



Republic of the Philippines
DEPARTMENT OF HEALTH
Office of the Secretary



ADMINISTRATIVE ORDER

No. 2013 – 0031-A

SUBJECT: Amendment to Administrative Order (A.O.) No. 2013-0031 entitled “Requirements for the Operation of Therapeutic X-ray Facility Utilizing Medical Linear Accelerators”

Upon review of the implementation of the A.O. No. 2013-0031, many therapeutic x-ray facilities were not able to comply with the manpower requirements. Additionally, several dedicated radiation generators used in radiotherapy were also made available over the past years. Hence, in order to ensure compliance with the manpower requirement and to keep abreast with the emerging technologies, current provisions of A.O. 2013-0031 are hereby amended to read as follows:

Under Section VI. SPECIFIC GUIDELINES

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2. Classification of radiotherapy facilities

Radiotherapy facilities shall be classified according to the following service category:

- 2.1 Level 1 – are facilities performing conventional 2-D radiotherapy only.
- 2.2 Level 2 – are facilities performing conventional 2-D and 3-D conformal radiotherapy only.
- 2.3 Level 3 – are facilities performing conventional 2-D, 3-D conformal and intensity modulated radiotherapy (IMRT) only.
- 2.4 Level 4 – are facilities performing conventional 2-D, 3-D conformal, intensity modulated radiotherapy (IMRT) and specialized radiotherapy services.

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An additional service category shall be added:

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2.5 Limited – are facilities performing only a specific specialized radiotherapy procedure using a dedicated therapeutic x-ray equipment.

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4. Personnel Requirements

All radiation oncology/radiotherapy facilities shall have the following authorized personnel:

4.1 Radiation oncologist

- 4.1.1 One radiation oncologist, who is an active member in good standing of the Philippine Radiation Oncology Society (PROS) and the Philippine College of Radiology (PCR), shall be appointed for up to a maximum of 250 patients treated annually.
- 4.1.2 A chief radiation oncologist shall be appointed as head of the facility.
- 4.1.3 One additional staff radiation oncologist shall be hired for each 200 to 250 new patients treated annually.
- 4.1.4 Each radiation oncologist may be affiliated with not more than 6 facilities.

-XXX-

The aforementioned provisions are hereby amended as follows:

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4. Personnel Requirements

All radiation oncology/radiotherapy facilities shall have the following authorized personnel:

4.1 Radiation oncologist

- 4.1.1 **The radiation oncologist shall be an active member in good standing of the Philippine Radiation Oncology Society (PROS) and the Philippine College of Radiology (PCR).**
- 4.1.2 A chief radiation oncologist shall be appointed as head of the facility.
- 4.1.3 **An additional staff radiation oncologist may be engaged upon availability of more complex treatments such as image-guided radiation therapy, continuous arc therapy, stereotactic radiosurgery and stereotactic body radiotherapy, and other emerging techniques or procedures.**

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Item 4.1.4 shall be deleted.

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4.2. Radiation Oncology Medical Physicist (ROMP)

ROMPs who are active members in good standing of the Philippine Organization of Medical Physicists (POMP) shall be hired and the required minimum number shall be satisfied as presented in the table below:

LEVEL	RADIOTHERAPY SERVICES OFFERED/ CAPABILITY	MIN. No. of FTE ROMP	No. OF IN-HOUSE, FTE CMP-ROMP	MIN. No. of FTE ROMP	No. OF IN-HOUSE, FTE CMP-ROMP	MIN. No. of FTE ROMP	No. OF IN-HOUSE, FTE CMP-ROMP	MIN. No. of FTE ROMP	No. OF IN-HOUSE, FTE CMP-ROMP
		1 LINAC		2 LINACs		3 LINACs		4 LINACs & above	
1	Conventional only	2	1	3	1	4	1	5	1
2	Conventional, 3-D	2	1	3	1	4	1	5	1
3	Conventional, 3-D, IMRT	3	1	4	1	4	2	5	2
4	Conventional, 3-D, IMRT, Special Radiotherapy Procedures	3	1	4	2	5	2	5	3

Legend:

ROMP – Radiation Oncology Medical Physicist

FTE – Full-time employee

CMP-ROMP – Certified Medical Physicist – Radiation Oncology Medical Physics

MIN – Minimum

No. – Number LINAC – Medical Linear Accelerator

-XXX-

The aforementioned provision is hereby amended:

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ROMPs who are active members in good standing of the Society of Medical Physicists in the Republic of the Philippines (SMPRP) shall be hired and the required minimum number shall be satisfied as presented in the table below:

LEVEL	RADIOTHERAPY SERVICES OFFERED/ CAPABILITY	MIN. No. of FTE ROMP	MIN. No. of FTE CMP-ROMP	MIN. No. of FTE ROMP	MIN. No. of FTE CMP-ROMP	MIN. No. of FTE ROMP	MIN. No. of FTE CMP-ROMP	MIN. No. of FTE ROMP	MIN. No. of FTE CMP-ROMP
		1 LINAC		2 LINACs		3 LINACs		4 LINACs & above	
1	Conventional only	2	1	3	1	4	1	5	1
2	Conventional, 3-D	2	1	3	1	4	1	5	1
3	Conventional, 3-D, IMRT	3	1	4	1	4	2	5	2

4	Conventional, 3-D, IMRT, Specialized radiotherapy procedures	3	1	4	2	5	2	5	3
Limited	Specific specialized radiotherapy procedure	1	1	2	1	3	1	4	1

Note: The minimum number of ROMP and CMP-ROMP per number of LINAC machines are not additive.

Legend:

ROMP – Radiation Oncology Medical Physicist

FTE – Full-time employee

CMP-ROMP – Certified Medical Physicist – Radiation Oncology Medical Physics

MIN – Minimum

No. – Number LINAC – Medical Linear Accelerator

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4.2.2. Each board certified ROMP may be affiliated with not more than 3 facilities.

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The aforementioned provision is hereby amended:

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4.2.2. Each board certified ROMP may be affiliated with not more than 5 facilities.

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4.3. Radiotherapy Technologists (RTT)

4.3.1 A radiotherapy technologist shall have undergone training in a therapeutic x-ray facility for at least six (6) months under the supervision of a senior RTT and a board certified ROMP.

4.3.2 For initial facilities and/or any upgrades in the equipment, the RTT shall undergo at least one (1) week appropriate hands-on training under the supervision of the supplier’s application specialist.

4.3.3 The CDRRHR shall recognize the specialty training certificate issued by the professional organizations of radiologic technologists or by a CMP-ROMP. The training needed in Section VI-A-4.3.1 of this A.O. shall not be required anymore once the certifying board for radiologic technologists specializing in radiotherapy technology shall have been established.

4.3.4 A minimum of four (4) full-time radiotherapy technologists shall be employed for each medical linear accelerator operating for an 8-hour shift.

4.3.5 Among the four (4) RTTs, a chief RTT shall be designated exclusively for the radiotherapy department.

4.3.6 Two (2) additional full-time radiotherapy technologists for every additional therapeutic x-ray equipment installed shall be employed.

- 4.3.7 Two (2) additional full-time radiotherapy technologists for every additional 8-hour shift per linac shall be employed.
- 4.3.8 One (1) additional full-time radiotherapy technologist for every x-ray or CT simulation equipment in the radiation oncology facility shall be employed.
- 4.3.9 He/she may also be involved in undertaking daily quality control of treatment equipment in accordance with physics quality assurance procedures and protocols, treatment planning, and construction of immobilization devices all under the direct supervision of the medical physicist.

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The aforementioned provisions are hereby amended as follows:

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4.3. Radiotherapy Technologists (RTT)

- 4.3.1 **A radiotherapy technologist shall have undergone training in conventional radiotherapy procedures in a therapeutic x-ray facility for at least six (6) months under the supervision of a senior RTT and a board certified ROMP as attested to by a certificate issued by the senior RTT and board certified ROMP. Where applicable, an additional one (1) month training in specialized radiotherapy procedures shall be required.**
- 4.3.2 For initial facilities and/or any upgrades in the equipment, the RTT shall undergo at least one (1) week appropriate hands-on training under the supervision of the supplier's application specialist.
- 4.3.3 The CDRRHR shall recognize the specialty training certificate issued by the professional organizations of radiologic technologists or by a CMP-ROMP. The training needed in Section VI-A-4.3.1 of this A.O. shall not be required anymore once the certifying board for radiologic technologists specializing in radiotherapy technology shall have been established.
- 4.3.4 **For levels 1-4 radiotherapy facility, a minimum of four (4) full-time radiotherapy technologists shall be employed for each medical linear accelerator operating for an 8-hour shift. For limited radiotherapy facility, a minimum of one (1) full time radiotherapy technologist shall be employed for each medical linear accelerator operating for an 8-hour shift.**
- 4.3.5 Among the four (4) RTTs, a chief RTT shall be designated exclusively for the radiotherapy department.
- 4.3.6 **For levels 1-4 radiotherapy facility, two (2) additional full-time radiotherapy technologists shall be employed for every additional medical linear accelerator installed or acquired. For**

limited radiotherapy facility, one (1) additional full time radiotherapy technologist shall be employed for every additional medical linear accelerator installed or acquired.

4.3.7 **For levels 1-4 radiotherapy facility, two (2) additional full-time radiotherapy technologists shall be employed for every additional 8-hour shift per medical linear accelerator. For limited radiotherapy facility, one (1) additional full time radiotherapy technologist shall be employed for every additional 8-hour shift per medical linear accelerator.**

4.3.8 One (1) additional full-time radiotherapy technologist for every x-ray or CT simulation equipment in the radiation oncology facility shall be employed.

4.3.9 He/she may also be involved in undertaking daily quality control of treatment equipment in accordance with physics quality assurance procedures and protocols, treatment planning, and construction of immobilization devices all under the direct supervision of the medical physicist.

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Under XV. TRANSITORY PROVISIONS

-XXX-

A. All existing radiotherapy facilities shall be given five (5) years from the effectivity date of this A.O. to comply with the requirements in Section VI.A.4.2 of this A.O..

B. All existing radiotherapy facilities shall be given two (2) years from the effectivity date of this A.O. to comply with the requirements in Section VII.B.1.4 of this A.O..

C. Facilities that plan to put-up a therapeutic x-ray facility, within the transition period shall satisfy the following manpower requirements for the radiation oncology medical physicist:

1. A minimum of 1 (one) full-time or part-time CMP-ROMP shall be employed.

2. If the CMP-ROMP is employed on a part time basis, an additional full time ROMP shall be employed with the following qualifications:

a. Has a PhD or a Masters degree in Medical Physics;

b. Has undergone structure clinical training in ROMP and has done conventional radiotherapy procedures under the close supervision of a board-certified ROMP for a period of at least six (6) months, whether on site or at the board-certified ROMP's facility, as attested to by a certificated issued by the CMP-ROMP. The training shall cover the following activities: treatment planning, dose calculation, tumor localization and simulation, generation of beam data, beam calibration, activities

pertaining to radiation protection and safety, and quality control assurance of all equipment used in radiotherapy including treatment planning system. The training syllabus must be based on the Guidelines issued by the Philippine Board of Medical Physics Section of ROMP and the IAEA clinical training guide for ROMP; and

- c. Shall work on site under the supervision of a CMP-ROMP for at least two (2) more years, following the Guidelines issued by the Philippine Board of Medical Physics, Section of ROMP. This ROMP may have a visiting consultant status to do review of treatment plans and other activities undertaken until the non-CMP-ROMP shall have been certified by the board.
3. For existing facilities that plan to upgrade their services to special procedures, an additional CMP-ROMP shall be employed on a part-time or full-time basis.
4. For level 3 and 4 facilities an additional ROMP shall be employed depending on the workload for the IMRT and special procedures.

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The aforementioned provisions are hereby amended as follows:

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- A. All initial and existing facilities shall be given five (5) years from the effectivity of this Order to comply with the requirements in Section VI.A.4.2.**
- B. For all initial and existing facilities, a board certified ROMP may be employed as part-time within the transitory period. Section VI.A.4.2.2. shall cease after the transitory period.**
- C. If the board certified ROMP is employed on a part time basis, he/she shall supervise the in-house ROMP/s which has the following qualifications:**
 - 1. Has a PhD or a Master's degree in Medical Physics. All ROMPs currently employed in licensed therapeutic x-ray facilities that do not have Master's degree in Medical Physics shall be given three (3) years to complete their degree; and**
 - 2. Has undergone structured clinical training in ROMP and has done conventional radiotherapy procedures and where applicable, specialized radiotherapy procedures under the close supervision of a board certified ROMP for a period of at least three (3) months, whether on site or at the board certified ROMP's facility, as attested to by a certificate issued by the board certified ROMP. The training shall cover the following activities: treatment planning, dose calculation, tumor localization and simulation, generation of beam data, beam calibration, activities pertaining to a radiation protection**

and safety, and quality control and assurance of all equipment used in radiotherapy including treatment planning system. The training syllabus must be based on the Guidelines issued by the Philippine Board of Medical Physics Section of ROMP under the Society of Medical Physicists in the Republic of the Philippines (SMPRP) and the IAEA clinical training guide for ROMP.

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All other provisions of A.O. No. 2013-0031 shall remain in effect and provisions/issuances inconsistent or contrary to this Order are hereby rescinded or modified accordingly.

This Order shall take effect after fifteen (15) days following the completion of its publication either in the Official Gazette or in a newspaper of general circulation and upon filing with University of the Philippines Office of the National Administrative Register (ONAR).

TEODORO J. HERBOSA, MD
Secretary of Health