Nova Scotia
College of **MiRTP**

**CONTINUING PROFESSIONAL
DEVELOPMENT PROGRAM**

CONTENTS

INTRODUCTION

One of the key components of self-regulation in the public interest is the mandatory continuing professional development (CPD) program that each registrant must complete. The purpose of a CPD program is to ensure registrants maintain standards of practice and to promote ongoing self-evaluation, competence and development among registrants (1).

Practice in the areas of medical imaging and radiation therapy is constantly changing along with the responsibilities and accountabilities of the professionals that deliver this care to the public. As regulated health professionals, registrants are expected and required to remain current and competent in practice. They must stay current with both the technical and clinical advances in their field including the changes that impact the larger healthcare environment. The Nova Scotia College of Medical Imaging and Radiation Therapy Professional's (NSCMIRTP) CPD Program is one means of assuring the public that registrants are meeting the standard of practice requirements for their profession and that continuing competence and improvement is promoted (1).

The program aligns with NSCMIRTP's mandate to protect public interest, emphasizes the importance of professional responsibility to registrants in a changing healthcare environment, and provides an opportunity for registrants to build a professional skills portfolio (1).

The NSCMIRTP's CPD Program is based on the premise that members enter the NSCMIRTP with the appropriate professional skills and knowledge acquired through approved educational programs. These initial competencies are maintained through lifelong learning and the expectation of adherence to the standards of practice. The CPD Program is based on the principles of adult education. This approach allows medical imaging and radiation therapy professionals to choose activities based on their individual learning needs and style, the resources available to them, and acknowledges that learning is enhanced by engaging in a variety of activities (1).

The NSCMIRTP's CPD program includes a CPD Declaration of Competence and an online portfolio.

OVERVIEW

NSCMIRTP's CPD program will require each registrant to complete 30 CPD credits every two years. Reporting period will be November 1st to October 31st two years following (i.e. November 1st, 2000 to October 31st, 2002). Individuals who are registrants for only a portion of the 2 year reporting cycle will have the CPD requirement pro-rated based on the number of months they were a registrant during the reporting cycle. See **Appendix B** for pro-rated CPD credit requirements and examples.

Upon becoming a registrant of NSCMIRTP individuals will gain access to a CPD portal on the College website. Through this portal registrants will be able to electronically manage their CPD profile. As registrants complete activities they can enter the date, time, summary of activity and reflective comments on how the activity supports their professional development. Registrants will also be able to upload any supporting documents to the portal for easier record keeping and portfolio building.

Registrants will be asked to sign a declaration that they are fully compliant with the CPD program each year during the renewal process. CPD hours can be completed anytime during the two-year reporting cycle. This means individuals can do some each month or they may wish to complete most of the CPD hours in a concentrated time period. As long as the credits are earned during the reporting period there are no restrictions on when they must be completed. Credits cannot be carried forward to the next reporting cycle.

Please be aware that criteria, credit values and reporting cycles vary between professional regulatory bodies. The criteria and values outlined for the NSCMIRTP CPD program were adopted after review of other health regulatory bodies in Nova Scotia and MRT and Sonography regulators across Canada, accessibility of resources and feedback from registrants. If a registrant requires CPD credits for another professional body such as Sonography Canada, the Medical Dosimetrist Certification Board, or the Canadian Association of Radiologists, the credits used to satisfy those requirements can also be counted towards NSCMIRTP CPD program so long as the activities comply with NSCMIRTP's approved list of activities.

The intent is to have a CPD program that is broad in scope, allowing registrants to select activities that are accessible and meaningful to their practice. This is a living document and the list of activities is not exhaustive. If you have participated in or plan on participating in an activity that does not fit with any of the current activities please contact the **credentials committee chairperson** and they can direct you on how to have the activity assessed. **Appendix A** is a detailed list of approved and non-qualifying CPD activities. For registrants who have limited access and resources for a CPD program **Appendix D** is an example of a portfolio of activities that would meet the 30 CPD credits without travel, cost or access to employer provided CPD.

AUDIT PROCESS

There will be a quantitative and a qualitative audit process. The quantitative audit will consist of a computer query to identify which registrants have completed the required CDP credits and reflective responses. A list of registrants not in compliance will be generated from this query. Individual portfolios will not be viewed. The list of registrants not in compliance will be forwarded to the audit committee and these individuals will automatically be added to the list of registrants for a qualitative audit.

The qualitative audit will consist of a random selection of up to 10% of registrants that will have their CPD credits audited each cycle. The selection will be from the current pool of active registrants. A common assessment tool will be used on all audits to ensure a consistent process and criteria are applied. If a registrant resigns during the audit process, an audit will be initiated upon application for reinstatement.

The qualitative audit will assess the following areas:

• Number of CPD credits completed
• Proof of supporting CPD documents
• Applicability to registrant's professional development

All registrants selected for an audit will receive e-mail notification stating they have been selected, when the audit will occur and when notification of results will be received. After review of a registrant's submission the audit committee must communicate in writing the findings of their review. If the CPD program criteria are met the committee will state the audit was successfully completed. If CPD credits are insufficient the audit committee will notify the registrant of the requirement to complete the mandated CPD credits with a new deadline. If CPD credits are sufficient but the portfolio fails in some other aspect the audit committee will explain the deficiencies and give the registrant an opportunity to correct the deficiencies with a new deadline.

If by the second date the portfolio is incomplete or still deficient the committee may:

• Require the registrant to complete the Portfolio
• Require the registrant to participate in one or more specified continuing education or professional development activities

Written notification of the committee's decisions and expectations will be sent to the registrant including all new deadlines for compliance.

If, after a third review there remains deficiencies, the registrant file will be flagged and the audit committee will notify the registrar, this continued non-compliance with the CPD program will result in:

- The inability to renew your license and the removal of your name from the list of active registrants
- The inability to use a protected professional title [MRT(R), MRT(NM), MRT(MR), MRT(T), DMS]
- Notification to your employer that you are no longer licensed to practice in the province of Nova Scotia

Any registrant has the opportunity to appeal the assessment of the audit committee. Registrants who wish to appeal must do so in writing to the registrar within 14 calendar days of receiving their assessment. The registrant should include any additional supporting documentation with the letter of appeal. The appeals committee will review appeal submission and CPD audit review records and in writing make findings and recommendations within 14 calendar days after receiving appeal. During the appeals process a non-compliant medical imaging and radiation therapy professional (MIRTP) is not eligible for license renewal.

DECISION FLOW CHART OF AUDIT PROCESS

The intent of the CPD program is to support continuing competency of all MIRTPs. Given this perspective NSCMIRTP has built a time lag between the end of the reporting cycle and registration deadlines to enable registrants that are not in compliance to meet CPD requirements prior to the registration deadline. The intent is to assist registrants to better understand CPD requirements and identify qualifying activities. All registrants receive an automatic reminder 90 days prior to the end of the CPD reporting period that CPD portfolios are due. This reminder will include information regarding:

- How to ensure accuracy of reporting
- Inclusion of supporting documents
- Inclusion of reflective practice statement for each activity
- Consequence of non-compliance

Any registrant who is non-compliant with the CPD program at the end of the reporting cycle will automatically be placed in the audit pool.

NORMAL AUDIT PROCESS

A random selection of up to 10% of registrants as well as all registrants that submit CPD portfolios late will be audited and will follow the decision process diagramed below

This process builds in three opportunities for registrants who have not met the CPD requirements to remediate and meet requirements before the end of the current registration period. When deficiencies are identified the audit committee will clearly communicate to the registrant the nature of the deficiencies and actions required to meet CPD criteria.

REINSTATEMENT ROUTE

Any registrant who resigns during the audit process will have their file marked. If an individual with a marked file requests to reinstate the registrar will notify the audit committee. The audit committee will notify the registrant of the requirement to complete the CPD program and audit process prior to approval of reinstatement.

AUDIT PROCESS FLOW CHART


```
Selected for audit
November 1
        │
        ▼
Email notification sent to
registrant November 1
        │
```

November 1

```
CPD Portfolio submitted          Registrant resigned          Completed CPD Portfolio
on time                          when notified                not submitted on time
        │                                │                            │
        ▼                                ▼                            ▼
Audit Committee assigns          Refer to reinstatement        Letter sent with new date
audit and reviews for            route                         of November 14 to
conflict of interest                                           comply
        │                                                             │
        ▼                                                             │
Criteria met—file                Deficiencies identified—
approved and letter sent         letter sent to registrant
to registrant                    with new date to comply
```

November 1–14 Remediation #1

```
Registrant resubmits             Registrant does not          Registrant submits
        │                        submit                              │
        ▼                                │                            │
Criteria met—file         Not all deficiencies    Letter sent with new date   Deficiencies              Criteria met—file
approved and letter sent  have been               of November 30 to           identified—letter sent    approved and letter
to registrant             addressed. Letter       comply                      to registrant with new    sent to registrant
                          sent to registrant with                             date to comply
                          new date to comply
```

November 14–30 Remediation #2

```
Registrant submits          Registrant does not
        │                   submit
        ▼                        │
Criteria met—file           Letter sent notifying
approved and letter         registrant that if they
sent to registrant          do not comply with
                            CPD by December
                            30 renewal of license
                            will be blocked
                                 │
                                 ▼
                            Registrant removed
                            from active registrant
                            list and employer
                            notified
```

December 1–15 Remediation #3

January 1

NSCMIRTP CPD PROGRAM

TOTAL BIENNIAL CREDIT REQUIREMENT: 30

In each category, examples of activities and opportunities are provided. These are not exhaustive lists. If you are unsure if an activity fulfills a CPD requirement please verify with the credentials committee. If an activity is not approved prior to participating in it, you are encouraged to still apply for credit but retroactive approval for CPD credit is not guaranteed. Research is an exception, as research and level of participation is so variable CPD credits for research mush be applied for by submitting Request for Research Credit Assessment form.

Clinical Activities/Skills			
Activity	Credit Value	Max per 2 year Reporting Cycle	Documentation Required
Preceptorship • Working directly with a student of your discipline in clinical practice, 1 credit for every 8 hours • Lead preceptor*, 1 additional credit per year	1 per 8hr	15 17 (lead)	• Signed student log
Lab demonstrator for School of Health Sciences • Leading laboratory demonstrations for any imaging discipline within the School of Health Sciences	2 per semester	8	• Job Description • Laboratory Manual
Organizing a journal club • Lead a journal club session where a specific journal article/s is/are selected for review and discussion.	2	20	• Date/time/ length of meeting • Article/author • Number of participants

• Discussion should contain critique of the strength and weakness of the article including methodology, analysis, writing and applicability to practice. • Must consist of a minimum of four individuals. • Meetings can be electronic and members can be from different professional backgrounds.			
Attending a 1hr lunch and learn or departmental/medical rounds session • QA • Dosimetry	1	10	• Date/time/ location of meeting • Topic/ Presenter name • Approximate Number of participants
In-service training/workshop • CPR • Equipment/vendor training • Fall Education Seminar • Radiology Research Day • Hardware/software updates	½ day=2 1 day=4	20	• Date/time/ location of meeting • Topic/ Presenter name
*Lead Preceptor is a designated position responsible for activities such as student summative evaluation, exam delivery, and organization of clinical opportunities			

Scientific/Clinical Research			
Activity	Credit Value	Max per 2 year Reporting Cycle	Documentation Required
Written articles/paper for publication in a peer reviewed journal • Original research, primary or secondary author • Case report/study • Research article • Literature review • Systematic Review/Meta-Analysis • Editorial	15	15	• Attach copy of article/paper or provide peer review feedback from journal
Peer reviewing article(s) • Official peer reviewer for a national or international journal • Unofficial reviewer or proof-reader of a peer's paper does not count • Credit value is per article reviewed	2	10	• Proof of peer review

Research participation
 	
• Credit value allotted will be decided based on type of research participation/time dedicated to participation
• Must submit detailed outline of:
  i.   Type of research
  ii. Example of role/duties
  iii. Hours spent on research
  iv. Voluntary/professionally required
	Credits assigned based on participation rubric	20	• Detailed outline of what research participation was done by member
			• Any supporting documentation relevant to your research participation

Scientific poster	5	10	• Attach copy of poster
• Relevant to profession • For the purpose of conference display, university course, research fair, etc.			

Professional Service			
Activity	Credit Value	Max per 2 year Reporting Cycle	Documentation Required
Volunteer for a Provincial/National/Professional Association • Committee Member • Committee Chair • Executive Board Member • A list of pre-approved professional bodies and their various committees/volunteer opportunities can be found in Appendix A.	3/year 5/year 7/year	20	• Proof of membership • Letter from President/Chair
Volunteer on a profession-related hospital committee • Committee Member • Committee Chair • There are many regional, hospital/institutional based committees related to the MIRT profession that will allow MIRTPs to earn CPD credits for volunteering. (See Appendix A)	2/year 3/year	12	• Proof of membership • Letter from President/Chair

Attend a conference and/or annual general meeting (AGM) • Attending a vendor conference or a provincial, national or international conference and AGM. • A list of pre-approved conferences and AGMs is found in Appendix A.	1 credit/hr of lecture	20	• Proof of attendance • Certificate of attendance • Sign-in sheet • Conference program

Academic Activities			
Activity	Credit Value	Max per 2 year Reporting Cycle	Documentation Required
Development of an educational activity • Creating an educational activity- approved by the NSCMIRTP- to be utilized by other professionals for continuing professional development (e.g. Webinar series, podcast, multi-modular series) • The number of credits given will depend on the extensiveness and time spent on the activity development, as decided by the credentials committee • Being involved in the organization and delivery of a lecture/workshop (e.g., Guest lecture for students, lunch and learn, workshop, open house, or career day)	Retrospective, credits assigned based on participation rubric	20	• Copy of learning materials • Agenda • Website Link

Lecturer/Conference Speaker • Initial delivery of a one hour or longer lecture for a group of students/colleagues on a topic related to or pertaining to your discipline at an NSCMIRTP approved conference	5	20	• Lecture notes • PPT • Conference program
Item/Exam Writing/Review • Participating in the process of exam/item writing or reviewing a pre-existing national exam/item	5/year	10	• Certificate/letter
Accessing webinars, podcasts, videos, recorded seminars/lectures, LMS courses	30mins=0.5 credits	15	• Link • Date/time
Reading a peer reviewed journal article • Each journal article must be a minimum of 5 pages excluding abstract and reference list • Must be published in last 5 years	1	5	• Date/time • Article/author
Completing a 3 Credit Hour Equivalent Course *Provincial/National/Professional Association* course.	15	15	• Proof of successful course completion • Documentation of course credit hours

Completing a *Provincial/ National/Professional Association* quick study course	2	10	• Proof of successful course completion

Completing College/ University course
 	
• Course must be applicable to some aspect of your profession (eg. A French course to better communicate with French patients. Taking a Gaelic course would not be similarly defensible.).
• Other courses applicable to your professional development can include:
    • Leadership
    • Management
    • Cultural Diversity
    • Ethics
    • Working with Special Populations
	15	15	• Proof of successful course completion
			• Documentation of course credit hours

Initial completion of NSCMIRTP Jurisprudence Module	2	2	• Completion of quiz

THE CREDENTIALS COMMITTEE'S ROLE IN CPD REGULATION

Audits: Auditing takes place every two-year cycle and includes a random selection of up to 10% of registrants. Please see "Audit Process" section of this document for more information. The audit process includes, but is not limited to assessment of number of CPD credits completed, proof of supporting documents, and applicability of credits to registrant's professional development.

Approval of CPD activities (that are not already pre-approved): The Credentials Committee will evaluate the relevance of the registrant's suggested activity and how it relates to their

current practice. It may take up to 60 calendar days for the activity to be approved. Please see "Application for CPD Credit Approval" for more information.

Biennial update/revision of CPD: The Credentials Committee will review and revise CPD on a biennial basis based on feedback, audits, and requests for approval. CPD is a perpetually evolving document and it is up to the registrant to stay current regarding CPD changes and revisions.

Biennial update/revision of pre-approved activities: The list of pre-approved activities may change based on factors such as common requests for approval, changes to pre-existing activities, changes in practice, and feedback from audits.

Assessment of request for extension from registrant: Approval for a registrant to extend credit achievement time is made at the discretion of the Credentials Committee. The Committee may take up to 90 calendar days to review the extension request. Please see "Request for Extension" section of document for more information.

Detection of non-compliance or deficiencies in CPD credits: A non-compliant registrant will have an opportunity to correct deficiencies. In the case of repeat non-compliance, the Credentials Committee may refer the registrant to the Professional Conduct Committee for further evaluation.

FREQUENTLY ASKED QUESTIONS

Will the CPD program begin the day the College is officially formed?

Yes. When the College is formed, members will be expected to begin earning and tracking their CPD activities. If the College is formed in the middle of a calendar year, required credits will be pro-rated according to the number of months remaining (reference Appendix B). At the time of proclamation the College will communicate exact dates of when CPD will begin and number of months (and number of credits) the first reporting cycle will cover.

How many credits will I need to earn?

NSCMIRTP registrants will be required to complete 30 continuing professional development (CPD) credits every two years. Unused credits will not "roll over" into the next cycle.

Can I use the "unused" credits I have now?

No. When the program begins everyone will start fresh with no credits, despite any credits earned from previous activities.

Do I have to get credits from each of the four sections?

No. However, some activities have maximum credit values so registrants are encouraged to get involved in different types of learning activities.

Will people working part-time or casual hours still require the same number of credits?

Yes. All NSCMIRTP registrants will be required to complete the same mandatory CPD - 30 credits/two years. The aim of the CPD program is to ensure registrants remain current with practice regardless if they are full-time, part-time or casual.

What about registrants on a Leave of Absence (LOA) for medical or parental purposes?

The CPD Program is mandated for NSCMIRTP registrants only. Therefore, if a registrant completes a resignation form prior to beginning a LOA, credit earning activity will not be required during the LOA. CPD credits will also be prorated if/when the registrant reinstates. If, however, the registrant maintains registration during a LOA, the registrant is subject to the same 30 credits/2years.

I work in more than one discipline. Does this mean I have to earn more CPD credits?

No. You will only be required to complete the 30 CPD credits every two years.

I am already required to earn CPD credits for other organizations (eg. Sonography Canada or CAR for Mammography). Will I be able to use these credits for the NSCMIRTP?

Yes. As long as the CPD activities are approved by the NSCMIRTP, the credits can be counted for both. Note that the credit value received may not be the same for both programs.

How do I apply for credits for something that is not on the pre-approved list?

An Application for CPD Credit Approval can be completed and submitted to the Credentials Committee for consideration. This process must occur 60 days before the anticipated date of activity. If the application cannot be provided prior to 60 days, you are still encouraged to submit the application, but there is no guarantee of approval.

What percentage of registrants will be audited?

The auditing process will be performed on a random selection of up to 10% of registrants.

What happens when I get audited?

When you are selected to be audited, the Credentials Committee will review your online file for completeness, supporting documents and appropriateness of reflective statements.

What happens if I don't complete the CPD credits in time?

Non-compliance will initially be addressed in the form of a letter, with a short extension period to complete the required CPD credits. There are three opportunities for remediation built into the audit process. If the registrant is still non-compliant with the CPD program as of Dec 31st they will be blocked from renewing their registration and removed from the active registrant list on January 1st.

How will I keep track of my activities and what type of "proof" will be required?

It is up to each registrant to keep any documentation (electronic and hard copies) pertaining to CPD activities. The goal is to provide members with an online platform for tracking progress and uploading documents. This will assist registrants with credit organization, especially in the instance of an audit.

Will verifiable proof be required for all activities?

Not all activities will require verifiable proof. Many activities are difficult to provide this level of proof but are still provide valuable learning. For example you can provide a copy of a journal article that you read but proof that you actually read it is more difficult. If is expected that a minimum of 50% of CPD activities have verifiable proof such as a sign in sheet, signature of student for preceptor hours, proof of course completion, quiz post LMS course etc.

How does the online platform work for keeping track of my credits and documentation?

Registrants will log in to a member's portal through the NSCMIRTP website to connect to their CPD portfolio. There, they will be able to view and upload information related to their CPD activities. Details regarding this process will be relayed to members as platform purchase decisions are finalized.

How will I receive credit for my involvement with research activities?

Credit value for research activities is dependent on the amount of work and time put into the study, and will differ depending on the specific project. A rubric has been created that will help to determine the credit value, on a case by case basis. A log of hours and a short summary of the project will need to be submitted, so that appropriate credits can be given.

How will the College help support its registrants in achieving the expected CPD requirements?

The NSCMIRTP's website will be a great resource for its registrants. On the website, CPD earning activities and events will be advertised and there will be links to webinars, journals etc. Our Facebook page will offer support and an avenue for sharing ideas, opportunities and research. Online CPD activities, the increase in province-wide volunteer roles, and institution-based learning activities (lunch and learns, etc.), will benefit registrants in rural areas. Ultimately, it is the responsibility of the registrant to seek out and/or initiate CPD activities and successfully complete the required credits each cycle.

APPENDIX A

In each category, examples of activities and opportunities are provided. These are not exhaustive lists. If an activity or organization is not listed, please email the Credentials Committee at info@nsamrt to verify its acceptability as part of the CPD program.

APPROVED ACTIVITIES

Conferences

- Radiological Society of North America (RSNA)
- Nova Scotia College of Medical Imaging and Therapeutic Professionals (NSCMIRTP) Provincial Conference
- Canadian Association of Medical Radiation Technologists (CAMRT)
- Canadian Association of Nuclear Medicine (CANM)
- Nova Scotia Association of Medical Radiation Technologists (NSAMRT)
- Orthopedics
- RTI3
- Canadian Association of Radiation Oncology (CARO)
- American Society of Radiologic Technologists (ASRT)
- Canadian Organization of Medical Physicists (COMP) Winter School
- Atlantic Radiotherapy Forum (ARF)
- Multiple conferences put on by tumor site teams
- ASTRO
- Sonography Canada (SoCa)
- International Society of Radiographers and Radiological Technologists (ISRRT)
- International Society of Neurofeedback and Research (ISNR)

Committees

- All standing committees of NSCMIRTP
- Quality Assurance
- Orthopedics
- Research
- CAMRT
- Sonography Canada
- Education

AGMS

- NSCMIRTP
- CAMRT
- NSAMRT
- Sonography Canada
- Foundation

Seminars

- Thyroid
- Cardiology
- Radiology Research Day
- Vendor (GE, Siemens, Philips)
- CAMRT Leadership Development Institute (LDI)

Non-Clinical

- Ethics
- Patient Rights
- Health Promotion
- Communication
- Management
- Leadership
- Culture
- Business Administration
- Law
- Language
- Finance

NON-QUALIFYING ACTIVITIES

- WHMIS
- Workplace Radiation Safety
- Transportation of Dangerous Goods
- Handwashing
- Surveys

APPENDIX B

When determining the number of CPD credits you are required to attain during a reporting cycle you must know how many months during the two year reporting cycle you were an active registrant. If you were a registrant for all 24 months you require 30 CPD credits. However many individuals may not have been active registrants for the entire 24 months. Some examples where a registrant would require less than 30 CPD credits include:

- New graduate or transfer from another province during the reporting cycle and are only registered for 12 months of the reporting cycle therefore are only required to complete 15 CPD credits.
- Registrant is on leave of absence from work and has resigned from NSCMIRTP for 6 months of the reporting cycle therefore they are only active for 18 months which means they require 23 CPD credits.
- Registrant is on maternity/parental leave and has resigned from NSCMIRTP for 7 months of the reporting cycle therefore they are only active for 17 months which means they require 22 CPD credits.

In the above examples registrants would need to determine how many months of the reporting cycle they were active for and use the table to verify how many credits are required.

If a technologist is not working for a period of time but is still a registrant of NSCMIRTP than these months will be counted towards the number of CPD credits that are required. For example:

- In the 24 month reporting cycle you take two months off to travel and remain an active registration of NSCMIRTP you are considered active for the full 24 months and require 30 CPD credits.
- During the 24 month reporting cycle you are on maternity/parental leave for 6 months and remain an active registrant during this time. As you are an active registrant for 24 months you are required to complete 30 CPD credits.

Prorated CPD Requirements	
Number of Months Worked in Reporting Cycle	Number of Required CPD Credits
24	30
23	29
22	28
21	27
20	25
19	24
18	23
17	22
16	20
15	19
14	18
13	17
12	15
11	14
10	13
9	12
8	10
7	9
6	8
5	7
4	5
3	4
2	3
1	2

APPENDIX C

APPLICATION FOR CPD CREDIT APPROVAL

Please remember that you may still apply for CPD credits for any activity, volunteer role, conference or seminar not listed. The request must be made by submitting the Application for CPD Credit Approval form 60 days in advance of completing the actual activity.

CPD REFLECTIVE SUMMARY SUBMISSION

Once you have completed a CPD activity, it is necessary to submit a summary of the activity and how your engagement in it will enhance your future practice. The completed summary form can be uploaded as part of your CPD portfolio.

REQUEST FOR CPD SUBMISSION EXTENSION

If a registrant is unable to meet the CPD requirements by the specified deadline and wishes to apply for an extension they must submit a written request to the chairperson of the credentials committee to info@nsamrt.ca at least 90 calendar days prior to the specified deadline. The request must include the following information:

1. A detailed explanation of the reasons why they are unable to complete their CPD profile.
2. The precise manner in which their health status, family circumstances, or other reasons prevent or limit them from completing the CPD credits by the date required.
3. The detailed plan and expected dates for completing their CPD credits.
4. Any other relevant information which could assist the Credentials Committee in its deliberations.

REQUEST FOR RESEARCH CREDIT ASSESSMENT

Given that each research project is variable in time span and involvement, credit value must be assessed by the Credential Committee on a case by case basis. When completing the form, please provide as many details and documents as possible. This will assist the committee in the decision-making process.

APPLICATION FOR CPD CREDIT APPROVAL

Member Name: Professional Designation:

Title of activity:

Time spent on activity:

Please provide a detailed description of the activity and how it contributes to your CPD profile:

_____

_____

_____

_____

Please provide any supporting documentation for this activity (Program, agenda, hyperlink, receipt, literature, drafts):

_____

_____

_____

_____

Your request will be reviewed by the credentials committee. Complete details and supporting documentation provided by you will enable the committee to make a timely decision.

COMMITTEE USE ONLY

Date: Approval (Y/N):

Rationale for decision:

_____

_____

_____

_____

REQUEST FOR CPD SUBMISSION EXTENSION

Member Name: Professional Designation:

Please provide a detailed explanation of why you are unable to complete your CPD profile:

_____

_____

_____

_____

Please outline your plan for earning CPD credits, should your request be approved:

_____

_____

_____

_____

Please provide any supporting documentation for this request (Medical and employer letters):

_____

_____

_____

_____

Your request will be reviewed by the credentials committee. Complete details and supporting documentation provided by you will enable the committee to make a timely decision.

COMMITTEE USE ONLY

Date: Approval (Y/N):

Rationale for decision:

_____

_____

_____

_____

REQUEST FOR RESEARCH CREDIT ASSESSMENT

Member Name: Professional Designation:

Please provide a detailed explanation of the nature of your research work:

_____

_____

_____

_____

Was your research independent or group work?:

Is this research on a volunteer basis or part of your employment? :

How many hours have you dedicated to the research work
indicated above over the last 2 years?:

Please provide any supporting documentation for this request (Research objectives, data
collection, publications, protocols, etc.):

_____

_____

_____

_____

Your request will be reviewed by the credentials committee. Complete details and supporting documentation provided by you will enable the committee to make a timely decision.

COMMITTEE USE ONLY

Date: Approval (Y/N):

Number of credits assigned:

Rationale for decision:

_____

_____

_____

_____

SUBMISSION CHECKLIST

Indicate your CPD Profile is complete and ready for submission by checking the following boxes:

☐ I have completed at least 30 hours of CPD credits within this 2 year cycle

☐ I have included credits from a mixture of various learning activities

☐ I have included all necessary/relevant documentation
(Sign-in sheets, programs/brochures/agendas, receipts, articles, abstracts, Power Points, webinar links, feedback forms, testimonies, letters, flyers/posters/photos, certificates of attendance, course completion record, notes, protocols, roles, duties, record of hours, etc)

☐ I have ensured the date, time/hours spent, location and # of participants is clear where applicable

☐ I have included a reflective practice statement of what I learned for each activity completed this cycle and how it will influence my practice

☐ I confirm that all included statements and documentation are truthful, valid and relevant

☐ I have completed the online registration renewal process and paid all annual fees

Need more CPD hours? Learn more about accessing e-learning modules on our website

Have a Question? Contact Julie Avery—info@nsamrt.ca

Additional notes:

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APPENDIX D—EXAMPLE OF CPD PORTFOLIO

This is an example of how a MIRTP might achieve the required 30 CPD credits assuming the MIRTP has all the following listed limitations. It is unlikely any MIRTP in the province of Nova Scotia is facing all of these limitations simultaneously.

- No ability to volunteer on work place committees
- No student preceptorship
- No access to LMS which offers free online courses
- All credits must be at no financial cost
- No ability to travel

Given the limitations set for this example CPD program, many of the credits are video based. Numerous credits which are general in scope have been selected, but all MIRTPs can choose to select items more specific to their interests. I located free electronic educational webinars covering topics such as informatics, radiation therapy, radiography, nuclear medicine, MRI, education and management allowing for MIRTPs to tailor their CPD program to their needs. In addition it is expected that most MIRTPs will have access to other free CPD activities which can be included as credits towards their required credits. These credits will likely make an individual's CDP portfolio more varied than this example one, with more CPD credits earned from work related activities. I few examples of other likely sources of CPD credits include, but are not limited to;

- Preceptoring students
- Lunch and learns
- LMS courses
- Fall Education Seminar
- Vendor sponsored education covering technology/medication changes
- Radiology research days
- Research activities that meet CPD requirements
- Peer Review processes associated with work

In addition many MIRTPs will have accessed education that has costs and/or travel associated with the activity that can be counted towards CPD including but not limited to;

- Conferences
- Courses
- Volunteering with a professional body

EXAMPLE OF CPD PORTFOLIO:

Credits were spaced over a 24 month period but does not have to be. Credits can be earned anytime during the defined reporting period.

Date	Activity	Credits	Proof
November 2017	Read a journal article	1	Upload article
December 2017	Volunteered as Site Champion for NSAMRT for 2017	2	Listed with NSAMRT as volunteer
January 2018	Nothing	0	N/A
February 2018	Delivered informal Q&A session with cardiac unit re: proper prep for MIBI and MUGA exams (this could be education of proper PACs usage for nurse, or CT prep etc.)	2	Date/Time/ Location Number of attendees Announcement of event
March 2018	Webinar Adolescent Imaging BCAMRT	1	Link
April 2018	Every Doctor Makes Mistakes— Ted Talks	1	Link
May 2018	CPR Recertification	2	Certification uploaded
June 2018	Compassion Fatigue and Visualizing the Data Explosion— Ted Talks	1	Link
July 2018	Implementation of CRT System— Medatronic	1	CME credits
August 2018	Read journal article	1	Upload article
September 2018	Reducing Patient Exposure— Nuclear Cardiology—Short Shelf Study CAMRT	2	CME credits from CAMRT

October 2018	Aunt Minnie case reviews (4)	1	Screen shot last page
November 2018	Nothing	0	N/A
December 2018	Was volunteer for as Site Champion for NSAMRT for 2018	2	Listed with NSAMRT as volunteer
January 2019	PACs webinars (pick own topic assume you listen to two one-hour talks)	2	Link
February 2019	Webinar Professionalism BCAMRT	1	Link
March 2019	Nothing	0	N/A
April 2019	Present interesting cases, or patient care issues, or process failures etc. to targeted audience of MRTs, nurses, administration etc.	2	Date/Time/ Location Number of attendees Announcement of event
May 2019	Read a journal article	1	Upload article
June 2019	Transforming Healthcare for Children and Families—Ted Talks	1	Link
July 2019	11 place to get free CME credits in Diagnostic Imaging (pick own topic assume you listen to two one-hour talks)	2	CME credits
August 2019	11 place to get free CME credits in Diagnostic Imaging (pick own topic assume you listen to two one-hour talks)	2	CME credits
September 2019	Aunt Minnie case reviews (4)	1	Screen shot last page
October 2019	Radiation Protection of Patients— Audio recording	1	Link

REFERENCES

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