



## NAMP Certification Procedure for Experienced Candidates

### 1. Purpose

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This Procedure implements the Nigerian Associate of Medical Physicists (NAMP)'s Certification Policy and outlines the detailed process of how to obtain NAMP Certification as an experienced Medical Physicist.

### 2. Application

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There are 2 (two) ways to achieve NAMP Certification:

- 1: Be certified through the NAMP Training, Education and Assessment Program (TEAP) in Radiation Oncology Medical Physics (ROMP) or Diagnostic Imaging Medical Physics (DIMP).
- 2: As an Experienced Medical Physicist (ROMP or DIMP).

This procedure outlines the process for experienced Physicists.

### 3. Context

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Certification by NAMP enables an individual to be admitted to the NAMP Register of Certified Medical Physicists (NCMP). The NCMP Register was created by the NAMP in 2024 and reflects the intentions of the profession to be self-regulating and hold itself to the highest possible professional standards, including a commitment to lifelong learning.

### 4. Definitions

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#### 4.1 Certification Candidates

Experienced Medical Physicists putting themselves forward for assessment under this procedure to obtain NAMP Certification (NCMP).

#### 4.2 Assessors

Experienced Medical Physicists appointed to conduct assessment of certification candidates. Assessors will normally be on the NAMP Register of Certified Medical Physicists, however for the initial certification period, assessors from outside the NAMP community, such as from overseas, may be brought in to act as expert assessors in a specific area.

### 5. Key roles and responsibilities

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The NAMP Clinical Training and Certification Board (NCCB) is responsible and accountable for setting the overall procedure for certification and provision of detailed guidelines to ensure best practice, robust, and fair assessment processes. They are also responsible for setting detailed expectations of knowledge, skills and experience to be demonstrated to achieve certification.



The NCCB are also responsible for oversight of the assessment of candidates and ensuring any assessors appointed receive sufficient training to carry out assessment of candidate in line with the guidelines.

Assessors are responsible for the reviewing of applications and assessment of candidates in line with guidance from the NCCB.

Certification candidates are responsible for ensuring evidence of knowledge, skills and experience is submitted in line with this procedure and associated documents, and that they comply with timelines and requests from the NAMP as their application is processed.

## 6. Certification Process

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The process for certification of experienced Medical Physicist is as follows:

### 6.1 Lodging an application

ROMP or DIMP (including Nuclear Medicine) assessment within a practice field.

#### 1. Present evidence

Present evidence of:

- (1) Degree(s),
- (2) Overseas Certification and/or Registration,
- (3) CV detailing responsibilities in current and previous roles across the breadth of Domains of Expertise,
- (4) Details of two (2) referees and references commenting on the candidate's ability across all the Domains of Expertise defined in Section 3 of the Certification Policy. At least one (1) of the referees must be a currently practicing Medical Physicist at a level of seniority.
- (5) Competence in the Domains of Expertise detailed in Section 3 of the NAMP Certification Policy:

##### (i) Medical-Scientific Expert

- a) The candidate shall detail their knowledge, skills and experience matched against the relevant NAMP TEAP Training Curriculum in each topic area, including approximate dates of work carried out where applicable.
  - For essential competencies, the candidate **must** demonstrate experience with evidence.
  - For desirable competencies, it would be beneficial to demonstrate experience with evidence.
- b) Highlight three (3) recent items of work from their portfolio, across a breadth of practice, that demonstrate:
  - Critical and thorough scientific thinking.
  - High-quality written scientific communication skills.
  - The impact of the work in context.
  - Independent decision-making.
  - Competent scientific practice.
  - The candidate's ability to lead substantial clinical projects competently and safely.

The assessors will choose one (1) of the portfolio items for the candidate to present in the Safe to Practice interview.



**(ii to v) The Communicator, the Collaborator, the Leader, the Health Advocate**

Candidates own self-reflection of examples when they have acted in these capacities in a professional setting. These may relate to items of portfolio work or be from other career episodes. The reflections should identify the actions taken, the relevant domains covered, and lessons learned from the experiences.

**(vi) The Scholar**

Evidence of research capabilities such as publications in peer reviewed scientific journals, presentations at national or international scientific conferences, or major reports on original work.

Demonstration of ongoing commitment to Continuing Professional Development (CPD) in their current context.

**(vii) The Professional**

The candidate should provide a reflection on one or more specific professional situations where they demonstrated professionalism. This should include one or more of the realms of: ethical practice, high personal standards of behaviour, accountability to the profession and society, profession-led regulation, or maintenance of personal health.

All evidence must be in English or translated into English by a NAMP approved method.

## **2. NAMP reviews references and evidence**

The references should include comments on abilities across all the Domains of Expertise defined in Section 3 of the Certification Policy.

NAMP may request further evidence from candidates if the evidence provided is perceived to be insufficient for the assessors to assess the candidate's experience across all required competencies. Alternatively, a decision should be made to conduct an extended interview as described below.

Assuming sufficient evidence is provided and demonstrates a suitable level of competence, the candidate will proceed to Safe to Practice interview.

In exceptional circumstances if the candidate is unable to provide suitable and sufficient evidence the candidate may immediately proceed to refusal, rejection or dismissal described below.

## **3. Safe to Practice interview**

The standard Safe to Practice interview shall include the following sections:

- a) Discussion of experience,
- b) Presentation of an item of work from portfolio - selected in advance by NAMP assessors,
- c) Assessment questions covering different key areas of practice.

### Extended Safe to Practice interview

In circumstances where an experienced candidate with greater than 10 years' post-university experience as a Medical Physicist has limited amounts of evidence to support their statements of knowledge and experience, this candidate may be offered the opportunity to demonstrate their knowledge and experience in an extended Safe to Practice interview.



The extended Safe to Practice interview process includes two interviews. In an initial interview, questions designed to verify knowledge and experience in areas that the candidate is lacking evidence, would be asked. The candidate will be given the questions in advance of the interview to enable them to prepare a response to each. Assessors may ask for further information or clarification related to the set questions in this interview. Candidates who successfully pass the initial interview progress to a standard Safe to Practice interview.

#### 4. Results of the application

The NCCB may make any of the following decisions at their discretion, based on the certification requirements. These requirements have been developed to enable the exercise of professional judgement as to the ability of the candidate to practice safely and in accordance with professional standards to deliver the best possible outcomes for patients.

The NCCB will be able to make the following decisions:

- **Approval**

The Candidate has sufficient experience, knowledge, skill and professionalism to meet all the requirements of NAMP Certification and is eligible to go on the NAMP Register of Certified Medical Physicists.

- **Refusal (prescribed work)**

The Candidate meets almost all requirements but is lacking in a limited number of areas as outlined by the NCCB. The candidate does not need to enrol in NAMP TEAP but requires additional NCCB prescribed work to be completed and submitted and evaluated within a nominated period not to exceed 12 months. A brief further discussion with the candidate may follow the submission should clarification of the work be necessary.

If the submitted prescribed work is deemed unsatisfactory then the result is automatically a rejection (outlined below)

- **Rejection**

The Candidate requires additional guided training under supervision and is encouraged to consider applying for NAMP certification via the NAMP TEAP, subject to meeting all relevant TEAP entry requirements. The candidate may not reapply within a 12-month period.

- **Dismissal**

The Candidate does not meet the requirements for certification and is not eligible to enrol in the NAMP TEAP.

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#### Document History

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