

Agenda

NCRP Education and Training Committee February 9, 2010 (Tuesday)

Conference Time: 3:00 – 4:00 p.m. (EDT) (2:00 -3:00 p.m. CDT; 1:00-2:00 p.m. MDT; 12:00-1:00 p.m. PDT)
Call-in Number: 1-800-371-9219; Conference ID: 9517303#

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| 3:00 – 3:15 p.m. | Opening Discussion (Status Report) |
| 3:15 – 3:40 p.m. | Review of the Business Plan (Feedback and Comments) |
| 3:40 – 3:50 p.m. | Path Forward and Implementation |
| 3:50 – 4:00 p.m. | Outstanding Items |
| 4:00 p.m. | Adjourn |

Meeting Minutes
NCRP Ad Hoc Committee on Education and Training
Conference Call; February 9, 2010 (Tuesday), 3:00–4:00 p.m. (EDT)

The Committee met by conference call on February 9, 2010. The conference call was chaired by S.Y. Chen, with President Tenforde and Dr. Schauer participating. The following committee members were also present on the conference call: Brooke Buddemeier, Paul DeLuca, Ray Guilmette, Matthew Moeller, David Myers, and John Poston, Sr. Absent were: Richard Brey, Jerrold Bushberg, Cynthia Jones, Paul Locke, Peter O’Connell, and Kathryn Snead

Purpose of Discussion

Chen opened up the meeting by welcoming all members on board, and also stated that the purpose of the conference call was to discuss the outstanding issues left from the last conference call on December 3, 2009 (per the meeting minutes) regarding the draft business plan, and also to discuss the issues raised by the Board during its December meeting. The Committee’s intent is to address these combined issues and revise the business plan accordingly, for presentation to the Board in its March 2010 meeting.

Meeting Discussion

The following items were discussed during the conference call.

1. Resolve Outstanding Issues from December 3, 2009 Conference Call

- Although it was agreed that “web-based training” is generally preferred for classes delivered through the Internet, use of “webinars” (i.e., live seminars broadcast through the Internet) should also be considered, per the suggestion by Cyndi Jones based on her experience at the NRC. It is likely that webinars would be more suitable for large organizations (such as government agencies), where there is a large audience base scattered among several satellite locations. This format will be considered in the next revision of the Business Plan.
- Dave Schauer reported on the action item regarding copyright issues. He indicated that NCRP will treat online course materials the same way it does its printed reports or publications, as copyright-protected. That is, users will be forewarned that the online class content is copyrighted, and any subsequent use of the course contents must receive prior written approval from NCRP.
- There was no comment on the remainder of the issues as documented in the minutes.

2. Address Board’s Comments

- **Clarify compensation issues regarding the presenters.** Following some discussion, it was agreed that the term “honorarium” is the most appropriate way to describe compensation. A fixed lump sum payment will therefore be awarded, rather than a salary based strictly on the number of hours or amount of work involved. The honorarium will cover both the course preparation and the actual time delivering the course. Travel expenses and per diem will be additional. However, to account for the different class formats, the extent of preparation, and the length of the class, it was also decided that a pay schedule for honoraria should be developed, with constraints set for both lower and upper ceilings. Chen agreed to come up with a proposed pay schedule for review in the next meeting.
- **Develop a mechanism for designating the presenters.** There was a lengthy discussion on this subject, which was then broadened to include the following recommendations:
 - NCRP should designate an administrative lead to handle all administration-related matters associated with training classes; the administrative lead can be engaged through a specific partnership with an outside party or through a contractual arrangement.
 - The scientific committee chair for a course designated for training should consult with its committee members to suggest appropriate presenter(s) for the training

- course; the lead presenter should serve as the technical lead to handle the technical course-related matters (include course presentation and materials).
 - The administrative lead will work with the technical lead to develop a detailed course plan to be submitted to the Board for approval; the course plan should consist of appropriate course contents, a proposed syllabus with annotated outlines and appropriate supporting materials, modality of the course, and a cost analysis
 - It was also suggested that the proposed Business Plan should also address advertising (and associated effort and budget) to achieve maximum exposure.
- **Address questions about the uncertainties associated with the quality and cost.** Per the Board's instruction, discussion about the potential features (i.e., video, audio, and presentation) of web-based training format focused on the uncertainty involved in maintaining the video feature and the potential quality and costs involved. Paul DeLuca suggested the training services provided by the University of Wisconsin-Madison Health Sciences Learning Center (available at: <http://www.hslc.wisc.edu/>) as an example. The Center also offers services for event captures for University partners (with pricing information at). For example, the cost for a prepaid 10 captures is \$2,400; and for a two-hour individual course, the estimated cost is around \$500 with live streaming (example provided on the Center's website). The overall quality of the example appears to be excellent and the advertised costs tend to be lower than previously quoted in the Business Plan. It is thus desirable to further explore such an option with an aim to negotiate for a long-term agreement with lower per-class costs.
- **Identify potential collaborations with professional organizations.** Dave Schauer stated that NCRP continued to explore collaboration opportunities. He cited a recent example of visiting FDA's CDRH (Center for Devices of Radiological Health). Effort also continued in reaching out to professional organizations such as the Health Physics Society, the American College of Radiology (ACR), the Radiological Society of North America (RSNA), the Association of University Radiologists, the Association of Program Directors in Radiology, and the American Board of Radiology. Arrangement will also be made to include credits such as the Continuing Medical Education (CME) and others as required by various certification requirements.
- **Suggest potential training topics.** A call has been made to the NCRP Program Area Committees (PACs) in the following areas: homeland security, medical applications of radiation, operational radiation safety, and estimating uncertainties in external and internal dosimetry. Several suggestions for potential courses have been received. Based on those suggestions, the priority topics seem to be medical applications and homeland security. Effort is continuing to seek specific topics (so far, the specific suggestions include Report 160 for web-based training and Reports 147 and 151 for medical applications). It is suggested that perhaps NCRP would go with web-based option first before launching others in order to gain experience and lessons.
- **Re-baseline the cost estimate per the new assumptions.** Once updated information is obtained based on the discussion above, the cost estimates will be revised per the Business Plan.
- **Identify follow-on options for NCRP to pursue further.** NCRP will continue to pursue the possibilities brought up in this discussion, as well as future opportunities as they are presented.

Action Items and Assignments

The following assignments were identified:

- S.Y. Chen will summarize the minutes and distribute for comment.
- Dave Schauer will further explore the feasibility of potential collaboration with University of Wisconsin-Madison for the support of web-based training.

- S.Y. Chen will incorporate comments in the minutes and revise the Business Plan for another presentation to the Board in its March meeting.