



**CONTINUING PROFESSIONAL
DEVELOPMENT PROGRAM**

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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 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. This includes currency in the technical, clinical, and cultural changes related to practice in their field and the larger healthcare environment.

The program aligns with NSCMIRTP's mandate to protect public interest, emphasizes the importance of registrants' professional responsibility 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 individuals enter the NSCMIRTP with the appropriate professional skills and knowledge acquired through approved educational programs. These initial competencies are maintained and built upon 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 expects MIRTTPs 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).



OVERVIEW

NSCMIRTP's CPD program will require registrants to complete 30 CPD credits every two years. Each reporting period will be a two-year interval beginning November 1st and ending October 31st (i.e., November 1st, 2000, to October 31st, 2002). Individuals who are registrants for only a portion of the two-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.

Registrants of the NSCMIRTP have access to a CPD portal through their registration portal. Once logged in they can electronically manage their CPD profile. As a registrant completes 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 record keeping and portfolio building. For a tutorial on using the online CPD portal please view linked [webinar](#).

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. So 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. **Any registrant that resigns mid-cycle will need to demonstrate compliance upon application for reinstatement.** Therefore, we recommend credits completed to date are uploaded prior to submitting your resignation to make reinstatement easier. Please be aware that criteria, credit values and reporting cycles vary between professional regulatory bodies and associations. The criteria and values outlined for the NSCMIRTP CPD program were adopted after a review of:

- Other health regulatory bodies both Provincially and Nationally; and
- The 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, the Canadian Association of Radiologists etc., the credits used to satisfy those requirements can also be counted towards the NSCMIRTP CPD program so long as they relate to your practice. However, credit values will not be directly transferred as CPD programs for each organization are substantially different. This means that an activity that is worth 2 credits with the NSCMIRTP may be worth more credits for Sonography Canada based on the number of credits required and how credits are calculated.

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 activity categories, please contact the College at

info@nscmirtp.ca for directions on having the activity assessed. For registrants who have limited access and resources to activities for a CPD program [Appendix A](#) is an example of a portfolio of activities that would meet the 30 CPD credits without travel, cost or access to employer provided CPD activities.



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 submitted a completed portfolio. Anyone who has not submitted their CPD portfolio will be considered non-compliant. At this stage individual portfolios will not be viewed. The names of all non-compliant registrants will be added to the list of registrants requiring a full qualitative audit.

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

The qualitative audit will determine if following areas meet requirements:

- Number of CPD credits completed. – The required number of credits must be submitted
- Proof of supporting CPD documents. – 50% of the required credits must have proof of activity completion/participation
- Registrant's self-reflection on each activity – Reflective statements must demonstrate how activity relates to practice of registrant.
- Currency hours. – Proof of currency in all areas licensed must be provided

All registrants selected for an audit will receive an e-mail notification the first week of November informing them of their selection for audit and requesting they email in evidence of currency hours. The initial audit will be done by NSCMIRTP staff with one of three outcomes the first week of Nov:

- Registrant is compliant with CPD, and notification sent stating audit file has been successfully closed.
- Registrants receive communication stating that insufficient credits and or proof of credits were submitted. The letter will outline the number of additional credits required and a deadline date for submission. The file will not be successfully closed until additional credits are submitted and reviewed.
- Registrants will receive notification stating the items that require additional action by the registrant. The notification will include the area(s) that additional action is required such as but not limited to:
 - Content of reflective statements.
 - Applicability of activity to practice.
 - Evidence supplied.
 - Currency hours.



The audit process will give registrants multiple remediation periods to comply with a final deadline of Dec 31st. Please see AUDIT PROCESS FLOW CHART for visual layout of audit timelines. In rare occasions the credentials committee may enter into an agreement with a registrant to grant an [extension](#). This extension will be in writing, outlining expected outcomes and timelines. All requests for an extension require payment of the applicable fee which is non-refundable.

Registrants who have not met CPD requirements as of Dec 31st and do not have a signed extension agreement with the College will result in:

- The inability to renew their license and the removal of their name from the list of active registrants.
- The inability to use a protected professional title (MRT, DMS).
- Notification to their employer that they are no longer licensed to practise in the province of Nova Scotia.

Any registrant can appeal the assessment of the audit committee that results in blocking of license renewal. Registrants who wish to appeal must do so in writing to the registrar within 30 calendar days of receiving their assessment. The registrant should include any additional supporting documentation with the letter of appeal alongside a \$300 fee. The appeals committee will review the appeal submission along with CPD audit review records and make findings and recommendations within 21 calendar days after receiving the appeal. If the registrant's appeal is successful, the \$300 appeal fee will be refunded. During the appeals process, a non-compliant medical imaging and radiation therapy professional (MIRTP) is not eligible for licence renewal. For specific information on appeal please see [appeals policy](#).



DECISION FLOW CHART OF AUDIT PROCESS

The intent of the CPD program is to support continuing competency of all MIRTTPs. Given this perspective, NSCMIRTP has built a time lag between the end of the reporting cycle and renewal deadlines to allow the opportunity for registrants that are not in compliance to meet CPD requirements prior to renewal deadline. All registrants receive an automatic reminder 60 days prior to the end of the CPD reporting period that CPD portfolios are due.

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

NORMAL AUDIT PROCESS

In addition to non-compliant portfolios a random selection of registrants will be selected until the audit pool reaches 10% of total registrants.

REINSTATEMENT ROUTE

Any registrant being audited who resigns during the audit process will have their file marked. If an individual with a marked file requests to reinstate the registrant will automatically be required to successfully complete the audit process prior to approval of reinstatement.



AUDIT PROCESS FLOW CHART

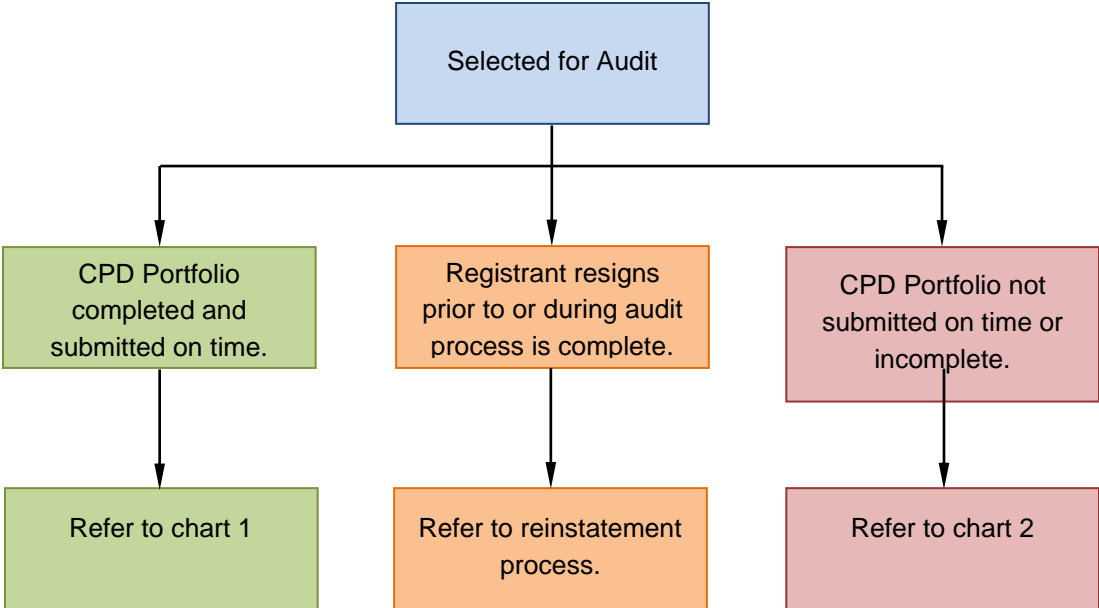


Chart #1

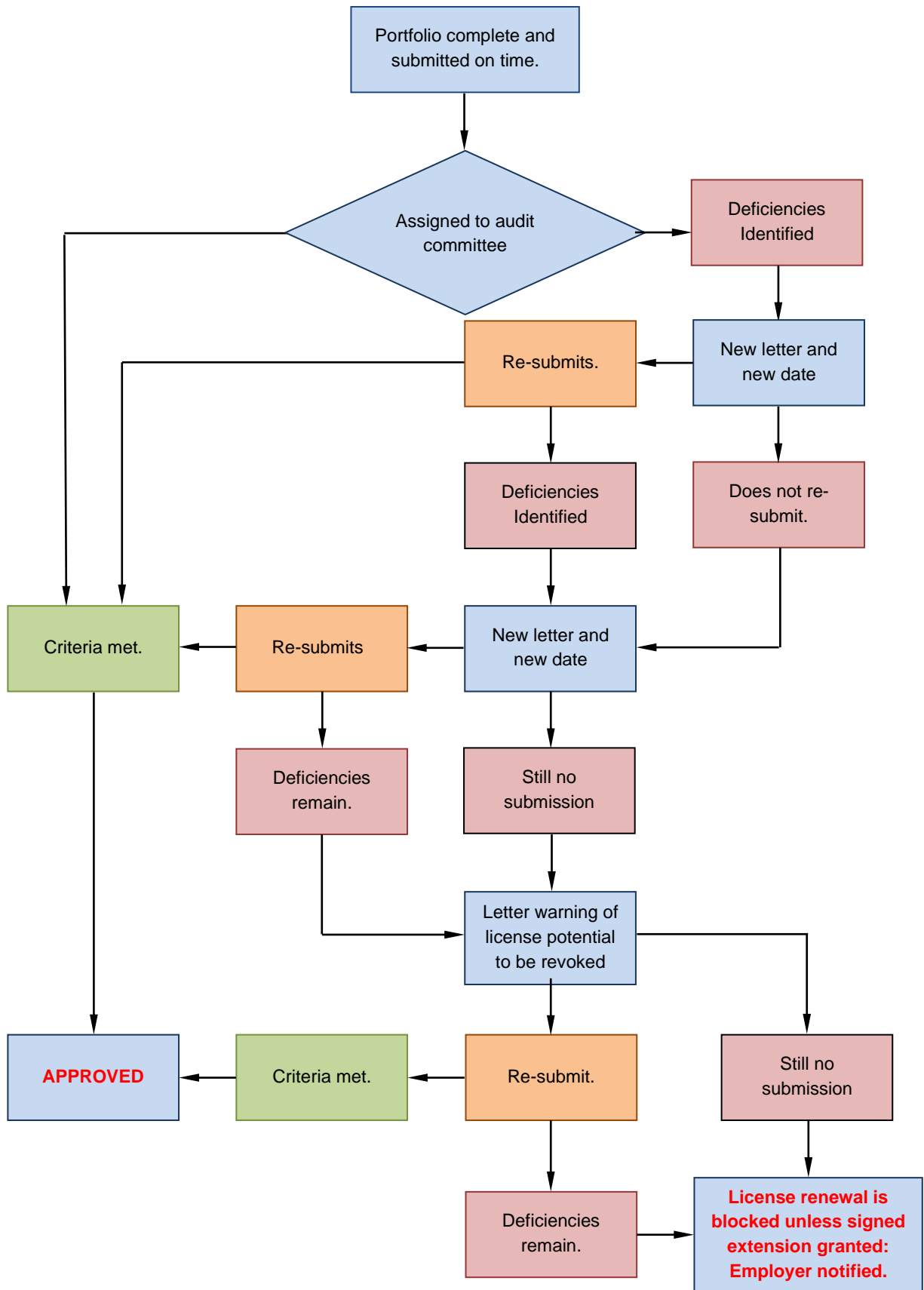
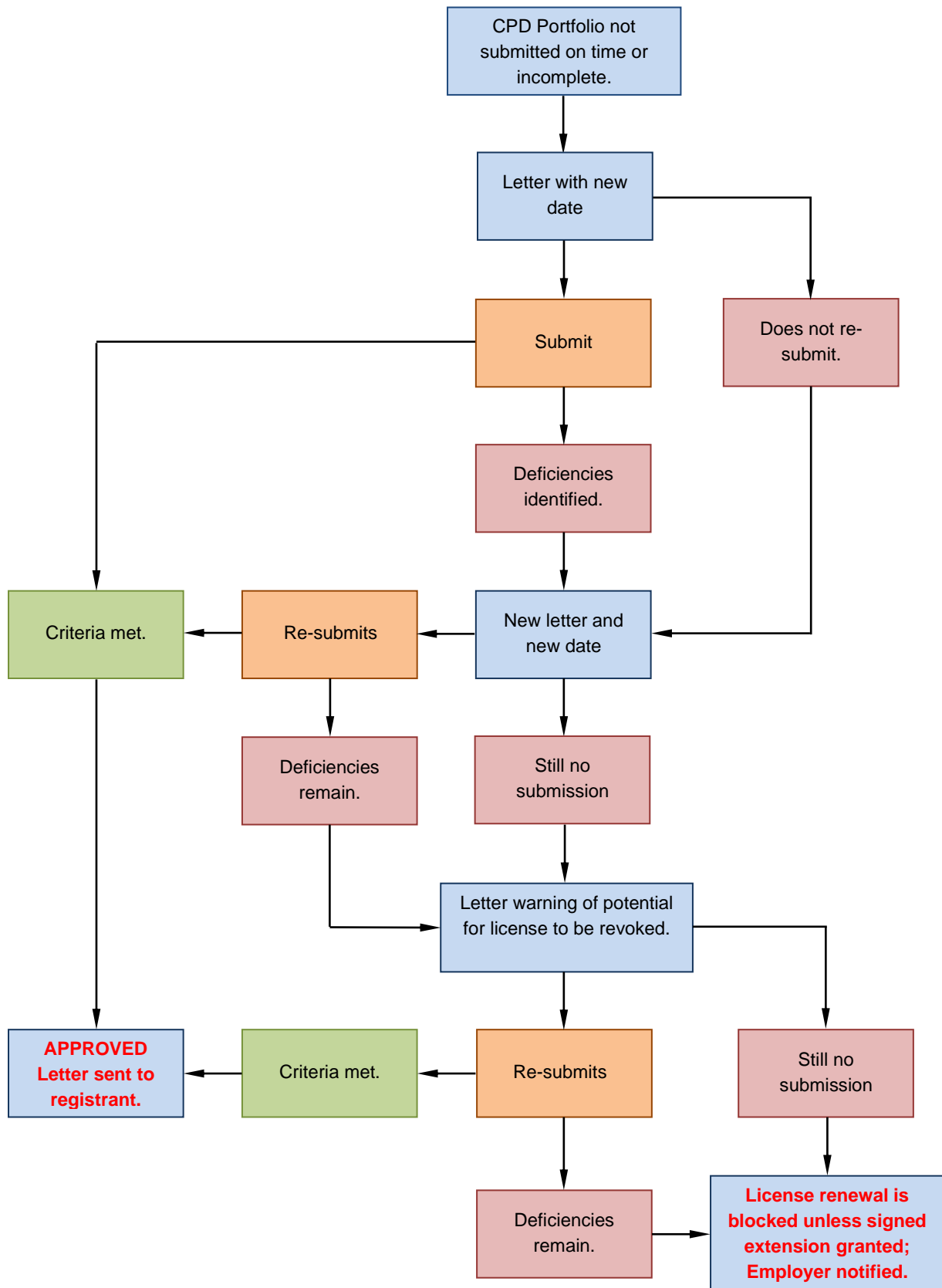


Chart #2



NSCMIRTP CPD PROGRAM

Total Biennial Credit Requirement: 30

The NSCMIRTP CPD divides activities into categories (Table #1). In each category, examples of activities and opportunities are provided. These are not exhaustive lists. When completing portfolio entries registrants should enter them under the category that best reflects the activity. If you are unsure if an activity fulfills a CPD requirement, please contact the College at info@nscmirtp.ca. In the event you participate in an activity which does not fit into any category, you are encouraged to still apply for credit retroactively. Retroactive approval for CPD credit is not guaranteed.

There are two activity areas where credit values are not pre-determined. These are: “*participation in research*” and “*creating an educational activity for use by others*”. As the time and effort required for these activities are so variable, CPD credits for these activities must be assessed for credit. You have the option of submitting a [Request for Credit Assessment Form](#) or uploading your documents and description to the CPD portfolio. Both actions will result in the activity being assessed for credits with findings being communicated to registrants once credit determination is made. The final portfolio requires that a minimum of 50% of the credits submitted have uploaded evidence such as a completion certificate, to demonstrate successful completion of the activity.



Table #1. Clinical Activities and Skills

Clinical Activities/Skills			
Activity	Credit Value	Max per 2-year Reporting Cycle	Some Examples of Suitable Evidence
<p>Preceptorship</p> <ul style="list-style-type: none"> 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 credit for every 8 hrs	15 or 17 (if lead preceptor)	Any document that verifies preceptor supervision i.e., Signed student log.
<p>Lab demonstrator for MIRTP Program</p> <ul style="list-style-type: none"> Leading laboratory demonstrations for students in any MIRTP discipline. 	2 per semester	8	<ul style="list-style-type: none"> Job Description. Laboratory Manual.
<p>Organizing a journal club</p> <ul style="list-style-type: none"> Lead a journal club session where a specific journal article/s is/are selected for review and discussion. 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. 	2	20	<ul style="list-style-type: none"> Documentation of meeting details. Article/author. Number of participants.
<p>Attending a 1hr lunch and learn or departmental/medical rounds session. Some examples include:</p> <ul style="list-style-type: none"> QA Case Review Imaging Critique Dosimetry 	1	10	<ul style="list-style-type: none"> Documentation on meeting details. Presenter name & topic. Approximate Number of participants.
<p>In-service training/workshop such as:</p> <ul style="list-style-type: none"> CPR Equipment/vendor training Radiology Research Day Hardware/software updates 	<p>1/2 day = 2 1 day = 4</p>	20	<ul style="list-style-type: none"> Documentation on meeting details. Presenter name & topic.
<p>*Lead preceptor is a designated position responsible for activities such as student summative evaluation, exam delivery, and organization of clinical opportunities.</p>			



Table #2. Scientific and Clinical Research

Scientific/Clinical Research			
Activity	Credit Value	Max per 2 years Reporting Cycle	Documentation Required
<p>Written articles/paper for publication in a peer reviewed journal</p> <ul style="list-style-type: none"> • Original research, primary or secondary author • Case report/study • Research article • Literature review • Systematic Review/Meta-Analysis • Editorial 	15	15	<ul style="list-style-type: none"> • Attach copy of article/paper or provide peer review feedback from journal
<p>Peer reviewing article(s)</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Proof of peer review
<p>Research participation</p> <ul style="list-style-type: none"> • Credit value allotted will be decided based on type of research participation/time dedicated to participation. • Must submit detailed outline of: <ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Detailed outline of what research participation was done by member • Any supporting documentation relevant to your research participation



Scientific/Clinical Research			
Activity	Credit Value	Max per 2 years Reporting Cycle	Documentation Required
Scientific poster <ul style="list-style-type: none"> • Relevant to profession. • For the purpose of conference display, university course, research fair, etc. 	5	10	<ul style="list-style-type: none"> • Attach copy of poster



Table #3. Profession Service

Professional Service			
Activity	Credit Value	Max per 2 years Reporting Cycle	Documentation Required
<p>Volunteer for a Provincial/ National/Professional Association</p> <ul style="list-style-type: none"> • 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 	<p>3/year</p> <p>5/year</p> <p>7/year</p>	20	<ul style="list-style-type: none"> • Proof of membership • Letter from Chair of Committee/Board
<p>Volunteer on a profession-related hospital committee</p> <ul style="list-style-type: none"> • Committee Member • Committee Chair • There are many regional, hospital/institutional based committees related to the MIRT profession that will allow MIRTTPs to earn CPD credits for volunteering (see Appendix A for examples) 	<p>2/year</p> <p>3/year</p>	12	<ul style="list-style-type: none"> • Proof of membership • Letter from President/Chair
<p>Attend a conference and/or annual general meeting (AGM)</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Proof of attendance • Certificate of attendance or sign in sheet



Table #4. Academic Activities

Academic Activities			
Activity	Credit Value	Max per 2 years Reporting Cycle	Documentation Required
<p>Development of an educational activity for use by others</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Copy of learning materials • Agenda • Website Link
<p>Lecturer/Conference Speaker</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Lecture notes • PPT • Conference program
<p>Item/Exam Writing/Review</p> <ul style="list-style-type: none"> • Participating in the process of exam/item writing or reviewing a pre-existing national exam. 	5	10	<ul style="list-style-type: none"> • Certificate/letter
<p>Accessing webinars, podcasts, videos, recorded seminars/lectures, LMS courses.</p>	30mins - 0.5 credits	15	<ul style="list-style-type: none"> • Link • Date/time



Academic Activities			
Activity	Credit Value	Max per 2 years Reporting Cycle	Documentation Required
Reading a peer reviewed journal article <ul style="list-style-type: none"> • Each journal article must be a minimum of 5 pages excluding abstract and reference list. • Must be published in last 5 years. 	1	5	<ul style="list-style-type: none"> • Copy of Article • Date/time • Article/author
Completing a 3 Credit Hour Equivalent Course <i>Provincial/ National /Professional Association</i> course.	15	15	<ul style="list-style-type: none"> • Proof of successful course completion • Documentation of course credit hours
Completing a <i>Provincial/ National/Professional Association</i> quick study course.	2	10	<ul style="list-style-type: none"> • Proof of successful course completion
Completing College/ University course <ul style="list-style-type: none"> • Course must be applicable to some aspect of your profession (e.g., a French course to better communicate with French patients. Taking a Gaelic course would not be similarly defensible). • Examples of other courses that may be applicable: <ul style="list-style-type: none"> ○ Leadership ○ Management ○ Cultural Diversity ○ Ethics ○ Working with Special Populations 	15	15	<ul style="list-style-type: none"> • Proof of successful course completion • Documentation of course credit hours
Initial completion of NSCMIRTP Jurisprudence Module (currently not available).	2	2	<ul style="list-style-type: none"> • Completion of quiz



THE CREDENTIALS COMMITTEE'S ROLE IN CPD REGULATION

The Credentials Committee carries several responsibilities related to the CPD program.

Audits: Is responsible for establishing and approving the audit process. Auditing takes place every two years. 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 (self-reflective statement).

Approval of CPD activities (that are not already pre-approved): The Credentials Committee establishes the rubric used to evaluate the submissions. It may take up to 4 weeks 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. NSCMIRTP will communicate changes to registrants via eblasts, townhalls, newsletters and website but it is up to the registrant to stay current regarding CPD changes and revisions.

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. Requests can be submitted prior to the closing date of a CPD cycle or during the audit process. 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

1. What is the current CPD cycle?

The current cycle runs from Nov 1st, 2022, to Oct 31st, 2024.

2. 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. Credits will be prorated for those that were not a registrant for the full cycle. Please see **the proration table** for details.

3. What if I start a credit in one CPD cycle but finish it in another?

This credit should be entered in the CPD cycle that the credit was finished in. The exception to this would be individuals that during the audit process in Nov and Dec are found to have inadequate number of credits. Credits completed to bring themselves into compliance with the CPD program will be counted in the prior cycle.

4. Do I have to get credits from each of the CPD sections?

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

5. 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 credits, 30 credits every two years. The aim of the CPD program is to ensure registrants remain current and engaged in practise regardless of whether they are full-time, part-time, or casual.

6. What about registrants on a Leave of Absence from work?

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

7. 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.



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

Yes, the CPD activities can be counted for both organizations. Note credit value is determined by each organization for their CPD programs therefore the credit value received for an activity may not be the same for both organizations.

9. If I need credits for more than one organization, do I need to keep separate records for each organization?

The NSCMIRTP requires you to submit an online portfolio of your CPD credits. You will need to check with the other organization's requirements whether you will also need to record your activities in a separate portfolio for them. Sonography Canada does not currently require you to submit a portfolio but does note that if you are selected for an audit with them, you would need to produce evidence of your learning activities.

10. How do I apply for credits for something that does not fit into one of the existing categories?

An **Application for CPD Credit Approval** along with any other applicable documents, can be completed and submitted to the Credentials Committee for consideration at info@nscmirtp.ca. This process must occur 4 weeks before the anticipated date of activity. If the application cannot be provided prior to 4 weeks, you are still encouraged to submit the application, but there is no guarantee of approval.

11. What percentage of registrants will be audited?

The auditing process will be performed on all non-complaint registrants and a random selection of up to 10% of registrants.



12. What happens when I get audited?

When you are selected to be audited, your CPD portfolio will be reviewed for completeness, supporting documents, appropriateness of reflective statements and currency. Please see full audit process in [CPD manual](#) for details.

13. How will I keep track of my activities?

Individuals will login to the registrant'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. For those that wish further instruction on how to use the platform please refer to the [webinar](#) on the College's [YouTube site](#).

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

Non-compliance means you will automatically be selected for audit. You will receive a short extension period to complete the required CPD credits. If a registrant is still non-compliant with the CPD program as of Dec 31, they will be blocked from renewing their registration and removed from the active registrant list on January 1 unless they have entered into a written agreement with the credentials committee to grant an extension. As a default, extensions past Dec 31 will not be granted, there must be evidence of extenuating circumstances.

15. What type of "proof" will be required for activities?

It is up to each registrant to keep any documentation (electronic or hard copies) pertaining to CPD activities. Not all activities will require verifiable proof. Many activities are difficult to provide this level of proof but still provide valuable learning. For example, you can provide a copy of a journal article that you read, but proof that you read it is more difficult. It is required that a minimum of 50% of CPD activities have verifiable proof such as a sign in sheet, signatures of students for preceptor hours, proof of course completion, quiz post LMS course etc.

16. How will I receive credit for my involvement with research activities or development of educational resources?

Credit value for research activities or development of education resources is dependent on the amount of work and time put into the activity and will differ depending on the specific project. [Rubrics](#) have been created that will be used by the College 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 to the CPD platform, so that appropriate credits can be given. Please see [Application for CPD Credit Approval](#).



APPENDIX A

For those that license part way through a reporting cycle the CPD platform will automatically prorate your number of credits required. For those that a licensed at the beginning of a cycle, then resign and reinstate later in the cycle your CPD credits will not automatically prorate. You will need to contact info@nscmirtp.ca and request to your credits prorated.

Prorated CPD Requirement	
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 B - Forms Related to CPD Program

APPLICATION FOR CPD CREDIT APPROVAL

For activities that do not have a defined credit such as participating/conducting research or development of an educational activity, the College has developed a [CPD application for assessment form](#). Please fill out the form and attach any supporting documentation and send to info@nscmirtp.ca for assessment.

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@nscmirtp.ca. The request must include the following information:

1. A detailed explanation of the reasons why they are unable to complete their CPD profile, for example health status, personal event etc.
2. The detailed plan and expected dates for completing their CPD credits.
3. Any other relevant information which could assist the Credentials Committee in its deliberations.
4. Payment of request for extension fee

REQUEST FOR RESEARCH OR DEVELOPING EDUCATIONAL ACTIVITY CREDIT ASSESSMENT

Given that each research project is variable in time span and involvement, credit value must be assessed on a case-by-case basis. Registrants should upload their information to the CPD platform under the correct tab. The activity will be assessed using the appropriate rubric and a decision communicated to the registrant.



APPLICATION FOR CPD CREDIT APPROVAL

Registrant's 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):

Complete details and supporting documentation provided by you will enable the Credentials Committee to make a timely decision. Please add any additional information to support your request.

COMMITTEE USE ONLY

Date:

Approval (Y/N):

of Credits:

Rationale for decision:



REQUEST FOR CPD SUBMISSION EXTENSION

Registrant's Name:

Professional Designation:

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

Please outline your detailed plan for earning CPD credits, including projected dates of completion should your request be approved:

Please provide any supporting documentation for this request (Medical/employer letters, etc.):

Complete details and supporting documentation provided by you will enable the Credentials Committee to make a timely decision. Please provide any additional information to support your request.

Please check this box as confirmation that you are aware your request for extension will not be reviewed until the required extension fee is paid. An electronic invoice, with payment instructions will be sent to you. A decision on extension will not be communicated until fees are paid.

COMMITTEE USE ONLY

Date:

Approval (Y/N):

Rationale for decision:



REQUEST FOR RESEARCH CREDIT ASSESSMENT

Registrant 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.):

Complete details and supporting documentation provided by you will enable the Credentials Committee to make a timely decision. Please provide any additional information to support your request.

COMMITTEE USE ONLY

Date:

Approval (Y/N):

of credits assigned:

Rationale for decision



APPENDIX C - EXAMPLE OF CPD PORTFOLIO

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

- No ability to volunteer on workplace/association/college committees.
- No opportunity to preceptor student
- No access to any employer LMS systems which offer free online courses.
- All credit must be at no financial cost.
- No ability to travel.
- No form of any hospital rounds/lunch and learns, etc., to attend.

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. 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 were located. 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. A few examples of other likely sources of CPD credits include, but are not limited to:

- Precepting students
- Lunch and learns.
- LMS courses
- Fall and Spring College Plenary Sessions
- NSCMIRTP AGMs
- NSCMIRTP YouTube page of webinars
- Vendor sponsored education covering technology/medication changes.
- Radiology research days
- Research activities that meet CPD requirements
- Peer Review processes associated with work.
- Virtual Atlantic conference

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 do not have to be. Credits can be earned anytime during the defined reporting period with at least 50% being verifiable. Items with an asterisk (*) under proof would be verifiable. In this example that would mean that 19 credits were verifiable and 11 were non-verifiable.

Date	Activities	Credit	Proof
November 2017	Read a journal article	1	Non verifiable
December 2017	Volunteered as Site Champion for NSCMIRTP for 2020	2	Letter from NSCMIRTP*
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 Sign in Sheet 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*



Date	Activities	Credit	Proof
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 NSCMIRTP for 2021	2	Letter from NSCMIRTP*
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	Sign in List *
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

College of Medical Radiation Technologists of Ontario. (2013). *CMRTO Quality Assurance Portfolio*. Toronto, Ontario.

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