

AFM Moldova

Asociația Fizicienilor Medicali din Republica Moldova

ASSOCIATION OF MEDICAL PHYSICISTS OF THE REPUBLIC OF MOLDOVA

Quality Manual (Bylaws)

Code: AFM MC

Edition. Revision: 1.0

Date: 2016-03-05*

* This Manual has been initiated on the Specialist Day “Medical Physicist Day”, that was marked for the first time in the Republic of Moldova on 05.03.2016, with the occasion of initial registration of the Association of Medical Physicists in Moldova on 07.03.2000.

Content

REGISTRATION OF CHANGES (revision and approval indicators)	2
REFERENCE DOCUMENTS	2
Definitions	3
Abbreviations	3
Logo	4
Blank	5
Organizational chart (Annex 6 to Order No. 1 of 08.02.2016)	6
Sample of Membership Application Form (Annex 7 to Order No. 1 of 08.02.2016)	7
Officers (Annex 4 to Order No. 1 of 08.02.2016)	8
Committees (Annex 1 to Order No. 1 of 08.02.2016)	9
Executive Committee	10
Finance Commission	12
Professional Committee	13
Rule and Nomination Committee	15
Coordination Committee	16
Group of Experts (Annex 3 to Order No. 1 of 08.02.2016)	17



Changes of previous version are identified in the text in blue font.

Changes of previous version are identified in the text in blue font.

Notes:

Notes:
* Format of the date shall be YYYY-MM-DD, where YYYY – the year number, MM – month number (from 01 to 12) and DD- day number (from 01 to 31),

** The signature shall be applied to current revision.

File name	Name	Statute	Annotation
Law No. 837	Law No. 837 of 17.05.1996 on nongovernmental organization* (* Republished under art. IV of Law No. 178-XVI of July 20, 2007, with elements renumbering and appropriate change of references.). Published: 02.10.2007 in the Official Journal No. 153-156BIS	Mandatory	
2016-01-28 AMP Moldova Statute	Statute of the NGO „ Association of Medical Physicists from the Republic of Moldova” / new version /. Approved at the Extraordinary General Assembly of December 28, 2015, Registered by Ministry of Justice of the Republic of Moldova under the no.1322 of 28.01.2016.	Mandatory	
iomp-statutes-2015	IOMP Statutes. Statutes of the International Organization for Medical Physics (IOMP). Approved at the Council meeting of the IOMP during WC2015, on the 9 of June 2015, at Toronto, Canada	Guidance	
iomp-bylaws-2015	IOMP Bylaws. Bylaws of the International Organization for Medical Physics (IOMP). Approved at the Council meeting of the IOMP during WC2015, on the 9 of June 2015, at Toronto, Canada	Guidance	
EFOMPManual - An Operational Guide	EFOMP Manual. An Operational Guide. European Federation of Organisations for Medical Physics.	Guidance	
EFOMPManual - A Guide for Officers	EFOMP Manual. A Guide for Officers. European Federation of Organisations for Medical Physics.	Guidance	

Notes:

* mandatory, general criteria, guidance, informative

** Decisions of the Administration Board and the Orders of the Association President have “mandatory” statute.



Definitions

Terms, definitions, abbreviations and short forms are used in this document, in accordance with:

File name	Name	Statute	Annotation
Law No. 837	Law No. 837 of 17.05.1996 on nongovernmental organization* (* Republished under art. IV of Law No. 178-XVI of July 20, 2007, with elements renumbering and appropriate change of references.). Published: 02.10.2007 in the Official Journal No. 153-156BIS	Mandatory	
2016-01-28 AMP Moldova Statute	Statute of the NGO „ Association of Medical Physicists of the Republic of Moldova” / new version /. Approved at the Extraordinary General Assembly of December 28, 2015, Registered by Ministry of Justice of the Republic of Moldova under the no.1322 of 28.01.2016.	Mandatory	
iomp-statutes-2015	IOMP Statutes. Statutes of the International Organization for Medical Physics (IOMP). Approved at the Council meeting of the IOMP during WC2015, on the 9 of June 2015, at Toronto, Canada	Guidance	
iomp-bylaws-2015	IOMP Bylaws. Bylaws of the International Organization for Medical Physics (IOMP). Approved at the Council meeting of the IOMP during WC2015, on the 9 of June 2015, at Toronto, Canada	Guidance	
EFOMPMannual - An Operational Guide	EFOMP Manual. An Operational Guide. European Federation of Organisations for Medical Physics.	Guidance	
EFOMPMannual - A Guide for Officers	EFOMP Manual. A Guide for Officers. European Federation of Organisations for Medical Physics.	Guidance	

Abbreviations

AMP	see AMP Moldova
AMP Moldova	NGO “Association of Medical Physicists of the Republic of Moldova”
NGO	Nongovernmental Organization
Association	see AMP
AB	Administration Board
EFOMP	European Federation of Organizations for Medical Physics
GE	Group of Experts
IOMP	International Organization for Medical Physics
Ord.	Order
Pres.	President
Honor. Pr.	Immediate Past President
M.	Minutes
Secr.	Secretary General
GE Chief	Chief of the Group of Experts
Treas.	Treasurer
	Vice – President



Logo

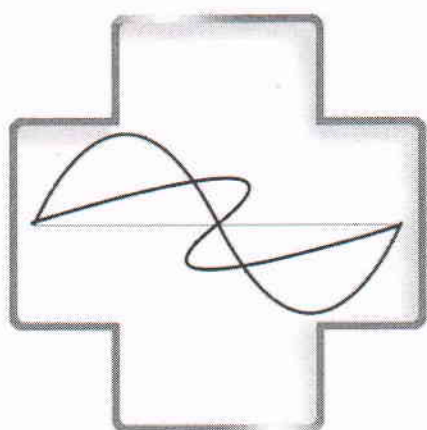
According to Ord. No. 1 of 08.02.2016, AMP logo has been created based on the minutes No. CA20160602 of 06.02.2016 of the AB.

“....It is approved the initiative group consisting of th members of NGO “Association of Medical Physicists of the Republic of Moldova”, to create the Logo model of the Association, in the following order: Mrs. Rodica Sinita (responsible person), Mrs. Galina Rusnac, Mr. E. Costov, Mr. D. Scortescu. The initiative group, in a reasonable time, shall present the model of Association Logo, under the following conditions:

- The Logo shall be used on the blanket, Internet and business card
- The Logo shall be representative in color and in black and white
- The stamp will not have the logo in the near future
- The Logo shall be rectangular
- The country shall be indicated by word or by map picture
- Simple Logo
- To represent Physics (electrical and magnetic component) and Medicine

Term: 10.02.2016

Responsible: Rodica Sinita”



AFM Moldova

Asociația Fizicienilor Medicali din Republica Moldova

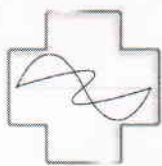
Logo Description

- The “Physics” symbol is compound of two waves opposite to the 90 degree angle, that symbolizes the electric (red) and magnetic (blue) field
- The cross symbolizes application in “Medicine”

AMP Moldova - abbreviated name of the P.A. “Medical Physicists Association of the Republic of Moldova” used in the logo, due to fact that the initiative group was encouraged that Mr. Valeriu Plesca opened an official email address AFM.Moldova@gmail.com on 09.02. 2016.

The dividing line between full and abbreviated name contains ornament elements of national Moldovan style and highlights at magnification.

Blanket



AFM Moldova

Asociația Fizicienilor Medicali din Republica Moldova

**Asociația Obștească
„Asociația Fizicienilor Medicali din Republica Moldova”
Certificat de Înregistrare la Ministerul Justiției a Republicii
Moldova Nr. MD 475649 din 07.03.2000**

mun. Chișinău, str. Molocanilor, Nr.1

IDNO:1016620000446

IBAN: MD43AG000000022512821376

BC Moldova-Agroindbank SA, fil. Nr. 16, Chisinau

C/B: AGRNMD2X451

e-mail: AFM.Moldova@gmail.com

www.afmmoldova.org

Nr. _ din
La Nr. _ din

D-lui

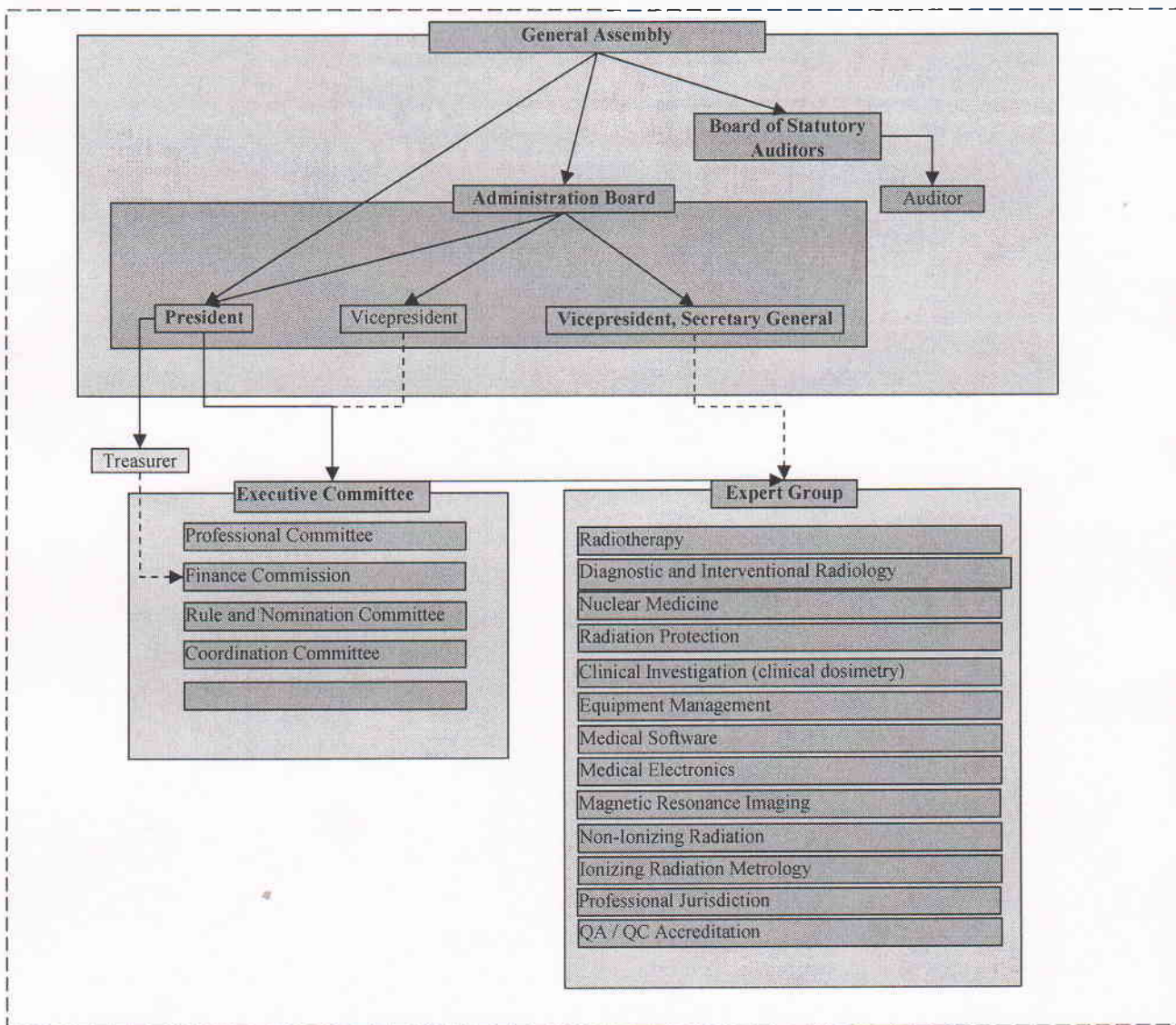
Stimate d.

Cu respect,

Președinte _____ Alexandru Huștuc



**ORGANIZATIONAL CHART OF
NONGOVERNMENTAL ORGANIZATION
«MEDICAL PHYSICISTS ASSOCIATION
OF THE REPUBLIC OF MOLDOVA»**



**Sample of Application Form to become a member
of Nongovernmental Organization
“Association of Medical Physicists of the Republic of Moldova”**

TO Mr. Alexandru Hustuc,
President,
NGO “Association of Medical Physicists of the
Republic of Moldova”
from _____
residence _____

APPLICATION FOR MEMBERSHIP

Dear Mr. President,
The undersigned, _____, currently
work at _____ as
_____, hereby, apply for
membership of Nongovernmental Organization “Association of Medical Physicists of the
Republic of Moldova”.

I undertake to respect the Association Statute, to recognize and support the goals and
objectives of the Association set by its Statute.

(date)

_____/_____/_____
(signature)

Annex:

Copy of the identity card
Copies of study documents
CV
Recommendation letter



Officers (Annex 4 to Order No. 1 of 08.02.2016)

Officers at IOMP/EFOMP

From Association of Medical Physicists of the Republic of Moldova

Alexandru Hustuc	Organization President (Elected by the General Assembly)	President	President
Iurie Chiruta	Board member (Elected by General the Assembly)	Vice-president	Vice-president
Vasile Benea	Board member (Elected by the General Assembly) Secretary (Elected by Administration Board)	Vice-president, Secretary General, Association Secretary, Administration Board, Scientific Secretary	Secretary General
Galina Rusnac	Treasurer (Elected by the President)	Treasurer	Treasurer
Dumitru Scortescu	Board of Statutory Auditors (Elected by the General Assembly)	Auditor	
Anatol Levinta		Immediate Past President, Ex-President	Immediate Past President

**COMMITTEES OF
NONGOVERNMENTAL ORGANIZATION
«MEDICAL PHYSICISTS ASSOCIATION
OF THE REPUBLIC OF MOLDOVA»**

No.	Committee	Main functions	IOMP Equivalent	Committee Members	President, Vice President, Secretary
1.	Executive Committee	Executive Committee	1 Executive Committee	Pres., Vice, Secr. Honor. Pr., Treas., GE Chief	Pres., Vice, Secr.
			5.1 History Subcommittee		
2.	Finance Commission	Finance Commission	1.1 Finance Subcommittee	Pres., Vice, Secr. Treas., Honor. Pr.	Treas., Pres., Vice
3.	Professional Committee	Science, Education and Specialization, Professional Relations, Publications, History	2 Science Committee	Pres., Vice, Secr. 4 members volunteers of the Association	Pres., Vice 1 member volunteer of the Association
			3 Education and Training		
			4 Professional Relations		
			5 Publications		
4.	Rule and Nomination Committee	Nominations, Rules, Awards and Honors	6 Nominating	Pres., Vice, Secr. 4 members volunteers of the Association	Pres., Vice 1 member volunteer of the Association
			7 Rules		
			8 Awards and Honors		
5.	Coordination Committee	Medical Physics Coordination	9 International Commission for Medical Physics	Pres., Vice, Secr. 4 members volunteers of the Association	Pres., Vice 1 member volunteer of the Association
			10 Medical Physics World Board		
			11 Regional Coordination Board		

**EXECUTIVE COMMITTEE OF
NONGOVERNMENTAL ORGANIZATION
«MEDICAL PHYSICISTS ASSOCIATION
OF THE REPUBLIC OF MOLDOVA»**

1. The Executive Committee is established by the President of the Association in accordance with art. 4.11 of the Association Statute to comply with provisions of Chapter 2 of the Association Statute.
2. Executive Committee and Subordinate Committees shall act in accordance with the provisions of the Statute.
3. In case of divergence, the Executive Committee shall be guided by the information described in the Reference Document with „guidance” statute (see) with the registration of changes in this Quality Manual.
4. All changes made in the Quality Manual shall be documented in a legal way.
5. The Executive Committee in its decisions must be guided by good cooperation traditions. The Executive Committee is responsible for performing operational work of the Association and for carrying out strategic proposals for achieving the Association objectives.
6. The Executive Committee shall decide and implement operational methods.
7. Executive Committee members are approved by the President of the Association, after the consultation with the Administration Board and with the Association Member agreement.
8. Executive Committee meetings take place at least 1 time per year. Electronic (virtual) Meeting can take place in case of necessity. Other meetings of the Executive Committee may be convened by the President of the Association if it is needed.
9. Association Members requested the participation to the meetings of the Administration Board and Executive Committee. Pursuant to short-term strategy, the Association President approves quarterly meeting of the Executive Committee with the participation of Association Members, and monthly meeting of members interested in the activity of the Administration Board.
10. President of the Association, usually is the President of Executive Committee.
11. The quorum of the Executive Committee is achieved at participation of 50% plus one of the total members of the Executive Committee.
12. Decisions of the Executive Committee shall be adopted by simple majority of votes of those present with voting right.
13. Each member of the Executive Committee has one vote.
14. Each member of the Association may participate at Executive Committee meetings without voting rights, but as a consultant or observer.
15. The Executive Committee establishes the officers position from the Association members: Association President, Association Vice President, Secretary General of the Association, Honorary President of the Association, Association Treasurer, Association Auditor, Chiefs of the Association Expert Groups.
16. In order to achieve its goals, the Executive Committee establishes the necessary committees and subcommittees (named as Commissions). Pursuant to short-term strategy, it has been established the following:
 - Finance Commission (Subcommittee, Finance)
 - Professional Committee (Science, Education and Specializations, Professional Relations, Publications, History)
 - Rule and Nomination Committee (Nominations, Rules, Awards and Honors)
 - Coordination Committee (Coordination of Medical Physics)
17. Except the Executive Committee, members of Committees and Subcommittees (named as Commissions) according to short-term strategy, can be set by voluntary agreement of 7



members of the Association to lead this Committees and Subcommittees (named as Commissions).

18. Except the Executive Committee, President, Vice President and Secretary of the Committees and Subcommittees (named as Commissions), pursuant to short-term strategy, can be set by voluntary agreement of 7 members of the Association to lead the concerned Committees and Subcommittees (named as Commissions).

1.	Committee (name, abbreviation)	Executive Committee
2.	Reporting	Administration Board usually by Secretary General
3.	Who can become a member	Pres., Vice, Secr. Honor. Pr., Treas., GE Chiefs
4.	Head (name) Deputy (name) Secretary (name)	Pres., Vice, Secr.
5.	Tasks (main directions)	Implementation of Committee decisions. Conducting the operational work of the Association. Proposal of strategies and policies to the Administration Board for implementation of the Association objectives. Approval of the annual budget proposed by Finance Committee. Recognition and confirmation of the Association members who have made considerable contributions to the AMP Moldova.
6.	Sub-group (if necessary in case of vast field)	Finance Committee History
7.	Meeting (frequency), Procedures, etc.	After each decision, time that not exceeds 7 calendar days taken by subordinate committees: <ul style="list-style-type: none"> - Finance Commission - Professional Committee - Rules and Nominations Committee - Coordination Committee

Finance Commission

1.	Committee (name, abbreviation)	Subcommittee - Finance Commission
2.	Reporting	Executive Committee usually by Secretary General
3.	Who can become a member	Treas., Pres., Vice, Secr. Honor. Pr.,
4.	Head (name) Deputy (name) Secretary (name)	Treas., Pres., Vice
5.	Tasks (main directions)	Assisting the Executive Committee on all monetary affairs of the Association. Performing annual budget for approval by the Executive Committee. Performing financial procedures established by the Association Statute for approval by the Executive Committee. Performing any other strategy actions on income and expenditure of the Association. Formulation and review of fees and taxes strategy and informing the Executive Committee. Preparing, performing and recommending global financial plans for the Association.
6.	Sub-group (if necessary in case of vast field)	No
7.	Meeting (frequency), Procedures, etc.	Usually, the Commission is working through IT means (discussion: telephone, e-mail, documentation: e-mail). The proper meeting of members is mandatory 1 time per year. Decisions can not be made more often than one in three months.

Professional Committee

1.	Commission, Committee, Experts Group (name, abbreviation)	Professional Committee
2.	Reporting	Executive Committee usually by Secretary General
3.	Who can become a member	Pres., Vice, Secr. 4 voluntary members of the Association
4.	Head (name) Deputy (name) Secretary (name)	Pres., Vice 1 voluntary member of the Association
5.	Tasks (main directions)	<ol style="list-style-type: none"> 1. Promoting and supporting national / international cooperation for continuous improving of medical physicist status. 2. Counselling and promoting standards of practice in medical physics and professional conduct. 3. 4. Improving and supporting medical physics at the national level by: <ul style="list-style-type: none"> – dissemination of systematic knowledge, derived from observation, studies and experimentation; – education and professional training (specializations); – providing or supporting publications or adequate knowledge generated as a result of research, education and professional programs of the organization. The Committee focuses on both printed and electronic documents. 5. Promoting and supporting the research for determination the nature or principles of physics in medicine and transposition of such information into a useful form for the population. Practical improving of physics in medicine by promoting education, professional training and development of medical physicists, as well as promoting medical services of the highest quality for patients. 6. Exploring border area between physics and biology and their impact on physics principles in medicine, highlighting the research in academic physics, in order to promote international cooperation in addressing science needs of medical physics, including participation in scientific programs of national organizations. 7. Identifying the needs of: <ul style="list-style-type: none"> – participation to national/international scientific symposia, research meetings, regional meetings and / or workshops of research and assistance in organizing, financing and arrangements of concerning events. – participation to education and professional training activities, prioritizing and assessing applications and recommendations of the Executive Committee, supporting the method, also, assistance in organizing the event and suggesting appropriate changes in the activity curriculum. – standard and professional relations for professional development through symposia, regional meetings or workshops, and financial

		<p>and organizational assistance of these events.</p> <ul style="list-style-type: none"> – scientific publications of research and professional by consulting and cooperation with other Committees and Groups of Experts of the Association. <p>8. Considering the requests from national and regional organizations for sponsorship or setting meetings.</p> <p>9. Developing all the alternative mechanisms for promoting international cooperation in addressing scientific needs of medical physics, of education and professional training, including participation in scientific programs of other organizations.</p> <p>10. Encouraging scientific publications in national and international official magazines whenever it is necessary.</p> <p>11. Preparing or providing support to develop where it is appropriate, policy statements, professional recommendations, codes of professional practice, as well as to establish or allow the establishment of expert groups to address specific, national, regional, or global, professional issues, when needed.</p> <p>12. Managing the Program of donation of used equipment and the Library Program as well.</p> <p>13. Providing assistance in developing proposals for publishing new material in traditional or new formats, as needed, to expand the knowledge base in medical physics.</p>
6.	Sub-group (if necessary in case of vast field)	Science, Education and specialization, Professional Relations, Publications
7.	Meeting (frequency), Procedures, etc.	Usually, the Committee works through IT means (discussion: telephone, e-mail, documentation: e-mail). The real meeting of members is mandatory 1 time per year. Decisions can not be made more often than one in three months.

Rule and Nomination Committee

1.	Commission, Committee, Experts Group (name, abbreviation)	Rule and Nomination Committee
2.	Reporting	Executive Committee usually by Secretary General
3.	Who can become a member	Pres., Vice, Secr., 4 voluntary members of the Association
4.	Head (name) Deputy (name) Secretary (name)	Pres., Vice 1 voluntary member of the Association
5.	Tasks (main directions)	<p>For Rules:</p> <ol style="list-style-type: none"> 1. Permanently to analyze and review: <ul style="list-style-type: none"> - The Association Statute, - The Association Statute, - The Association Policies, - The Association Procedures; 2. Periodically to submit recommendations for changes, in order to meet good governance, organizational and administrative requirements of the Association. <p>For electoral process of members nomination:</p> <ol style="list-style-type: none"> 1. Overseeing the process and providing advice and proposals for election and nomination of the Association Officers. 2. To ensure that the appropriate nomination of the Association Officers made by individuals, and that those appointed are willing to accept the position, and if there are too many nominations, to act as a preliminary filter. 3. To check all posts to be occupied, and make proposals for positions before the proposal for holding the position is made. <p>For the awarding process:</p> <ol style="list-style-type: none"> 1. Administration of Awards and Honors Program of the Association (This includes requesting nominees and the final selection of the candidate for each award and the recommendation for approval by the Executive Committee). 2. The responsibility for making appropriate arrangements for the presentation of awards at official meetings of the Association. 3. The responsibility for recommending to the Executive Committee for the establishment of awards and honors (Documentation provided to the Executive Committee shall include recommendations for nomination, recommendations for selection, frequency and type of award or honorarium).
6.	Sub-group (if necessary in case of vast field)	Nominations Rules, Awards and Honors
7.	Meeting (frequency), Procedures, etc.	Usually, the Committee works through IT means (discussion: telephone, e-mail, documentation: e-mail). The real meeting of members is mandatory 1 time per year. Decisions can not be adopted more often than one in three months.

Coordination Committee

1.	Commission, Committee, Experts Group (name, abbreviation)	Coordination Committee
2.	Reporting	Executive Committee usually by Secretary General
3.	Who can become a member	Pres., Vice, Secr. 4 voluntary members of the Association
4.	Head (name) Deputy (name) Secretary (name)	Pres., Vice 1 voluntary member of the Association
5.	Tasks (main directions)	<ol style="list-style-type: none"> 1. Improving the application of physics in medicine. 2. Supporting the mission and activities of: <ol style="list-style-type: none"> a. IOMP, International Organization for Medical Physics; b. EFOMP, European Federation of Organisations for Medical Physics; c. IUPAP, International Union of Pure and Applied Physics; 3. Establishing closer links between medical physicists and medical engineers and other pure and applied physicists. 4. Attracting pure and applied physics for work in medical physics. 5. Fostering research and education in medical physics. 6. Contributing to the development of medical physics by providing a newsletter on issues of interest in medical physics. 7. Dissemination of information, by promoting communication and providing news on the usage in the field of medical physics for the population and specialists in related fields. 8. Coordination the exchange of activities and of good practices between all members of the Association.
6.	Sub-group (if necessary in case of vast field)	Medical Physics Coordination
7.	Meeting (frequency), Procedures, etc.	Usually, the Committee works through IT means (discussion: telephone, e-mail, documentation: e-mail). The real meeting of members is mandatory 1 time per year. Decisions can not be adopted more often than one in three months.

Group of Experts (Annex 3 to Order No. 1 of 08.02.2016)

**Group of Experts of Nongovernmental Organization
"Association of Medical Physicists of the Republic of Moldova"**

1. In addition to the functions described in the Statute, each member of the Association will lead (or will be a part of) an Experts Group (GE, Workgroup, etc. The Chief of Group of Experts will be voluntarily nominated).
2. Groups of Experts (GE) are proposed by AB (M. no. CA20160602 of 06.02.2016). AB can establish the GE according to the necessity of AMP interests.
3. Each GE has a denomination that is relevant to its tasks.
4. GE Composition: GE Chief, Deputy Secretary, member of GE.
5. Each GE sets out the main tasks of the group, which are approved by AB. Generally, every GE should do the following:
 - a. permanent study of the selected field;
 - b. developing professional recommendations, codes of professional practice as well as addressing professional issues in selected field;
 - c. supporting the research for determination the nature or principles of physics in medicine and transposition of such information into a useful form for the population;
 - d. preparing proposals for potential beneficiaries in the selected field;
 - e. assistance in disseminating scientific and technical information;
 - f. internal record-keeping;
 - g. use of information and communication technologies to promote the association values and constantly to increase the number of the association members.
6. GE Chief chooses group members from members of the Association.
7. Heads of the group may be members of other expert groups.
8. All GE are subordinated to AB member - Secretary General, that is reporting the results of GE to AB.
9. After voting, AB provides the results of GE to the President for approval and finding the way of publication.
10. The GE is conducted by the Chief of GE in the concerned field.
11. GE is reporting through GE Chief to AB, usually through the Secretary General.
12. Vacant groups are conducted by the President / Vice President until a person is appointed.
13. Frequency of GE meetings: the GE, usually, works through IT means (discussion: telephone, e-mail, documentation: e-mail). The real meeting of members is mandatory 1 time per year. Internal members GE decide the necessity of monthly, quarterly, and semiannual meetings.
14. GE decisions can not be adopted more often than one in three months.

No.	Name	GE Chief	Annotation
1.	Radiotherapy	Dumitru Scortescu	
2.	Diagnostic and Interventional Radiology	Olesea Rihlea	
3.	Nuclear Medicine	Galina Rusnac	
4.	Radiation Protection	Iurie Chiruta	
5.	Clinical investigation (clinical dosimetry)	Dumitru Scortescu	
6.	Equipment Management		Vacancy
7.	Medical Software	Valeriu Plesca	
8.	Medical Electronics	Eugen Costov	
9.	Magnetic Resonance Imaging	Eugen Costov	
10.	Non-Ionizing Radiation		Vacancy
11.	Ionizing Radiation Metrology	Rodica Sinita	
12.	Professional Jurisdiction		Vacancy
13.	QA/QC Accreditation		Vacancy

