



Oregon Medical Physics Program

Resource Guide

Academic Year 2020-21

A note from the Director and Assistant Director:

Welcome to the Oregon Medical Physics Program – a graduate program in medical physics administered at Oregon Health & Science University (OHSU).

This resource guide is intended to help you get settled and answer some of the questions you might have as a new graduate student in our program. If, after reading the contents, you have unanswered questions, please feel free to ask me for help. The staff, faculty, and fellow graduate students are available and willing to help solve any issues as they arise.

Additional information on course descriptions, procedures, requirements, and deadlines are provided by the current Medical Physics Program Guidelines, and the [School of Medicine Graduate Studies Academic Regulations of the Graduate Programs](#), as well as the Graduate Student Handbook available here: <https://www.ohsu.edu/school-of-medicine/graduate-studies/student-handbook>

Graduate students in the Oregon Medical Physics Program (OMPP) are responsible for complying with the rules of the University, the School of Medicine, and the Program. Policies, deadlines, and other pertinent items can be found at: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

In some instances, the requirements of the Program are more restrictive than those of the School of Medicine. In such cases, the departmental and programmatic requirements specified in the Medical Physics Program Guidelines document will apply.

The program requirements that an OMPP student must satisfy for the degree are those contained in the MP Program Guidelines and Graduate Student Handbook.

The faculty hopes that your time in the OMPP will be rewarding, memorable, and the beginning of a fruitful career in the medical physics field.

We are glad you are here!

- Thomas Griglock, Ph.D., DABR, Graduate Program Director, Oregon Medical Physics Program

- Lindsay DeWeese, Ph.D., DABR, Assistant Graduate Program Director, Oregon Medical Physics Program



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OHSU Office of Graduate Studies

This office supports graduate program activities including admissions, progression and degree completion. The office is located in the Dean's Office for the School of Medicine on the fourth floor of Mackenzie Hall.

Phone: 503-494-6222; E-mail: somgrad@ohsu.edu

Office Staff

Associate Dean of Graduate Studies: Allison Fryer, Ph.D.

Assistant Dean of Academic Affairs: Rick Goranflo, Ed.D. | goranflr@ohsu.edu

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Faculty in the OMPP ***Oregon Health & Science University Medical Physics Faculty***

Christopher Aguilera (aguilera@ohsu.edu)

Radiation Therapy Physicist

B.S. General Science, Health Physics Concentration (1988), Oregon State University; M.S. Medical Physics (1989), Georgia Institute of Technology.

Isaac Bailey (baileyi@ohsu.edu)

Instructor and Diagnostic Imaging Physicist

B.S. Radiation Health Physics (2015), Oregon State University; M.S. Medical Physics (2017) Oregon Medical Physics Program; Completed the Upstate Medical Physics Diagnostic Imaging Residency Program (2019).

Member of: American Association of Physicists in Medicine (AAPM).

Fields of interest: Optimizing the quality of diagnostic imaging and practices.

Ross Brody (brodyr@ohsu.edu)

Radiation Therapy Physicist

B.S. Physics (2001), Oregon State University; Ph.D. Physics (2008) University of Maine, Orono.

Member of: American Physical Society (APS), American Association of Physicists in Medicine (AAPM), American Brachytherapy Society (ABS)

Fields of interest: Optimized linear accelerator quality assurance; Radiotherapy of benign conditions; Stochastic processes.



Richard Crilly (crilly@ohsu.edu)

Associate Professor and Radiation Therapy Physicist

B.S. Physics (1979), University of Saskatchewan, M.S. Biophysics (1987) University of Alberta (Edmonton), Ph.D. Medical Physics (1995), Wayne State University.

Member of: American Association of Physicists in Medicine (AAPM).

Certified by ABMP in Radiation Oncology (American Board of Medical Physics).

Fields of interest: Small Field Dosimetry, Ion Chamber Design, Helical Tomotherapy Planning, Helical Tomotherapy QA.

Lindsay DeWeese (sinclail@ohsu.edu)

Assistant Director of the Medical Physics Graduate Program, Assistant Professor and Diagnostic Imaging Physicist

B.S. Nuclear Engineering (2007), University of Florida; M.S. Nuclear Engineering (2009), University of Florida; Ph.D. Medical Physics (2013), University of Florida.

Member of: American Association of Physicists in Medicine (AAPM), Diplomate of the American Board of Radiology (DABR®), Society of Directors of Academic Medical Physics Programs (SDAMPP)

Fields of interest: Computed Tomography Dosimetry, Enhancing clinical impact of emerging imaging technology, dose monitoring in fluoroscopy, quality improvement initiatives utilizing dose monitoring software in CT.

Kyle Gallagher (gallaghk@ohsu.edu)

Assistant Professor and Radiation Therapy Physicist

B.A. Physics, University of Colorado, Ph.D. Medical Physics, Oregon Health & Science University / Oregon State University.

Fields of interest: Advanced radiation therapy techniques that reduce the risk of radiogenic late effects for pediatric patients; Quality assurance of novel radiation surgery techniques.

Thomas Griglock (griglock@ohsu.edu)

Director of the Medical Physics Graduate Program, Associate Professor and Chief Diagnostic Imaging Physicist

B.S. Physics (2003), University of Scranton; M.S. Physics (2005), Lehigh University; M.S. Medical Physics (2009), University of Florida; Ph.D. Medical Physics (2012), University of Florida.

Member of: American Association of Physicists in Medicine (AAPM), Diplomate, American Board of Radiology (DABR®), Society of Directors of Academic Medical Physics Programs (SDAMPP), Eagle Scout

Fields of interest: Computed Tomography Dosimetry, practical approaches to radiation dose management.

Malcolm Heard (heardma@ohsu.edu)

Assistant Professor and Radiation Therapy Physicist

B.S. Physics (2001), Southern University and A&M College; M.S. Medical Physics (2005), University of Texas Graduate School of Biomedical Sciences; Ph.D. Medical Physics (2009), University of Texas Graduate School of Biomedical Sciences

Member of: American Association of Physicist in Medicine, Radiosurgery Society, National Society of Black Physicists



Fields of Interest: Three-Dimensional Dosimetry, Stereotactic Radiosurgery, Stereotactic Body Radiation Therapy

Stephanie Junell (junells@ohsu.edu)

Assistant Professor and Radiation Therapy Physicist

B.S. Radiation Health Physics (2006), Oregon State University, M.S. Medical Physics (2008), University of Wisconsin, Ph.D. Medical Physics (2013), University of Wisconsin.

Member of: American Association of Physicists in Medicine (AAPM), American Society for Radiation Oncology (ASTRO).

Fields of Interest: Radiation dosimetry and instrumentation, quality assurance program development, Monte Carlo methods, patient specific dosimetry, biological treatment optimization

Monica Kishore (kishore@ohsu.edu)

Assistant Professor and Staff Radiation Therapy Physicist

B.S. Physics (2009), Haverford College, M.S. Medical Physics (2011), Duke University. Completed Radiation Therapy Physics Residency at Oregon Health & Science University in 2013.

Member of: American Association of Physicists in Medicine (AAPM), American Society of Therapeutic Radiology and Oncology (ASTRO), Diplomate, American Board of Radiology (DABR®), Society of Directors of Academic Medical Physics Programs (SDAMPP)

Anna Mench (mench@ohsu.edu)

Assistant Professor and Diagnostic Imaging Physicist

B.Sc. Physics (2007), University of Guelph; M.Sc. Medical Physics (2012) University of Florida; Ph.D. Medical Physics (2014) University of Florida.

Member of: American Association of Physicists in Medicine (AAPM); Diplomate, American Board of Radiology (DABR®).

Fields of interest: Dose measurement and reduction in interventional radiology. Clinical optimization strategies using dose tracking systems for CT and Fluoroscopy. High dose therapies in Radiology.

Susha Pillai (pillai@ohsu.edu)

Assistant Professor and Radiation Therapy Physicist

M.S. Physics (1996), M.G. University, Kerala, India, M.S. Nuclear Engineering (1999), University of Missouri-Columbia.

Member of: American Association of Physicists in Medicine (AAPM), American Society of Therapeutic Radiology and Oncology (ASTRO). Diplomate of the American Board of Radiology (DABR®).

Fields of interest: Developing innovative treatment delivery techniques, Heterogeneity correction algorithms for treatment planning systems, In Vivo dosimetry, Intraoperative Radiation Therapy, Total Marrow Irradiation.



Andrei Pugachev (pugachev@ohsu.edu)

Assistant Professor, Diagnostic Radiology

B.S. Physics (1995), Moscow Institute for Physics and Technology. M.S. Theoretical Physics (1997), Moscow Institute for Physics and Technology, Landau Institute for Theoretical Physics. Ph.D. Applied Physics (2002), Stanford University.

Member of: American Association of Physicists in Medicine (AAPM), Society of Nuclear Medicine & Molecular Imaging, Diplomate of the American Board of Radiology (DABR®).

Fields of interest: Physics of radiation therapy (both external beam and radionuclide-based), PET imaging, investigation and validation of novel radiolabeled compounds.

James Tanyi (tanyij@ohsu.edu)

Associate Professor and Radiation Therapy Physicist

B.S. Physics (with Distinction), United States Naval Academy, M.S.E. Nuclear Engineering and Radiological Sciences (2002), Ph.D. Medical Physics (2005), University of Texas Health Science Center at San Antonio.

Member of: American Association of Physicists in Medicine (AAPM), European Society of Therapeutic Radiology and Oncology (ESTRO), American Society for Radiation Oncology (ASTRO), American Association for Cancer Research, Radiological Society of North American (RSNA), Golden Key International Honor Society, Alpha Nu Sigma Society, American Nuclear Society (ANS), International Foreign Language Honor Society (Phi Sigma Iota), National Physics Honor Society (Sigma Pi Sigma). Diplomate, American Board of Radiology (DABR®).

Fields of interest: Non-invasive methods of treatment response detection, motion correction in radiotherapy, stereotactic image-guidance, and deformable image registration (DIR) for adaptive radiotherapy (ART).

Junan Zhang (zhang@ohsu.edu)

Assistant Professor and Radiation Therapy Physicist

B.A. Electrical Engineering (1998), Tsinghua University, Beijing. M.S. Electrical Engineering (2002), University of California, San Diego, Ph.D. Electrical Engineering (2005), University of California, San Diego, PostDoc Radiation Physics (2007), Duke University Medical Center, Residency Radiation Physics (2009), Duke University Medical Center.

Member of: American Association of Physicists in Medicine (AAPM). Diplomate, American Board of Radiology (DABR®).

Fields of interest: improving image quality and reduction of dose in 3D and 4D CBCT, improving spatial resolution of IMRT and RapidArc quality assurance.



Facilities

OHSU Radiation Medicine

Radiation Oncology at OHSU consists of the main campus (Sam Jackson Park Road hospital – all new in 2007), and two satellite facilities. Under the OHSU umbrella, students have access to:

- Linacs:
 - 2 Elekta Versa HD
 - Elekta Infinity
 - Elekta Infinity (satellite campus)
- Mobetron IORT Linac
- Intrabeam IORT
- TomoTherapy
- Imaging / Localization / TP / RV Systems:
 - CBCT
 - Novalis (SRS) w/ Big Bore CT
 - Novalis Robotic Tabletop (Varian)
 - Exactrac (BrainLab)
 - Calypso Prostate Localization
 - Respiratory Gating
 - VisionRT Laser Scanning Patient Positioning System
 - Eclipse TPS – with Rapidarc license
 - Pinnacle TPS – with Smartarc license
 - Monaco (CMS) – with VMat license
 - iPlan TPS (BrainLab)
 - IMPAC RV (Mosaiq RBV)
- Treatment types include:
 - IMRT / Conventional / 3DCRT / EBT
 - SRS / SBRT
 - TBI
 - TSE
 - Novalis / Exactrac
 - Eye Plaques
 - LDR Seed Implants (permanent and temporary)
 - HDR
 - TomoTherapy
 - IORT (Mobetron, Intrabeam)



OHSU Diagnostic Radiology

The Department of Diagnostic Radiology at OHSU consists of the main campus (Marquam Hill campus hospital and the Center for Health and Healing buildings 1 and 2), and seven satellite facilities. Within these facilities, students have access to the following equipment:

- 14 general radiographic rooms (all DR)
 - with 12 utilizing wireless DR
- 6 radiographic & fluoroscopic rooms
- 6 interventional suites
 - including 2 bi-plane rooms and 5 utilizing flat-panel detectors (FPDs)
- 5 cardiac catheterization angiography suites
- 24 portable x-ray units
 - including 5 with wireless DR detectors
- 24 portable fluoroscopic units
 - including 4 with FPDs
- 8 diagnostic CT scanners (16-320 slice);
 - 5 with iterative reconstruction technology
 - 2 with iterative model based (IMR) technology
 - *This fleet includes a Toshiba Aquilion ONE Prime 320 slice CT and a Philips Brilliance iCT 256 slice.*
- 2 mobile head CT scanners
- 6 MRI scanners
 - three 3.0 Tesla magnets, three 1.5 Tesla magnets
- 22 diagnostic ultrasound units
- 3 full-field digital mammography units
 - three digital breast tomosynthesis (DBT) units and one stereotactic breast biopsy (SBB) unit
- 2 PET/CT units
- 1 SPECT/CT unit
- 2 gamma cameras with flat-panel cone-beam CT
- 2 C-arm interventional radiology units used for animal research at the Dotter Research Institute



Student Resources at OHSU

There are many resources available to you as a student at OHSU. The Student Central homepage is located at <https://o2.ohsu.edu/student-central/>. On this website you will find links to Sakai, the Student Information System, Box, Registrar, Financial Aid, the Library, and the ITG help desk. Additional student resources are described in the Graduate Student Handbook under Student Support: <https://www.ohsu.edu/school-of-medicine/graduate-studies/student-handbook>.

MATLAB Software

OHSU provides a free student download of MATLAB. Find more information here: <https://o2.ohsu.edu/school-of-medicine/researchers/matlab.cfm>. Please note that the pilot program for downloading MATLAB is currently only going through October 31, 2020, so be sure to download before then.

Health Insurance

OHSU's Student Health Insurance plan is with Pacific Source. All students are required to enroll in the health insurance plan unless they can prove comparable coverage elsewhere. Students who do waive out of the insurance must do so annually. Waiver forms can be found on the Student Health & Wellness (SHW) website. Any additional questions about waiving out of the insurance should be directed to Human Resources: 503-494-7617 option 4. For more information on health insurance requirements and your healthcare needs, please visit the SHW website: <https://www.ohsu.edu/education/student-health-and-wellness-center>

March Wellness & Fitness Center

The March Wellness and Fitness Center is a fitness facility located on the second floor of the Center for Health & Healing (CHH). As part of being a student at OHSU, you get free access to this fitness facility. If you would like to enroll, just stop by the front desk of March Wellness.

Graduate Student Lounge - RLSB

The Graduate Student Lounge is located on the 4th floor of RLSB. The lounge contains access to refrigerators, microwaves and dining spaces.

Academic Calendar

The current academic year can be found on the Office of the Registrar's website located here: <https://www.ohsu.edu/sites/default/files/2020-04/Academic%20Calendar%202020-21%20Full%20year.pdf>



Using information technology

You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system. See *Private Wi-Fi (OHSU-Secure)* below for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by OHSU's [Acceptable Use of Computing and Telecommuting Resources](#) policy. The following information will help you use your computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the Information Privacy and Security site on O2 (intranet) at <https://o2.ohsu.edu/oips>.

Wireless internet access

There are several ways to connect to wireless internet, whether you are on campus or on the go.

Shared Global Wi-Fi (eduroam)

The eduroam wireless network is a shared global wireless service for participating research and education institutions. Connect to the eduroam wireless network quickly and easily using your OHSU username and password at more than 450 colleges, universities and research facilities in the United States. Visit <https://www.eduroam.us> for a full list of participating institutions.

Connecting at OHSU is simple:

1. Turn on your device's **Wi-Fi**. (Disable Airplane Mode on smartphones and tablets.)
2. Connect to the **eduroam** wireless network.
3. At the login prompt, enter your complete OHSU email address and password. Connect to the eduroam network.
4. If you see a trust certificate prompt, accept it.
5. After your device connects to the eduroam network, you will have internet access.

Private Wi-Fi (OHSU-Secure)

OHSU-Secure is a secured wireless network that is provided for OHSU employees, students and affiliates. To access internal resources on the secure network, your computer must meet the requirements outlined below. Note that anti-virus software is also required, in addition to the specific software listed below.

BitLocker, FileVault or Symantec Desktop Encryption

Your computer must be encrypted with BitLocker, FileVault or Symantec Desktop Encryption.

- **BitLocker:** Available for Windows 7 Enterprise or Ultimate edition, Windows 8.1 Pro or enterprise edition, Windows 10 Pro, Enterprise or Education. [Learn more.](#)
- **FileVault:** Available for OS X 10.8 or newer. [Learn more.](#)



- **Symantec Desktop Encryption:** Available for Windows "Home" versions. [Learn more.](#)

ForeScout SecureConnector

SecureConnector must be installed and running. SecureConnector checks the encryption status of your computer and ensures it is compliant with security requirements. The ForeScout SecureConnector installers are available to [download here](#).

Dell Data Protection

Dell Data Protection ensures that restricted information (see the *Protecting restricted information* section) cannot be moved from OHSU-Secure to unencrypted removable storage devices, such as USB sticks (thumb drives) and external hard drives. It can also be used to encrypt unencrypted removable storage devices. The Dell Data Protection installers are available to [download here](#).

Public Wi-Fi (OHSU-Guest)

OHSU-Guest is an unsecured wireless network that is provided for OHSU patients, visitors, vendors and others who need internet connectivity. Because OHSU-Guest is outside of the secure network, it is not protected by the firewall. There, it should **not** be used by OHSU employees, students and affiliates.

Mobile device management

If you want to have your OHSU email delivered directly to an app on your smartphone, you must take steps to protect that mobile device: It must be enrolled in OHSU's mobile device management program.

Generally, these applications can run on mobile devices built by mainstream manufacturers, such as Apple, Samsung, LG, Motorola, Huawei and HTC, if they have one of the following operating systems: Android 8 or later or iOS 11 or later. Note: These requirements are subject to change over time.

You do **not** need Intelligent Hub or AirWatch Container to check your OHSU email at mail.ohsu.edu from a web browser on your smartphone; however, Duo Mobile may be required, depending on how your smartphone is connecting to the internet (see the *Two-step authentication* section for details).

To learn more or enroll, go to the [personally owned mobile devices page on O2](#).

Two-step authentication

Two-step authentication (also called multi-factor authentication) is required to log in to certain OHSU systems from **outside** the OHSU-Secure wireless network — for example, when you log in to mail.ohsu.edu from your home Wi-Fi network or from eduroam. It is also required to remotely log in to applications that use single sign-on, including Banner, Box, Compass and Sakai.



OHSU uses Duo Mobile for two-step authentication. Duo Mobile is a free app that you can download from your smartphone's app store. If your smartphone is enrolled in AirWatch Container or Intelligent Hub as part of mobile device management, the Duo Mobile app is also available from the OHSU App Catalog. Smartphone apps like Duo Mobile are popular tools for two-step authentication because of their convenience — if you have a smartphone, you probably don't go anywhere without it.

If you cannot or do not want to use the Duo Mobile app, you can request a security token (key fob). Send an email to duo@ohsu.edu, and please include your telephone number and your campus mail code (or your USPS address, if you do not have a campus mail code).

To learn more, go to the [Duo Mobile page on O2](#).

Cloud storage

Box.com is OHSU's approved cloud storage service. You can use it to store your school-related files and share them with others. There is no storage limit, and you can upload files as large as 15 GB. To get started, log in directly at <https://ohsu.box.com/> with your OHSU username and password.

Other common cloud storage services, such as Dropbox, Google Docs, OneDrive and iCloud, should **not** be used for OHSU restricted information (see the *Protecting restricted information* section), because these services have not agreed to comply with OHSU's information privacy and security policies.

To learn more, go to the [Box.com page on O2](#).

Removable storage devices (e.g., thumb drives and external hard drives)

Removable storage devices, such as USB sticks (thumb drives) and external hard drives, must be encrypted with Dell Data Protection if they contain restricted information (see the *Protecting restricted information* section).

The Dell Data Protection software is required for computers that need access to internal resources on the secure network. It ensures that restricted information cannot be moved from the secure network to unencrypted removable storage devices. In addition, it can be used to encrypt unencrypted removable storage devices.

To learn more, go to the [Dell Data Protection page on O2](#).

Additional resources

- [Help and How To](#): Help and How To provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.
- [Phish Bowl](#): The Phish Bowl is where you can find recent examples of phishing emails reported by others at OHSU. If you receive a suspicious email at your OHSU email address, report it by forwarding it to antispam@ohsu.edu. Also, be aware that OHSU occasionally sends phishing training exercises to help you practice identifying and



reporting suspicious emails. Examples of past exercises are also accessible from the Phish Bowl.

Protecting restricted information

You are responsible for protecting all restricted information that you come across at OHSU. Restricted information is anything that is not meant for the public, such as information about patients, employees or students, and research data. Often, it is protected by federal regulations. For example, Protected Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a medical student, you may work with PHI and other kinds of restricted information during the course of your studies at OHSU. You can help keep that information safe by following these guidelines.

Text messages

Do **not** use mobile devices, such as smartphones, to text PHI. Mobile devices that are used to receive OHSU pages can and should be encrypted. Follow these instructions to encrypt an [iOS](#) or [Android](#) device. Note that these steps encrypt the **device** — not the pages it receives. Therefore, the following additional precautions should be taken:

- Limit PHI to the minimum necessary for effective patient care.
- Change your smartphone settings so that the “preview” does not display on the locked screen. If preview is set to “on” then any patient information sent may be viewable without authentication.
- Delete pages containing patient information after reading them.

Photos and videos

- Photos and videos of patients for personal purposes are not permitted.
- If photos are being taken for education purposes, the patient must sign a release prior to being photographed.
- If photos are being taken for treatment purposes, the photos must be incorporated into the patient’s chart in Epic.

Additional tips

- Do not include any identifying patient information in written history and physicals (H&Ps) that you complete.
- Never send patient information to personal email accounts (e.g., Gmail, Hotmail).
- Only access the electronic health records of patients for whom you are directly providing care. Do not access the records of your family members or friends.



Be aware that failure to comply with HIPAA regulations may result in serious consequences, up to and including dismissal from medical school.

If you have questions about protecting restricted information, including PHI, contact the Information Privacy and Security Office at 503-494-0219 or oips@ohsu.edu.

If you see something, say something

OHSU is responsible for protecting the personal information of thousands of employees, students and patients. If you have a concern about the security or privacy of that information, report it as soon as possible. Even if you aren't sure something is really an incident, go ahead and report it — the privacy experts will take it from there.

What to report

Information privacy and security incidents happen when restricted information is accessed, acquired, used or disclosed without authorization. Some common examples include:

- Sending to the wrong address a fax or email that contains restricted information.
- Sending an unencrypted email that contains restricted information.
- Losing equipment that is used to store or work with restricted information, such as laptops, mobile phones, pagers and removable storage devices (e.g., thumb drives, external hard drives). This also includes cases of theft.
- Sharing OHSU network passwords, which is a violation of OHSU policy.
- Inappropriately accessing records in a patient-care tool, such as Epic.
- Inappropriately sharing PHI. Patients file complaints when they suspect the privacy of their information has been compromised — for example, if it has been verbally disclosed when it shouldn't have been.
- Storing PHI in unapproved cloud-based services. Remember, Box.com is OHSU's approved cloud storage solution.
- Inappropriately disposing of PHI, such as putting an after-visit summary in a recycling bin instead of a locked, confidential shred bin managed by OHSU.

How to report

To report a concern, contact the Information Privacy and Security Office at **503-494-0219** or oips@ohsu.edu. Alternatively, you may [report a concern anonymously](#) through the Office of Integrity.



Oregon Medical Physics Program

MS Degree – OHSU Required Steps

Any of the steps below can be completed before the listed deadline

Two terms before your planned defense...

Complete and submit the “Mentor Assignment Form”

By the end of Fall term, complete the Request for Master Thesis Advisory Committee Form

Mentor form should have a faculty member's name, and must be signed by the Chair of Radiation Medicine (Dr. Charles Thomas) or Diagnostic Radiology (Dr. Fergus Coakley)

Process for both forms:

- Complete forms via Smartsheet and direct to appropriate people for signing
- Your committee must have 1 faculty member that is not from the same department as the other members.

Early in Winter Term...

Hold first TAC meeting with your committee which should include an overview of background research, description of project and project timeline. Fill out this form 5 days before meeting & submit to your mentor: TAC Meeting Summary form

<https://www.ohsu.edu/school-of-medicine/graduate-studies/forms-and-policies>

Send completed form to MP admin coordinator following the TAC Meeting

Two months before Graduation...

Complete the “Request for Graduation” form

This form can be found by logging into the Student Information System (SIS)

At least 4 weeks before your planned defense date...

Complete and submit the “Request for Oral Examination” form

Two weeks before your planned defense date...

Send the completed thesis to your committee members for review. Must be correctly formatted according to Graduate Studies office document “Guidelines for preparation of dissertation and thesis”.

Two weeks before your planned defense date...

- Begin / continue to work on your thesis defense presentation (powerpoint, visual aids, script, preparation for questions from the audience, preparation for more general questions about medical physics from your coursework)
- Your thesis defense presentation must be approved by your mentor prior to the defense date
- This presentation should last about 45 minutes with 15 minutes for questions from the public
- The public will then be removed from the room and the private defense portion of the exam will continue for 1-2 hours

Paperwork (for the final Oral Examination / Defense) will then be sent to the committee to complete during / after the Oral Examination (Thesis Defense).