



# MAPLE TREE CANCER ALLIANCE CERTIFICATION BOARD

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## Policies & Procedures

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# MTCA Certification Board Policies & Procedures

## Purpose

The purpose of the Maple Tree Cancer Alliance (MTCA) Certification Board is to establish the standards, policies, and procedures for the development administration of the certification programs offered by MTCA. Currently, the only certification activity offered is the MTCA Exercise Oncology Instructor™ (EOI) certification program. Others may be added in the future.

At Maple Tree Cancer Alliance, we believe that formalized exercise science education and continuing professional development are cornerstones of competent exercise professionals. As such, our Certification Board is an independent and autonomous governing body for all MTCA certification programs. Members who serve on our Certification Board play an integral role in the development and support of Certified EOI professionals. The Certification Board members are impartial related to the education and training leading to the initial certification. Certification Board members play a vital, active role in advancing the MTCA mission and helping people worldwide live longer, healthier lives while battling cancer.

The governance structure of the Executive Committee of the Certification Board includes the following roles:

- **Chairman:** The chairman leads the board and thus heads the committee or board meetings. The Board of Directors votes and elects this person.
- **Managing Director:** An individual elected by the company's CEO to manage, guide, and monitor business functioning.
- **Executive Director:** Represents the cause of Maple Tree Cancer Alliance. This member is the National Director of Certification.
- **Non-Executive Director:** Doesn't belong to the organization, but is a part of the board to present an objective and third-person perspective. This member is the head of the Patient Advisory Panel.

In addition to the Executive Committee, the Certification Board also has three additional members. All members of the Certification Board are required to a Conflict of Interest Statement and are not paid for their service.

## Board Election and Representation

The Certification Board is comprised of seven members. The Certification Board membership includes four academicians, two practitioners, and a public member.

Board members are nominated by the Certification Board Executive Committee and appointed by the Certification Board Chairman. Elected Certification Board members serve three-year terms, with a maximum of two consecutive terms. Terms begin January 1 and terminate December 31.

Certification Board members have the opportunity to serve on various subcommittees. These subcommittees include the Subject Matter Expert Panel, the Patient Advisory Subcommittee, the Ethics Subcommittee, and the Continuing Education Subcommittee.

## Certification Board Member Responsibilities

- Abide by established policies, procedures, timelines and deadlines.
- Act in a way that is consistent with the central goals and best interests of MTCA and the Certification Board. Maintain confidentiality and attest to conflicts of interest.

- Be informed. Prior to meetings, read materials and submissions, be prepared for discussions and be ready to act on items, as noted.
- Ask questions. During the meetings, openly communicate to reach a consensus.
- Respond in a timely manner to email (within three days and within set deadline parameters).
- Recommend candidacy qualifications by evaluating patterns and trends in scope of practice and standards of care.
- Develop, manage and evaluate certification examinations. This includes reviewing and modifying examination knowledge, skills and abilities (KSAs); conducting role-delineation studies/job-task analyses when needed; creating and modifying examination blueprints; writing examination questions and reviewing examination complaints and challenges.
- Develop and manage the examination item banks; analyze examination questions; review examination blueprints, ensuring content validity; and develop criteria for passing scores in a consistent manner across all certification examination programs.
- Closely monitor all certification personnel and activities, and review results from stakeholder feedback, panel members, exam participants, and patient testimonials for performance improvements

### **Removal of Board Member**

The bylaws provisions for removing a board member requires unanimous consent of the other board members. When a situation rises to the level that action must be taken, the typical procedure is to bring up the matter as an agenda item in a regular or specially-called meeting, discuss the situation, put a motion up for vote to remove the individual, and follow through with an up or down vote.

## Subject Matter Expert Panel

### ROLES AND RESPONSIBILITIES:

The Subject Matter Expert (SME) panel for MTCA's EOI Certification program plays a vital role in ensuring the development and maintenance of high-quality training and certification standards for professionals working in the field of exercise oncology. Here are the roles and responsibilities of members this panel:

1. **Subject Matter Expertise:** The SMEs must demonstrate deep knowledge and expertise in exercise physiology, oncology, and the intersection of both fields. They must stay current with the latest research, guidelines, and best practices in exercise oncology.
2. **Curriculum Development:** The SMEs must collaborate to design the certification curriculum, including course content, objectives, and assessments. They ensure that the curriculum aligns with the latest evidence-based guidelines and practices in exercise oncology.
3. **Content Review and Updates:** The SMEs must regularly review and update course materials, manuals, and resources to reflect advances in the field, as well as verify the accuracy and relevance of instructional materials.
4. **Assessment and Evaluation:** The SMEs must develop and review assessment tools, exams, and practical evaluations used to assess candidates' knowledge and skills. They establish passing criteria and ensure that assessments are fair, valid, and reliable.
5. **Certification Standards:** The SMEs must establish and maintain standards for certification, including eligibility requirements and ongoing professional development expectations.
6. **Training and Education:** The SMEs must participate in training sessions and workshops to educate potential instructors on the curriculum and certification process.
7. **Quality Assurance:** The SMEs must monitor the quality of instruction and feedback provided to certification candidates. They ensure that instructors maintain high standards of teaching and adhere to the established curriculum.
8. **Ethics and Professionalism:** The SMEs must uphold ethical standards and professionalism in all aspects of exercise oncology. They address any ethical or professional misconduct issues.
9. **Research and Innovation:** The SMEs must promote and support research initiatives related to exercise oncology. They encourage the incorporation of the latest evidence into instruction.
10. **Mentorship and Support:** The SMEs must provide mentorship and guidance to candidates seeking certification. They offer support and resources to help candidates succeed.
11. **Communication and Collaboration:** The SMEs must collaborate with other members of the SME panel to ensure consistency and alignment in certification standards. They communicate regularly with program administrators and stakeholders.
12. **Evaluation and Feedback:** The SMEs must solicit feedback from certified instructors and candidates to continually improve the certification program. They evaluate the effectiveness of the program and suggest enhancements.
13. **Representation:** The SMEs must represent the certification program and the field of exercise oncology at conferences, meetings, and industry events. They advocate for the importance of certified EOIs.
14. **Compliance and Accreditation:** The SMEs must ensure that the certification program complies with relevant accreditation standards and requirements, and assist with accreditation processes as needed.
15. **Continuous Learning:** The SMEs must stay updated with developments in exercise oncology through ongoing learning, attending conferences, webinars, and networking with other experts.

16. **Report to Oversight Bodies:** The SMEs provide regular reports and updates to any oversight or governing bodies responsible for the certification program.

A well-qualified SME panel is essential for the success and credibility of an Exercise Oncology Instructor Certification program. These experts play a pivotal role in maintaining the program's integrity, ensuring that certified instructors are well-prepared to support cancer patients through exercise, and promoting the highest standards of care in the field.

## RECRUITMENT AND INVOLVEMENT

MTCA's Certification Board recruitment and involvement policy for the Subject Matter Expert (SME) panel in the EOI Certification program is crucial for ensuring that the panel comprises qualified experts who actively contribute to the program's success.

1. **Purpose:** The purpose of this policy is to outline the recruitment criteria and the expected involvement of SMEs in the EOI Certification program.

### 2. Recruitment Criteria:

- **Expertise:** SMEs must demonstrate expertise in the fields of exercise physiology and oncology, with a clear understanding of their intersection.
- **Professional Qualifications:** SMEs must possess relevant academic degrees, certifications, and professional experience in exercise oncology.
- **Research and Publications:** Candidates must have a track record of research, publications, and presentations related to exercise oncology.
- **Experience:** Candidates must have practical experience in working with cancer patients, preferably in an exercise or rehabilitation setting.
- **Current Knowledge:** SMEs must stay current with the latest research, guidelines, and best practices in exercise oncology.

### 3. Recruitment Process:

- **Nomination Process:** SMEs may be nominated by program administrators, existing SMEs, or through an open application process.
- **Review Committee:** A review committee, appointed by program administrators, evaluates nominees based on the recruitment criteria.
- **Interview:** candidates are interviewed to assess their suitability for the SME panel.
- **Appointment:** Approved SMEs will receive official appointments with defined roles and responsibilities.

### 4. Involvement Expectations:

- **Active Participation:** SMEs are expected to actively participate in panel activities, including curriculum development, assessment review, and program enhancements.
- **Curriculum Development:** SMEs collaborate on curriculum development, ensuring alignment with the latest evidence-based practices in exercise oncology.
- **Assessment Review:** SMEs are responsible for reviewing and maintaining certification assessments and standards.
- **Training and Education:** SMEs participate in training sessions for candidates and serve as instructors or facilitators for these workshops.

- **Quality Assurance:** SMEs monitor and ensure the quality of instruction and feedback provided to candidates.
  - **Ethical Standards:** SMEs uphold ethical standards and professionalism in all aspects of involvement.
  - **Continuous Learning:** SMEs stay updated with developments in exercise oncology through ongoing learning and professional development.
5. **Term Limits:** SMEs serve on the panel for a renewable term of two years.
  6. **Removal and Replacement:** In cases of consistent non-participation, ethical violations, or other relevant issues, SMEs may be removed from the panel. Vacancies will be filled following the recruitment process.
  7. **Compensation:** SMEs do not receive compensation for their service.
  8. **Confidentiality:** SMEs must adhere to strict confidentiality regarding program materials, discussions, and candidate information.
  9. **Reporting:** The SME panel will provide regular reports to program administrators on its activities and recommendations for program improvement.
  10. **Review and Revision:** This policy is reviewed periodically and revised as necessary to ensure its effectiveness and relevance.

By implementing and adhering to this Recruitment and Involvement Policy, the EOI CB ensures that the SME panel consists of highly qualified experts who actively contribute to the program's success and the advancement of exercise oncology practices.

#### PROFESSIONAL CHARACTERISTICS POLICY FOR MTCA'S SME PANEL

1. **Expertise:** SMEs on the EOI Certification panel are required to possess a high level of expertise in the fields of exercise physiology and oncology, with a clear understanding of their integration and application in the context of cancer care.
2. **Professional Qualifications:** SMEs must hold relevant academic degrees and certifications in exercise physiology, oncology, or related disciplines. They must also have practical experience in working with cancer patients in an exercise or rehabilitation capacity.
3. **Commitment to Ongoing Learning:** SMEs must stay current with the latest research, evidence-based guidelines, and best practices in exercise oncology through continuous professional development, including attendance at conferences, workshops, and relevant training.
4. **Ethical Standards:** SMEs must adhere to the highest ethical standards and professionalism, maintaining the confidentiality of sensitive information related to program materials, discussions, and candidate data.
5. **Collaboration and Communication:** SMEs are encouraged to actively engage in collaborative efforts, fostering open and respectful communication within the panel and with program administrators, stakeholders, and candidates.
6. **Impartiality:** SMEs must provide impartial and unbiased assessments, recommendations, and guidance, free from conflicts of interest or personal biases.
7. **Accountability:** SMEs are accountable for fulfilling their roles and responsibilities as outlined in the program's policies, including active participation in curriculum development, assessment reviews, and program enhancements.
8. **Quality Assurance:** SMEs must contribute to maintaining the highest quality standards in all aspects of the certification program, striving for excellence in instruction, assessment, and feedback.

9. **Professional Conduct:** SMEs must serve as role models for candidates and fellow CB members, demonstrating professionalism, respect, and courtesy in all interactions and communications.
10. **Term Limits:** SMEs may serve on the panel for two years, subject to renewal. Term limits help ensure diversity and the infusion of fresh perspectives.
12. **Compensation and Recognition:** SMEs are not compensated for their service.
13. **Continuous Improvement:** SMEs are encouraged to actively participate in the ongoing improvement of the certification program by providing feedback, suggestions, and recommendations for enhancements.
14. **Compliance and Alignment:** SMEs must ensure that their involvement aligns with relevant accreditation standards and program objectives.

By adhering to these professional characteristics, the Subject Matter Expert panel for the Exercise Oncology Instructor Certification program will help maintain the program's integrity and effectiveness while promoting the highest standards of care in exercise oncology.

#### TARGET COMPOSITION OF SME PANEL

The Target Composition for the SME Panel within the EOI Certification program is essential to ensure the panel members have the appropriate qualifications.

1. **Purpose:** The purpose of this policy is to establish guidelines for the target composition of the SME Panel responsible for contributing expertise to the MTCA EOI Certification program.
2. **Composition Objectives:**
  - **Diverse Expertise:** The panel consists of individuals with diverse expertise to ensure a comprehensive and well-rounded perspective on exercise oncology.
  - **Representative of the Field:** Panel members represent the various facets of exercise oncology, including clinical, research, patient advocacy, and educational perspectives.
  - **Multidisciplinary Approach:** The SME Panel aims to include members from different professional backgrounds related to exercise oncology, such as exercise physiology, oncology nursing, physical therapy, psychology, and nutrition.

#### 3. **Target Composition:**

The SME Panel aims for the following composition:

- **Exercise Oncology Expert:** The SME Panel includes a recognized expert in exercise oncology with advanced academic qualifications and extensive practical experience.
- **Clinical Expert:** The SME Panel includes a healthcare practitioner (e.g., oncologist, physiotherapist) with clinical expertise in cancer care and exercise oncology.
- **Researcher:** The SME Panel includes a researcher with a background in exercise oncology who can contribute knowledge from a research and evidence-based perspective.
- **Patient Advocate:** The SME Panel includes a patient advocate or cancer survivor who can provide the patient perspective on exercise oncology and certification.
- **Educator:** The SME Panel includes an expert in education and curriculum development who can contribute to the instructional design of the certification program.



- **Communication and Technology Specialist:** The SME Panel includes an expert in instructional design, communication, and technology to ensure effective content delivery.
- **Ethics and Professionalism Advisor:** The SME Panel includes an ethics consultant or professional who can ensure that ethical standards are upheld in certification content and practices.

#### 4. **Inclusivity and Diversity:**

- **Gender and Age Balance:** The SME Panel aims for a balanced representation of genders and age groups among panel members to ensure diverse perspectives.
- **Cultural and Ethnic Diversity:** The SME Panel makes efforts to ensure representation of individuals from diverse cultural and ethnic backgrounds to promote inclusivity and cultural sensitivity.
- **Geographic Diversity:** The SME Panel includes members from different regions or countries to account for regional variations in exercise oncology practices.

5. **Impartiality:** Panel members are chosen for their impartiality and lack of conflicts of interest related to the certification program.

6. **Term Limits:** Panel members may serve for two years, with the option for renewal, to promote diversity and the inclusion of new perspectives over time.

7. **Review and Revision:** This policy will be periodically reviewed and updated to reflect changing needs and goals of the Subject Matter Expert Panel.

By adhering to this Target Composition Policy, the MTCA EOI Certification program ensures that its Subject Matter Expert Panel collectively possesses the necessary expertise, diversity, and qualifications to provide valuable input and guidance to the program's development and maintenance.

#### **MEETINGS & ACTIVITIES**

All meetings and activities will be properly documented, along with all notes, decisions, and recommendations of the panelists. The documentation will be distributed amongst all members of the panels at the completion of meetings and activities.

## Patient Advisory Panel

A Patient Advisory Panel for the MTCA EOI Certification is comprised of cancer survivors who play a crucial role in ensuring that the certification program is patient-centered, empathetic, and responsive to the needs and experiences of those who have gone through cancer treatment.

### ROLES AND RESPONSIBILITIES:

1. **Patient Advocacy:** The Patient Advisory Panel serves as advocates for cancer survivors, representing their perspectives, concerns, and needs within the certification program.
2. **Feedback and Input:** The Patient Advisory Panel provides valuable feedback on program materials, curriculum, and assessment tools from a patient's point of view. They offer input on how Exercise Oncology Instructors can best support and communicate with cancer survivors.
3. **Curriculum Development:** The Patient Advisory Panel collaborates with program developers and instructors to ensure that the curriculum includes content that is sensitive to the physical and emotional challenges faced by cancer survivors.
4. **Communication and Empathy Training:** The Patient Advisory Panel contributes to the development of training materials that help exercise oncology instructors communicate effectively with cancer survivors and demonstrate empathy.
5. **Program Improvement:** The Patient Advisory Panel actively engages in discussions on how to enhance the certification program to better meet the needs of cancer survivors and provide suggestions for improvements.
6. **Mentorship and Support:** The Patient Advisory Panel offers mentorship and support to newly certified Exercise Oncology Instructors, sharing insights on patient-centered care and survivor perspectives.
7. **Cultural Sensitivity:** The Patient Advisory Panel promotes cultural sensitivity within the program to address the diverse needs and backgrounds of cancer survivors.
8. **Confidentiality:** The Patient Advisory Panel respects the confidentiality of personal stories and experiences shared within the panel.
9. **Representation:** The Patient Advisory Panel serves as representatives of the patient community at conferences, meetings, or events related to the certification program.
10. **Reporting:** The Patient Advisory Panel provides regular reports and updates to program administrators on the panel's activities, recommendations, and areas of concern.
11. **Program Promotion:** The Patient Advisory Panel assists in raising awareness about the importance of certified Exercise Oncology Instructors among cancer survivor communities.
12. **Term Limits:** The Patient Advisory Panel members may serve for two years, subject to renewal, to ensure diversity and the inclusion of new perspectives.
13. **Review and Revision:** This policy is periodically reviewed and updated to reflect changing needs and best practices in patient engagement.

By actively participating in these roles and responsibilities, the Patient Advisory Panel ensures that the EOI Certification program remains patient-centered, compassionate, and responsive to the needs of cancer survivors, ultimately enhancing the quality of care and support provided by certified instructors.

## RECRUITMENT AND INVOLVEMENT

The Recruitment Policy for the Patient Advisory Panel ensures that the Panel is composed of cancer survivors and experiences to provide valuable insights for the EOI Certification.

1. **Purpose:** The purpose of this policy is to establish guidelines for the recruitment of cancer survivors as members of the Patient Advisory Panel for the Exercise Oncology Instructor Certification program. The panel's role is to provide valuable insights and perspectives to enhance the program's patient-centered approach.

### 2. *Eligibility Criteria:*

- **Cancer Survivor:** Candidates must have a confirmed history of cancer diagnosis and have undergone related treatment for their cancer.
- **Diversity of Experience:** The panel includes members who have experienced various types of cancer, treatment modalities, and stages of survivorship to represent diverse perspectives.
- **Communication Skills:** Candidates must possess effective communication skills to express their experiences, concerns, and insights clearly.
- **Empathy and Compassion:** Candidates must exhibit empathy and compassion toward fellow cancer survivors and demonstrate a willingness to support the mission of the EOI certification.
- **Availability and Commitment:** Candidates must be available to actively participate in panel activities and demonstrate a commitment to the goals and objectives of the EOI certification.

### 3. *Recruitment Process:*

- **Nomination and Application:** Candidates may be nominated by program administrators, existing panel members, healthcare professionals, or self-nominate through an open application process.
  - **Application Review:** A review committee, composed of program administrators and relevant experts, assess candidates based on the eligibility criteria.
  - **Interviews:** Candidates may be interviewed to assess their qualifications, communication skills, and commitment to the EOI certification.
  - **Selection:** Approved candidates will be invited to join the Patient Advisory Panel.
4. **Term Limits:** Panel members may serve for a renewable term of two years. Term limits aim to ensure the inclusion of new perspectives and experiences over time.
5. **Orientation and Training:** Newly appointed panel members receive orientation and training on their roles, responsibilities, and the program's mission and objectives.
6. **Confidentiality:** Panel members must adhere to strict confidentiality regarding personal stories and experiences shared within the panel.
7. **Review and Revision:** This policy is periodically reviewed and updated to reflect changing needs and best practices in patient engagement.

By implementing this Recruitment Policy, the EOI Certification program ensures that its Patient Advisory Panel comprises qualified and committed cancer survivors who contribute valuable insights to enhance the program's patient-centered approach and overall effectiveness.

## PATIENT CHARACTERISTICS AND DEMOGRAPHICS

### *I. Introduction:*

The Patient Advisory Panel for the EOI Certification program consists of cancer survivors who bring unique perspectives and experiences to enhance the program's patient-centered approach. The following characteristics and demographics statement provides an overview of the panel members' backgrounds, experiences, and diversity.

### *II. Characteristics of Panel Members:*

- **Cancer Survivorship:** Panel members are individuals who have faced a confirmed cancer diagnosis and have undergone various types of cancer treatments. They represent a diverse spectrum of cancer survivorship experiences, including different cancer types, treatment modalities, and stages of survivorship.
- **Diverse Perspectives:** The panel includes members from various age groups, cultural backgrounds, and geographic locations, allowing for a wide range of perspectives and insights.
- **Effective Communicators:** Panel members possess effective communication skills, enabling them to articulate their experiences, concerns, and suggestions clearly and empathetically.
- **Empathy and Compassion:** Members demonstrate a high level of empathy and compassion toward fellow cancer survivors, as well as a strong commitment to supporting the program's mission of improving care through certified EOs.
- **Commitment to Excellence:** Panel members are dedicated to actively participating in panel activities, contributing to program enhancements, and helping to shape the future of exercise oncology instructor certification.

### *III. Demographics of Panel Members:*

- **Cancer Types:** The panel encompasses a variety of cancer types, including but not limited to breast cancer, lung cancer, colorectal cancer, lymphoma, and leukemia, ensuring a broad representation of survivorship experiences.
- **Treatment Modalities:** Panel members have undergone diverse treatment modalities, such as surgery, chemotherapy, radiation therapy, immunotherapy, targeted therapy, and hormone therapy, reflecting the range of medical interventions in cancer care.
- **Age Range:** The age range of panel members is diverse, covering young adult survivors, adults, and seniors, to address the unique needs and concerns associated with different life stages.
- **Geographic Diversity:** Panel members represent various geographic regions, including urban, suburban, and rural areas, allowing for a comprehensive understanding of regional differences in cancer care and survivorship.
- **Cultural Backgrounds:** The panel includes individuals from diverse cultural backgrounds and ethnicities, fostering cultural sensitivity and inclusivity in program development.

### *IV. Commitment to Confidentiality:*

All panel members are committed to maintaining strict confidentiality regarding personal stories, health information, and experiences shared within the panel, ensuring the privacy and respect of fellow members.

### *V. Review and Revision:*

This Characteristics and Demographics Statement is reviewed and updated periodically to reflect the evolving composition of the Patient Advisory Panel and ensure its continued relevance and inclusivity.

The Patient Advisory Panel for the EOI Certification program is dedicated to providing valuable insights, perspectives, and guidance to enhance MTCA's patient-centered approach, ultimately improving the quality of care provided to cancer survivors through certified EOIs.

#### **TARGET PATIENT ADVISORY PANEL COMPOSITION**

The MTCA Patient Advisory Panel consists of patients who are currently enrolled or have completed the MTCA program. These patients provide feedback on the certification program and the quality of the EOI they work with. One member from the Patient Advisory Panel is elected to attend the Certification Board meetings and will be able to vote to represent the public.

#### **MEETINGS & ACTIVITIES**

All meetings and activities will be properly documented, along with all notes, decisions, and recommendations of the panelists. The documentation will be distributed amongst all members of the panels at the completion of meetings and activities.

## Ethics Subcommittee

### ROLES & RESPONSIBILITIES

The Ethics Subcommittee Panel for the MTCA EOI Certification program plays a critical role in ensuring that ethical standards and professionalism are upheld within the program.

1. **Policy Development:** The Ethics Subcommittee collaborates in the development, review, and refinement of ethical policies, guidelines, and standards specific to the certification program.
2. **Code of Ethics:** The Ethics Subcommittee develops and maintains a comprehensive Code of Ethics that outlines expected ethical behavior for EOs and candidates.
3. **Ethics Review:** The Ethics Subcommittee reviews and investigates any ethical concerns, complaints, or violations related to instructors, candidates, or other stakeholders within the certification program.
4. **Confidentiality Assurance:** The Ethics Subcommittee ensures that all discussions, investigations, and records related to ethics matters are handled with the utmost confidentiality and privacy.
5. **Ethical Guidance:** The Ethics Subcommittee provides ethical guidance and support to EOs, candidates, and other program participants when ethical dilemmas or concerns arise.
6. **Ethics Education:** The Ethics Subcommittee develops and delivers educational materials and training sessions on ethics, professionalism, and code of conduct to EOs and candidates.
7. **Standards Enforcement:** The Ethics Subcommittee implements processes for enforcing ethical standards and recommends appropriate actions or sanctions in cases of ethics violations.
8. **Appeals and Grievance Resolution:** The Ethics Subcommittee participates in the resolution of appeals or grievances related to ethics matters, ensuring fair and unbiased decision-making.
9. **Continuous Monitoring:** The Ethics Subcommittee regularly monitors and assesses the ethical climate and conduct within the certification program, identifying areas for improvement.
10. **Reporting:** The Ethics Subcommittee provides regular reports to program administrators and oversight bodies on the status of ethics matters, investigations, and actions taken.
11. **Collaboration and Communication:** The Ethics Subcommittee collaborates with other program committees and stakeholders to ensure that ethical considerations are integrated into all program activities.
12. **Ethics Training for Instructors:** The Ethics Subcommittee provides ongoing ethics training and resources for EOs to promote ethical conduct in their professional practice.
13. **Ongoing Professional Development:** The Ethics Subcommittee stays informed about developments in ethics, codes of conduct, and best practices within the field of exercise oncology and certification programs.
14. **Conflict of Interest Management:** The Ethics Subcommittee develops and enforces policies and procedures to address and manage conflicts of interest among panel members and program stakeholders.
15. **Public Relations and Transparency:** The Ethics Subcommittee promotes transparency in ethics matters and communicates the program's commitment to ethical conduct to the public, candidates, and stakeholders.

The Ethics Subcommittee Panel is responsible for maintaining the highest ethical standards and professionalism within the EOI Certification program, ensuring that certified instructors and candidates provide the highest level of care and integrity to individuals with cancer.

## RECRUITMENT AND INVOLVEMENT

This Recruitment and Involvement Policy for the Ethics Subcommittee for the EOI Certification is essential to ensure that members are qualified, committed, and adhere to strict ethical standards.

1. **Purpose:** The purpose of this policy is to outline the recruitment criteria and expectations for members of the Ethics Subcommittee for the MTCA EOI Certification program. The Ethics Subcommittee plays a crucial role in upholding ethical standards within the program.
2. **Eligibility Criteria:**
  - **Qualifications:** Subcommittee members must have expertise in ethics, professional conduct, or related fields.
  - **Ethical Standing:** Members must have a demonstrated history of ethical conduct and professionalism in their respective careers.
  - **Diversity:** The subcommittee must represent a diverse range of perspectives and backgrounds to ensure balanced decision-making.
  - **Commitment:** Members are committed to the MTCA EOI program's mission and ethical standards, with the willingness to dedicate time and effort to their roles.
3. **Recruitment Process:**
  - **Nomination and Application:** Candidates may be nominated by program administrators, existing subcommittee members, or may self-nominate through an open application process.
  - **Application Review:** A review committee, consisting of program administrators and relevant experts, assess candidates based on the eligibility criteria.
  - **Interviews:** Candidates may be interviewed to assess their qualifications, understanding of ethical standards, and commitment to the EOI certification program.
  - **Selection:** Approved candidates will be invited to join the Ethics Subcommittee.
4. **Term Limits:** Subcommittee members may serve for a renewable term of two years to ensure diversity and the inclusion of new perspectives over time.
5. **Orientation and Training:** Newly appointed subcommittee members receive orientation and training on their roles, responsibilities, and the program's ethical standards and code of conduct.
6. **Ethical Behavior:** Subcommittee members are expected to adhere to the highest ethical standards and professionalism throughout their term, both within the subcommittee and in their broader professional activities.
7. **Conflict of Interest Management:** Members must disclose any potential conflicts of interest and abstain from decisions or discussions where a conflict may arise.
8. **Attendance and Participation:** Subcommittee members are expected to actively attend meetings and participate in discussions, investigations, and other activities related to ethics matters.
9. **Confidentiality:** Members must maintain strict confidentiality regarding sensitive information, discussions, investigations, and decisions related to ethics matters.
10. **Ethics Education:** Subcommittee members may be involved in the development and delivery of ethics education and training for program participants.

11. **Reporting and Documentation:** The subcommittee maintains records of ethics-related matters, investigations, decisions, and recommendations.
12. **Review and Revision:** This policy is periodically reviewed and updated to reflect changing ethical standards and program needs.

By adhering to this Recruitment and Involvement Policy, the Ethics Subcommittee for the EOI Certification program ensures that its members are qualified, dedicated, and committed to upholding the highest ethical standards within the program.

## PATIENT CHARACTERISTICS AND DEMOGRAPHICS

The target composition of the Ethics Subcommittee for the EOI Certification aims to be diverse, qualified, and representative of various perspectives relevant to ethical considerations within the program.

The composition of the Ethics Subcommittee is as follows:

### 1. **Ethical Expertise:**

- **Ethicist or Ethics Consultant:** Individual with formal training and expertise in ethics, preferably with experience in healthcare or certification program ethics.
- **Legal Expert:** A legal professional with expertise in ethics and healthcare law.

### 2. **Healthcare Background:**

- **Healthcare Professional:** Healthcare providers (e.g., physicians, nurses) with experience in oncology care or exercise oncology.
- **Healthcare Administrator:** A healthcare administrator with a strong background in ethical decision-making and program management.

### 3. **Academia:**

- **Ethics Educator:** An educator or researcher with expertise in ethics and healthcare, preferably with experience in curriculum development.

### 4. **Patient Advocate:**

- **Patient Advocate:** A patient advocate or representative from a cancer survivor organization who can provide the patient perspective on ethical matters.

5. **Diversity:** The Ethics Subcommittee aims for a balanced representation of genders and age groups. It includes members from diverse cultural and ethnic backgrounds to promote inclusivity in ethical considerations.

6. **Geographic Representation:** The Ethics Subcommittee includes members from different regions or countries to offer insights into regional variations in ethical standards and practices.

7. **Interdisciplinary Balance:** The Ethics Subcommittee includes members from different professional backgrounds, such as ethics, healthcare, law, and academia, to ensure a multidisciplinary approach to ethical matters.

8. **Term Limits:** Members may serve for two years, with the option for renewal to promote diversity and the inclusion of new perspectives over time.

9. **Inclusivity:** The Ethics Subcommittee ensures representation of individuals with disabilities, LGBTQ+ individuals, and other underrepresented groups to promote inclusivity and diversity in ethical considerations.



10. *Impartiality*: Subcommittee members are chosen for their demonstrated impartiality and lack of conflicts of interest related to the certification program.

#### MEETINGS & ACTIVITIES

All meetings and activities will be properly documented, along with all notes, decisions, and recommendations of the panelists. The documentation will be distributed amongst all members of the panels at the completion of meetings and activities.

## Continuing Education Panel

### ROLES AND RESPONSIBILITIES

The Continuing Education Panel for the MTCA EOI Certification program plays a crucial role in ensuring that certified EOIs stay up-to-date with the latest developments in the field of exercise oncology. Below are the roles and responsibilities of members this panel:

1. **Curriculum Development:** The Continuing Education Panel collaborates with the SME Panel to design and update continuing education courses that align with the latest evidence-based practices in exercise oncology.
2. **Needs Assessment:** The Continuing Education Panel conducts regular needs assessments among certified instructors to identify their ongoing learning needs and preferences.
3. **Content Review:** The Continuing Education Panel reviews course materials, resources, and content for relevance, accuracy, and alignment with program objectives.
4. **Course Delivery:** The Continuing Education Panel oversees the delivery of continuing education courses, ensuring that they meet high-quality standards and provide valuable learning experiences.
5. **Evaluation and Assessment:** The Continuing Education Panel develops and reviews assessments and evaluations used to measure the effectiveness of continuing education courses.
6. **Certification Maintenance:** The Continuing Education Panel establishes and maintains standards for certification maintenance, including requirements for continuing education credits.
7. **Quality Assurance:** The Continuing Education Panel monitors the quality of continuing education courses and the feedback provided by participants.
8. **Emerging Trends:** The Continuing Education Panel stays updated with emerging trends and research in exercise oncology to ensure that continuing education offerings remain current.
9. **Communication and Promotion:** The Continuing Education Panel promotes the availability of continuing education courses to certified instructors through various communication channels.
10. **Support and Guidance:** The Continuing Education Panel provides support and guidance to certified instructors seeking to fulfill their continuing education requirements.
11. **Compliance and Accreditation:** The Continuing Education Panel ensures that continuing education courses comply with relevant accreditation standards and requirements.
12. **Reporting:** The Continuing Education Panel provides regular reports and updates on the status and effectiveness of continuing education offerings to program administrators.
13. **Collaboration:** The Continuing Education Panel collaborates with other program committees and stakeholders to ensure alignment with program objectives and standards.
14. **Ethics and Professionalism:** The Continuing Education Panel upholds ethical standards and professionalism in all aspects of continuing education course development and delivery.
15. **Feedback Loop:** The Continuing Education Panel establishes a feedback loop with certified instructors to gather input on course content, format, and relevance.
16. **Review and Revision:** The Continuing Education Panel periodically reviews and updates the roles and responsibilities of the Continuing Education Panel to ensure their effectiveness and alignment with changing educational needs.

A well-qualified Continuing Education Panel is essential for the ongoing professional development and maintenance of competence among certified EOIs. Their dedication to staying current and providing relevant learning opportunities is crucial for upholding the program's standards and ensuring the best possible care for cancer patients.

## RECRUITMENT AND INVOLVEMENT

The Recruitment and Involvement Policy for the Continuing Education Panel within the MTCA EOI Certification program is essential to ensure that panel members are qualified, committed, and able to contribute effectively to the program's educational offerings.

1. **Purpose:** The purpose of this policy is to outline the recruitment criteria and expectations for members of the Continuing Education Panel responsible for developing and delivering continuing education courses for EOIs.
2. **Eligibility Criteria:**
  - **Expertise:** Candidates must possess expertise in exercise oncology, including relevant academic qualifications, certifications, and practical experience.
  - **Teaching Experience:** Candidates should have experience in teaching or training professionals, preferably in the context of exercise oncology.
  - **Current Knowledge:** Candidates must stay updated with the latest research, guidelines, and best practices in exercise oncology.
  - **Commitment:** Candidates must demonstrate a commitment to ongoing professional development and education within the field.
3. **Recruitment Process:**
  - **Nomination and Application:** Candidates may be nominated by program administrators, existing panel members, or subject matter experts. Self-nominations through an open application process may also be accepted.
  - **Application Review:** A review committee, composed of program administrators and relevant experts, assess candidates based on the eligibility criteria.
  - **Interviews:** Candidates may be interviewed to assess their qualifications, teaching abilities, and commitment to the program's objectives.
  - **Selection:** Approved candidates are invited to join the Continuing Education Panel.
4. **Term Limits:** Panel members may serve for two years, subject to renewal, to promote diversity and the inclusion of new perspectives over time.
5. **Orientation and Training:** Newly appointed panel members receive orientation and training on their roles, responsibilities, and the program's educational objectives and standards.
6. **Course Development:** Panel members are responsible for collaborating with the SME Panel on course development, ensuring that course content aligns with the latest evidence-based practices in exercise oncology.
7. **Course Delivery:** Panel members may be involved in delivering continuing education courses, either as instructors or facilitators.
8. **Quality Assurance:** The Continuing Education Panel monitors the quality of continuing education courses, including participant feedback, to make improvements and maintain high standards.

9. **Ethical Standards:** The Continuing Education Panel upholds ethical standards and professionalism in all aspects of continuing education course development and delivery.
10. **Reporting:** The Continuing Education Panel provides regular reports to program administrators on the status and effectiveness of continuing education offerings.
11. **Review and Revision:** This policy is periodically reviewed and updated to reflect changing educational needs and best practices in professional development.

By adhering to this Recruitment and Involvement Policy, the Continuing Education Panel for the MTCA EOI Certification ensures that its members are qualified, dedicated, and committed to providing relevant and high-quality continuing education courses to certified instructors.

## PROFESSIONAL CHARACTERISTICS AND DEMOGRAPHICS

Professional Characteristics and Demographics for the Continuing Education Panel within the EOI Certification program encompasses a diverse group of individuals who collectively possess the expertise and experience needed to develop and deliver high-quality continuing education courses.

### *I. Professional Characteristics:*

1. **Expertise:** Panel members are experts in exercise oncology, with advanced knowledge, certifications, and practical experience in the field.
2. **Teaching Experience:** Members have a proven track record of teaching or training professionals, demonstrating their ability to effectively convey complex concepts to others.
3. **Current Knowledge:** Members stay up-to-date with the latest research, evidence-based guidelines, and best practices in exercise oncology, ensuring the content of continuing education courses is current and relevant.
4. **Commitment to Excellence:** Panel members are dedicated to providing high-quality continuing education opportunities for EOs to enhance their skills and knowledge.
5. **Communication Skills:** Members possess strong communication skills, allowing them to convey information clearly and facilitate effective learning experiences.
6. **Collaboration:** Panel members work collaboratively with others to develop and deliver courses, fostering an environment of teamwork and shared expertise.
7. **Ethical Standards:** Members uphold ethical standards and professionalism in all aspects of their work, ensuring integrity in continuing education offerings.

### *II. Demographics:*

1. **Diversity of Expertise:** The panel includes individuals with diverse areas of expertise within exercise oncology, such as exercise physiology, rehabilitation, nutrition, and psychosocial support.
2. **Gender and Age Diversity:** The panel represents a balance of genders and age groups, ensuring a broad range of perspectives and experiences.
3. **Cultural and Ethnic Diversity:** Members come from diverse cultural and ethnic backgrounds, promoting inclusivity and cultural sensitivity in course development.
4. **Geographic Representation:** The Panel includes individuals from different regions or countries, allowing for regional variations in exercise oncology practices to be considered.

5. **Professional Experience:** Panel members have varying years of professional experience, encompassing both seasoned experts and emerging leaders in exercise oncology.
6. **Interdisciplinary Balance:** The Panel comprises members from various professional backgrounds, including exercise physiology, nursing, physical therapy, oncology, and psychology, to ensure a multidisciplinary approach to course development and delivery.
7. **Inclusivity:** Efforts are made to ensure representation of individuals with disabilities, LGBTQ+ individuals, and other underrepresented groups to promote inclusivity and diversity in course offerings.

### **III. Term Limits:**

Members may serve for two years, with the option for renewal, to promote diversity and the inclusion of new perspectives over time.

### **IV. Review and Revision:**

This statement is periodically reviewed and updated to ensure that the Continuing Education Panel maintains a balance of professional characteristics and demographics that align with evolving educational needs and program standards.

By adhering to these professional characteristics and demographics, the Continuing Education Panel for the MTCA EOI Certification can effectively fulfill its role in providing relevant, high-quality continuing education courses for certified instructors.

## **TARGET COMPOSITION**

The target composition of the Continuing Education Panel for the MTCA EOI Certification program aims to bring together a diverse group of experts with the necessary qualifications to develop and deliver high-quality continuing education courses.

1. **Exercise Oncology Expert:** The Continuing Education Panel includes an expert in exercise oncology with advanced academic qualifications and extensive practical experience in the field.
2. **Academic Expert:** The Continuing Education Panel includes a professional with a background in academia, such as a professor or researcher, who can provide a strong theoretical foundation for continuing education courses.
3. **Clinical Expert:** The Continuing Education Panel includes a healthcare practitioner (e.g., oncologist, physiotherapist) with clinical expertise in cancer care and exercise oncology.
4. **Certified Instructor:** The Continuing Education Panel includes a certified EOI who has demonstrated excellence in their teaching and practical application of exercise oncology principles.
5. **Patient Advocate:** The Continuing Education Panel includes a patient advocate or representative from a cancer survivor organization who can provide the patient perspective on education content.
6. **Communication and Technology Specialist:** The Continuing Education Panel includes an expert in instructional design, communication, and technology to facilitate effective course delivery.
7. **Ethics and Professionalism Advisor:** The Continuing Education Panel includes an ethics consultant or professional who can ensure that ethical standards are upheld in education content and delivery.

**Term Limits:** Panel members may serve for two years, with the option for renewal, to promote diversity and the inclusion of new perspectives over time.

**Gender and Age Balance:** The Continuing Education Panel aims for a balanced representation of genders and age groups among panel members to ensure diverse perspectives.

**Geographic Diversity:** The Continuing Education Panel includes members from different regions or countries to account for regional variations in exercise oncology practices.

**Inclusivity:** The Continuing Education Panel ensures representation of individuals with disabilities, LGBTQ+ individuals, and other underrepresented groups to promote inclusivity and diversity in course offerings.

**Impartiality:** Panel members are chosen for their impartiality and lack of conflicts of interest related to the certification program.

The target composition outlined above is a general guideline, and may be adjusted based on the specific educational needs, goals, and objectives of the EOI Certification program. The goal is to ensure that the panel collectively possesses the expertise and diversity needed to develop and deliver effective continuing education courses.

## **MEETINGS & ACTIVITIES**

All meetings and activities will be properly documented, along with all notes, decisions, and recommendations of the panelists. The documentation will be distributed amongst all members of the panels at the completion of meetings and activities.



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