used to make a Passing Point Determination should not be people who have taken an active role in preparation of the examination so that familiarity with the question will not affect the results.

4.3.3 Passing Point

The passing point for Part I will be *95 points (out of 150 points total), which may include adjustment factors as determined by the Board.*

**Adopted:** October 1987

**Revised:** January 2010

Deleted section: determined by the trimmed-mean Angoff method, based upon the level of knowledge expected from the minimally certifiable candidate and may include adjustment factors as determined by the

Board. The Part I examination shall consist of 150 multiple-choice questions each having five possible answers. (Correct answer plus four distracters.

o *ABHP Procedure Manual Changes*

2.5.1 Subject Matter Experts

When the Part I Panel *Board* determines that a Passing Point Determination should be made, the Panel Chair and Vice-Chair should solicit assistance from CHPs who have volunteered to assist, Part II Panel members, or other CHPs. Change is insertion of the word "Board".

✓ *2009 Fall Board Meeting*

The ABHP held its fall Board Meeting in McLean, VA, on November 20 and 21, 2009. The Board reviewed the results of the 2009 certification exam, evaluated exam performance, and confirmed the results of the 2009 exam. The Board also discussed changes to the policy and procedures manuals. During the Minneapolis meeting, Tony Huffert and Jim Willison led a passing point workshop where 17 CHPs participated. The recommendation that come from the workshop was a new passing point between 91 and 95 should be adopted. The Board discussed the recommendation at length and reached the decision that the aforementioned Policy change be enacted.

✓ *Recommendations for Executive Committee Action*

The Board assembled a slate of candidates to replace the two Board positions that will replace Jim Tarpinian and Trish Milligan beginning in

2010. The rank ordered list was submitted to the Nominating Committee. The Board requests the Executive Committee to review and approve the changes recommended for the Policy Manual discussed above.

**10.0 Report of the Secretariat** (Nancy Johnson)

Nancy provided detailed data on activities of the Program Director since the last AAHP Meeting in July 2009.

- ✓ Prepared a master list of questions answered by each Part II candidate.
- ✓ Made copies of all Part II answer sheets and distributed them to the appropriate graders.
- ✓ Reviewed all Part I exam booklets for printing errors and made copies of defective books and answer sheets.
- ✓ Processed Recertification Applications.
- ✓ Processed Continuing Education Course Approval applications.
- ✓ Prepared and distributed the 2009 Maintenance Fee envelopes.
- ✓ Prepared and mailed appointment letters to new Board and Panel members.
- ✓ Provided articles and information to the "CHP Corner".
- ✓ Prepared and distributed Agenda Packets for the ABHP meeting.
- ✓ Attended ABHP Fall Meeting.
- ✓ Entered 2009 exam scores and prepared and distributed results letters.
- ✓ Prepared and distributed Agenda Packets for the AAHP meeting.

<b>CHP STATISTICS:</b>	<b>2009*</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>
Comprehensive	1333	1293	1292	1295	1303	1302
Emeritus	193	184	188	185	187	194
Inactive (by request)	83	83	79	75	70	69
Nonactive	334	337	306	293	335	287
Associate	71	80	76	78	102	102
Deceased	212	207	204	186	122	122

\*Note: 2009 numbers do not reflect the new CHPs and Associate Members added from the 2009 exam.

**2009 EXAM STATISTICS:**

Total Number of Applicants:	251
Total Number of Candidates:	165
Total Number of Part I examinees:	118
Total Number of Part II examinees:	64
Total Number of Exam Parts:	182

<b>PREVIOUS EXAM STATISTICS</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
Total Number of Applicants:	266	294	268	265	263	275



Total Number of Examinees:	176	199	183	173	168	187
Total No. of Part I Exams:	106	121	111	133	111	150
Total No. of Part IIC Exams:	88	107	96	75	79	85
Total No. of Exam Parts:	194	228	207	208	190	235

## 11.0 Old Business

### 11.1 Review of July 2009 Open Action Items

#### 11.1.1 Title Protection Committee Name Change Consideration (Tom Buhl)

Action has been closed.

#### 11.1.2 Stakeholder Engagement Bylaws Revision (Paul Stansbury)

##### *Background*

- ✓ The International Radiation Protection Association (IRPA) has published guiding principles on stakeholder engagement in societal decisions involving radiation protection issues. The IRPA guidelines can be found at [http://www.irpa.net/images/stories/irpa12/irpa12%2008-02-1\\_guiding%20principles\(rev\).doc](http://www.irpa.net/images/stories/irpa12/irpa12%2008-02-1_guiding%20principles(rev).doc)
- ✓ Section 11 of the American Academy of Health Physics (the Academy) Bylaws is titled “Standards of Professional Responsibility for CHPs.” Section 11.3 requires that CHPs “act in the public interest.”

##### *Proposed Bylaws Addition and Its Justification*

- ✓ The Academy Executive Committee on January 24, 2010, proposes adding to the Bylaws a Section 11.3.4

As radiation protection professionals, CHPs should seek opportunities for proactive engagement of stakeholders in decisions which have or potentially have radiological risks or impacts. A good guide for such stakeholder engagement is “Guiding Principles for Radiation Protection Professionals on Stakeholder Engagement” published as a draft by the International Radiation Protection Association in September 2008.

- ✓ The Executive Committee feels that now is the time to formalize and expand the way CHPs involve stakeholders in decisions that have or potentially have radiological risks and impacts. The Executive Committee believes that the Academy, as one of the premier organizations of radiation protection professionals in the U.S., take the lead in adopting the stakeholder engagement guidelines published by IRPA. The Executive Committee has also asked the American Board of Health Physics to consider ways

to include stakeholder engagement subjects in the certification exam.

- ✓ Many of the stakeholder engagement concepts, such as being open and fair, are already part of established practices in the U.S. because of the National Environmental Policy Act and the licensing activities of the Nuclear Regulatory Commission. Perhaps the newest thing in the IRPA recommendations for the U.S. is the idea of proactively involving stakeholders in a decision making early in the process. According to IRPA, one should consider doing things like hiring some of those with concerns about radiological impacts to assist with preparing the license application.
- ✓ In other parts of the world, there is not the history of industries and government agencies involving stakeholders until after the decisions have been made. Thus, the Academy, by showing leadership in the U.S. in adopting the IRPA Guiding Principles, may help decision-making in many other democracies.
- ✓ The Executive Committee has drafted a “should” statement as opposed to a “shall” statement to recognize that the Guiding Principles are guidelines and that there is no “one size fits all solution” to involving stakeholders in radiological decisions. The link to the IRPA guidelines will be posted on the Academy’s website in the very near future.

#### 11.1.3 Newsletter Article on Proposed Bylaws Changes (Paul Stansbury)

Paul reported that the issue will be moved to the Salt Lake City meeting agenda.

#### 11.1.4 Provide link to Proposed Bylaws Change & Other (Paul Stansbury)

- ✓ EC decided to provide link to the IRPA document and the HPS Position statement on stake holders
- ✓ Discussion on if stakeholders issues should be addressed on ABHP tests will be addressed by the ABHP committee.

#### 11.1.5 Investigate Use of Electronic Signatures (Scott Medling/Steve Rima)

Bylaws do not preclude the use of electronic signatures for correspondence. The committee discussed the use of electronic signature vs. scanned signatures. An action item was given to Paul to investigate this further.

**11.1.6 Contact Martin/Fairobent regarding Intent of Database & Its Impact (Rich Vetter)**

Action has been closed.

**11.1.7 Compare AAPM scope of practice for Medical HPs with ABHP Exam (Cheryl Olson)**

Action has been moved to the Salt Lake City meeting.

**11.1.8 Send Letter to Pennsylvania Sponsor of Medical Physics Licensure Bill (Cheryl Olson)**

Action has been closed.

**11.2 Other Open Action Items**

**11.2.1 Draft of SOP 2.8.1, Title Protection Committee (Tom Buhl)**

Draft of SOP 2.8.1 was attached at end of report.

**11.2.2 Draft of SOP 6.2.13, GTTK Title Protection Committee (Tom Buhl)**

No action needed on item

**12.0 New Business**

**12.1 Archival of Executive Session Minutes (Dan Mantooth)**

Issue of where old ES meeting minutes are kept? Steve Rima has copies of last several meetings, before that is unknown. Bylaws state that the Parliamentarian keeps the ES minutes.

**12.2 Academy Special Session in Salt Lake City (Rich Vetter)**

Rich provided an outline for the Academy Special Session to be held in Salt Lake City. The topic will be "Radiological Dose reconstruction for Epidemiology".

**12.3 Approval of C. Antonio Appointment to Continuing Education Committee (Paul Stansbury)**

**12.4 Modified Approach to Committee Nominations (Paul Stansbury)**

Discussion of the modifications to the approach to committee nomination. No action required.

**12.5 Approval of Proposed ABHP Policy Changes (Jack Higginbotham)**

See section 9.0

**12.6 Group Photo for AAHP Website (Rich Vetter)**

A group photo was taken of the Board.

**12.7 Ideas to increase visibility of the ABHP booth (Jay Maisler/Mike Davidson)**

All agreed that the ABHP booth needs some updating.

**12.8 Parliamentarian Issues (Steve Rima)**

The parliamentarian now has the job of taking and keeping the Executive Session minutes, but if the Parliamentarian is not part of the EC then the issue of who takes, reviews, and keeps the minutes is question. The only solution that does not entail any SOP or Bylaw change is to always have the Parliamentarian part of the EC.

**12.9 June 2010 Meeting Date**

Dates of the Salt Lake City meeting AAHP meeting will be Saturday, June 26, from 1:00 pm to 5:00 pm and from 8:00 am until completion on Sunday, June 27.

Paul Stansbury thanked Rich Vetter for being a good president over the last year

**12.0 Adjournment**

Address contributions for *CHP News* and "CHP Corner" to:

Kyle Kleinhans, CHP  
Work: 865-241-1024  
FAX: 865-241-4266  
E-mail: [klink17@tds.net](mailto:klink17@tds.net) OR [krp@y12.doe.gov](mailto:krp@y12.doe.gov)

Harry Anagnostopoulos, CHP  
Work: 702-295-3489  
FAX: 702-295-2025  
E-mail: [H.Anagnostopoulos@NV.DOE.GOV](mailto:H.Anagnostopoulos@NV.DOE.GOV)

# AMERICAN ACADEMY OF HEALTH PHYSICS

## Voting Members of the Executive Committee - 2010

**NOTE: Term expires at the end of the year indicated.**

### **PRESIDENT**

Paul S. Stansbury ('11)  
7313 Columbia River Rd  
Pasco, WA 99301  
(509) 375-6937 Work  
(509) 375-2019 FAX  
paul.stansbury@pnl.gov

### **PRESIDENT-ELECT**

Kathleen Shingleton ('12)  
LLNL, L-384  
PO Box 808  
Livermore, CA 94551-0808  
(925) 422-5172  
Shingleton2@llnl.gov

### **PAST PRESIDENT**

Richard J. Vetter ('10)  
Mayo Clinic/Radiation Safety  
200 1<sup>st</sup> St SW, MS 828  
Rochester, MN 55905  
(507) 284-4408 Work  
rvetter@mayo.edu

### **SECRETARY**

Kenneth Krieger ('12)  
IRIS LLC  
128 N Bermuda St  
Waco, TX 76705  
(817) 789-1291  
kvkrieger@netzero.net

### **TREASURER**

Raymond H. Johnson, Jr. ('11)  
Dade Moeller & Associates  
Radiation Safety Academy Division  
434 N. Frederick Ave, Suite 220  
Gaithersburg, MD 20877-2472  
(301) 990-6006 Work  
(301) 990-9878 FAX  
ray.johnson@moellerinc.com

### **DIRECTOR & PAST-SECRETARY**

Daniel Mantooth ('10)  
2798 Sawgrass Loop  
Richland, WA 99354  
(509) 946-0410 x328 Work  
(509) 628-9006 Home  
DSM99354@charter.net

### **DIRECTOR**

Michael K. Bollenbacher ('11)  
Auxier & Associates  
9821 Cogdill Rd, Suite 1  
Knoxville, TN 37932  
(865) 675-3669 Work  
(865) 675-3677 FAX  
mikeb@auxier.com

### **DIRECTOR**

Jay Maisler ('12)  
16802 Woburn Lane  
Lutz, FL 33549  
(813) 962-1800  
jmaisler@enercon.com

### **DIRECTOR**

Steven D. Rima ('10)  
3202 Primrose Court  
Grand Junction, CO 81506  
(970) 243-2861 Work  
(970) 256-7356 FAX  
sdrima@mactec.com

### **ABHP CHAIR, EX-OFFICIO MEMBER**

Jack F. Higginbotham ('12)  
Oregon State University  
Radiation Center  
Corvallis, OR 97331  
Work (541) 737-7068  
Fax (541) 737-0480  
Jack.higginbotham@oregonstate.edu

# AMERICAN ACADEMY OF HEALTH PHYSICS

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## AAHP Appointed Positions - 2010

### **PROGRAM DIRECTOR**

Nancy Johnson  
American Academy of Health Physics  
1313 Dolley Madison Blvd, Suite 402  
McLean, VA 22101  
(703) 790-1745 x25 Work  
(703) 790-2672 FAX  
njohnson@burkinc.com

### **NEWSLETTER EDITOR**

Kyle Kleinhans  
Colchester Ridge Road  
Knoxville, TN 37922  
(865) 241-1024 Work  
(865) 241-4266 FAX  
(865) 474-9238 Home  
klink17@tds.net  
krp@y12.doe.gov

### **WEBMASTER**

E. Scott Medling  
Southern California Edison  
P.O. Box 128  
San Clemente, CA 92674-0128  
(949) 368-7492 Work  
(949) 203-2274 FAX  
Scott.medling@sce.com

## AAHP Appointees (ABMP) – 2010

Dean W. Broga (1/07 - 12/12)  
Medical College of Virginia  
Virginia Commonwealth University  
Envir Health & Safety, Box 980112  
Richmond, VA 23298-0112  
(804) 828-5877 Work  
broga@hsc.vcu.edu

Michael C. Erdman (1/09 – 12/11)  
Hershey Medical Center  
Health Physics MC H141  
Hershey, PA 17033  
(717) 531-4222  
merdman@psu.edu

Michael Sheetz (1/08 – 12/10)  
6945 Rosewood St  
Pittsburgh, PA 15208  
(412) 624-2728  
sheetz@radsafe.pitt.edu

## AAHP Liaisons – 2010

### **CRCPD:**

Earl Fordham  
Washington Dept of Health  
Office of Radiation Protection  
309 Bradley Blvd, Suite 201  
Richland, WA 99352  
(509) 946-0234 Work  
(509) 946-0876 FAX  
earl.fordham@gmail.com

### **HPS:**

Elizabeth Brackett  
64 Sutton Drive  
Vernon, CT 06066  
(860) 872-2137 Work  
ebrackett@mjwcorp.com

### **NRRT:**

Dave Tucker  
Senior Health Physicist  
Health Physics Department  
Nuclear Research Building  
McMaster University  
1280 Main St W  
Hamilton, N/A L8S 4K1  
Canada  
(905) 525-9140 x24099  
tuckerdm@mcmaster.ca

# AMERICAN ACADEMY OF HEALTH PHYSICS

## AAHP Committee Listing - 2010

### Appeals

Gregory Hall, Chair ('10)  
655 Cedar Ridge Dr  
Idaho Falls, ID 83404  
(208) 533-0380  
gregory.hall@icp.doe.gov

Nicholas Panzarino ('12)  
Penny Shamblin ('11)

### Continuing Education

James S. Willison, Chair ('11)  
Washington Safety Management Solutions  
2131 Centennial Avenue, SE  
Aiken, SC 29803  
(803) 502-9852  
jim.willison@wsms.com

Cheryl Antonio ('12)  
Louise Buker ('12)  
James Cherniak ('10)  
Joseph Greco ('11)  
Joel Rabovsky ('12)

### Exam Site

April Chance, Chair ('10)  
Covidien/Mallinckrod, Inc.  
675 McDonnell Blvd  
St Louis, MO 63134  
(314) 654-7960  
april.chance@covidien.com

Jason Flora ('11)  
John Gough ('10)  
Jack Higginbotham ('11)

### Finance

Raymond Johnson, Chair ('11)  
Dade Moeller & Assoc Rad Safety Academy  
434 N Frederick Ave, Suite 220  
Gaithersburg, MD 20877-2472  
(301) 990-6006  
ray.johnson@moellerinc.com

Daniel Mantooth ('10)  
Jack Higginbotham ('10)

### Nominating

Kathryn Pryor, Chair ('11)  
Battelle PNW, MS J2-38  
PO Box 999  
Richland, WA 99352  
(509) 371-7888  
kathy.pryor@pnl.gov

Morgan Cox ('11)  
John Hageman ('10)  
Earl Fordham ('11)  
Steven King ('12)  
Kyle Kleinhans ('11)  
Glenn Sturchio ('10)  
Bruce Zibung ('12)  
Nora Nicholson (ABHP Vice Chair) ('10)

# AMERICAN ACADEMY OF HEALTH PHYSICS

## AAHP Committee Listing - 2010

### **Professional Development**

Michael Davidson, Chair ('10)  
460 Lymington Rd  
Severna Park, MD 21146-3548  
(410) 521-5454  
mdavidson@chesnuc.com

Cindy Bloom ('11)  
Andrew Karam ('12)  
Thomas Johnson ('12)  
Jeffrey Vollmer ('11)  
Wei-Hsung Wang ('12)  
Kevin Buckley (ad hoc AAPM Liaison) ('10)

### **Professional Standards & Ethics**

Ruth McBurney, Chair ('10)  
5305 Riverplace Blvd  
Austin, TX 78730  
(502) 382-7869  
rmcburney@crcpd.org

Nancy Kirner ('12)  
Jack Fix ('11)  
Paul Rohwer ('12)  
Cheryl Olson ('10)

### **Title Protection/Professional Recognition**

Tom Buhl, Chair ('11)  
1877 Brillante Lane  
Santa Fe, NM 87505  
(505) 471-0121  
tombuhl@comcast.net

Kathleen Dinnel-Jones ('12)  
Barbara Hamrick ('11)  
Judson Kenoyer ('10)  
Debra McBaugh ('10)  
Bernard Olsen ('11)

# AMERICAN BOARD OF HEALTH PHYSICS – 2010

## VOTING MEMBERS OF THE ABHP

**CHAIR**

Jack F. Higginbotham ('12)  
Oregon State University  
Radiation Center  
Corvallis, OR 97331  
Work (541) 737-7068  
Fax (541) 737-0480  
Jack.higginbotham@oregonstate.edu

**VICE CHAIR**

Nora A. Nicholson ('10)  
NAPS/Dominion Power  
P.O. Box 402  
Mineral, VA 23117  
Work (540) 894-2071  
Nora.Nicholson@dom.com

**SECRETARY**

Sharon Dossett ('13)  
5940 Goldstone Drive  
Grove City, OH 43123  
Work (614) 424-4961  
dossetts@battelle.org

**PARLIAMENTARIAN**

Kent Lambert. ('11)  
300 Glenside Road  
Millville, NJ 08332  
Work (215) 255-7860  
FAX (215) 255-7874  
Kent.lambert@drexel.edu

**MEMBER**

Robert Forrest ('14)  
8 Cameron Court  
Exton, PA 19341  
Work (215) 898-2109  
FAX (215) 898-0140  
rforrest@ehrs.upenn.edu

**MEMBER**

George MacDurmon ('14)  
3409 Fox Hill Terrace  
Edmond, OK 73034  
Work (405) 271-6121  
FAX (405) 271-1768  
george-macdurmon@ouhsc.edu

**MEMBER**

Cheryl L. Olson ('10)  
411 Maple Street  
Casco, WI 54205  
Work (920) 388-8638  
Cheryl\_l\_olson@msn.com  
cheryl.l.olson@dom.com

**MEMBER**

Govind R. Rao ('13)  
420 Sundown Rd  
Knoxville, TN 37934  
Work (865) 576-1182  
FAX (865) 574-6169  
zga@ornl.gov

**PROGRAM DIRECTOR**

Nancy Johnson  
American Academy of Health Physics  
1313 Dolley Madison Blvd, Suite 402  
McLean, VA 22101  
(703) 790-1745 x25 Work  
(703) 790-2672 FAX  
njohnson@burkinc.com

# AMERICAN BOARD OF HEALTH PHYSICS - 2010

## PART 1 PANEL OF EXAMINERS

Michael Stabin, Chair  
Vanderbilt Univ, Dept of Radiology  
1161 21<sup>st</sup> Avenue South  
Nashville, TN 37232  
(615) 343-0068  
michael.g.stabin@vanderbilt.edu

Jackson Ellis, Vice Chair  
Dade Moeller & Associates  
3525 Walton Way Extension  
Augusta, GA 30909  
(803) 736-1725  
jellis@moellerinc.com

Jerry R. Hensley, Jr., Past Chair  
1408 Musgrave Drive  
Roseville, CA 95747  
(916) 474-5589  
radtype@aol.com

## PART 2 PANEL OF EXAMINERS

David W. Burkett, Chair  
2028 Preakness Place  
Lebanon, TN 37087  
(615) 873-6682  
david.burkett@va.gov

Daniel I. Menchaca, Vice Chair  
PO Box 2818  
College Station, TX 77841  
(979) 845-0063  
d-i-menchaca@tamu.edu

Mark A. Miller, Past Chair  
PO Box 451  
Fairview, TN 37062  
(615) 343-8220 Work  
andy.miller@vanderbilt.edu

## MEMBERS

Cheryl Antonio, ('13)  
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