

ADDITIONAL INFORMATION TO PROBATIONARY REGISTRANTS AND SUPERVISORS



March 2005

On behalf of the Supervised Practice Program (SPP) Committee and the MRT Board of Qld, I would like to welcome you "aboard". The Committee's aim is to ensure that on completion of your professional development year and your probationary conditions are lifted, you are able to practice independently in a safe and professional manner. I would ask that you take the time to thoroughly read this newsletter as it contains important information to assist you in meeting the requirements of the SPP. I would also like to point out that it is now the policy of the committee to undertake random audits throughout the year to ensure compliance with the SPP. We are also here to provide advice should you have any difficulties with meeting the requirements of the program.

Enjoy your year.
John Andersen
(Chairperson, Supervised Practice Program Committee)

Registration

It is critical to your period on the Supervised Practice Program that you do the following in relation to your registration with the Medical Radiation Technologists Board:

- Check that you are correctly registered with the Board. This can be done at anytime by doing a register search on the Board's website www.mrtboard.qld.gov.au Then click public access link
- Complete and forward to the Board a Form 501a (which lists your place of work and your primary Supervisor) to the Board within 28 days of commencing work.
- After you receive your Degree certificate at your graduation ceremony, forward a certified copy of this certificate to the Board (A certified copy is a copy certified by a Justice of the Peace, Commissioner for Declarations as a true copy of the original document.) so that your provisional registration status can be removed.

- Advise the Board immediately of any change of address so registration information and newsletters can be sent to you. Remember, if you change your workplace during your SPP, you must notify the Board and submit the appropriate documents.
- Renew your registration for 2005-06 when you receive the notice in May 2005. This must be completed and signed and sent with the appropriate fees to arrive at the Board's Office by 30 June 2005.

Progress and Final Reports

Halfway through your Supervised Practice Program (June 2005 for most of you), the Board will send out a Progress Report. This report should be fully and honestly completed by your Supervisor and yourself and forwarded within 28 days of receipt to the Board.

Towards the end of your Supervised Practice Program (December 2005 for most of you) the Board will send a Final Report for completion by your Supervisor and yourself. This should be forwarded by the date stated in the accompanying letter along with the application and fee for the removal of your Probationary conditions as soon as your Supervised Practice Program is completed.

Copies of these 2 reports are attached for the perusal and understanding of both yourself and your Supervisor.

Competencies

To be eligible to complete your Supervised Practice Program there are certain mandatory and optional competencies which must be met. These may be found in the Medical Radiation Technologist Registration Regulation 2002 www.legislation.qld.gov.au which you should read. An explanation of some of the Board's policies in relation to these regulations follows. It is very important that you discuss and clarify these matters with your Supervisor. Some Probationary Registrants may need to spend periods at other practices to achieve some of these competencies.

Board / SPP Committee Policies and Definitions

These are terms which appear in the progress and final reports and need explanation:

Medical Imaging Technology:

Trauma, Mobiles and Theatre - will be conducted over a minimum of 10 weeks with no less than 3 weeks spent on any one area.

Theatre Radiography – A range of Radiographic or fluoroscopic examinations carried out in a perioperative environment usually using mobile image intensifier equipment. Management of Radiation Safety principles will be required as formal radiation safety structures may not exist e.g. lead lined walls.

Mobile Radiography – A range of radiographic or fluoroscopic examinations conducted outside the Medical Imaging Department, usually on hospital wards. Management of radiation safety principles will be required as formal radiation safety structures may not exist e.g.: lead lined walls.

Trauma Radiography – is a range of imaging examinations for acute trauma which must include examinations of non – ambulatory patients with significant injuries or medical conditions. The production of such Diagnostic Images would require the adaptation of normal imaging techniques.

Radiation Therapy:

Planning

Planning in Radiation Therapy must be conducted for a total of 3 months during the Supervised Practice Program. *It is policy that a minimum of four weeks must be spent in planning in each of the 24 week periods which are reported on.*

Brachytherapy

It was agreed that this is a specialist procedure and should be removed from the Regulations. However until that is done, participants of the SPP must observe at least one procedure including the

planning and radiation safety aspects to gain a knowledge and understanding of that procedure.

Nuclear Medicine Technology:

Therapeutic Procedures

The practice of therapeutic procedures means dose preparation and calibration and assisting with or observing the administration of the therapy by a licensed Nuclear Physician. Note: the *Radiation Safety Act 1999* do not allow for technologists to administer therapeutic doses of radiopharmaceuticals.

All SPP Participants:

Observation

The probationary registrant must attend a procedure a number of times to observe and gain knowledge and an understanding of the procedure. This observation period shall be determined by the primary supervisor.

Assist with

The probationary registrant must attend a procedure and participate in this procedure under direct supervision to gain a knowledge and understanding as determined by the primary supervisor.

Practicing Alone

Crown Law advice on this issue received late in 2003 was implemented with the 2004 SPP participants. On call and shift work will be permitted after the Board endorses your Supervisor's signed declaration on the Progress Report form. This declaration can be delayed according to the supervisor's judgment. Access to a supervisor somewhere in the practice whilst on call or working shifts is required.

Incomplete Report Forms

Any Progress and Final Reports which are incomplete will be returned to the Probationary Registrant and Supervisor to amend. If this occurs at the completion of your 48 weeks on the Supervised Practice Program it will delay the removal of your Probationary Conditions which in turn may delay the next intake of Probationary Registrants at that practice.

Absences

Absences in excess of 28 days from the Supervised Practice Program should be advised

in writing to the Board. This will allow the Board to amend its records and keep reporting dates accurate.

Research and Development

The Board's policy actively encourages the probationary registrant to participate in activities such as:

- Staff in-service training available at your practice
- Clinical case study, which has been researched by probationary registrant, and presented to fellow staff
- Clinical research where available
- Professional education seminars
- Journal club

Auditing documentation and processes practices

Audits will take place as practices seek accreditation or renew accreditation with the Board. These will take the form of a telephone audit and possibly a site visit. Documentation which must be kept by practices in relation to this audit process includes:

- Audit of rosters (12 months)
- Evidence of off site visits where probationary registrant is to gain exposure to procedures not available at the original practice.
- Evidence of research and development.

SUPERVISED PRACTICE PROGRAM COMMITTEE

There have been some criticisms presented to the MRT Board that the Supervised Practice Program Committee is not qualified to run and monitor the Supervised Practice Program and this is best done by the relevant professional bodies. The makeup of the SPP Committee is such that it includes both Public and Private Sector representatives and includes members both of the Board (4) and non Board members (4) who are representatives. The 9 member Committee have all had extensive professional experience and they are responsible for developing and maintaining the Supervised Practice Program on behalf of the Board.

Supervised Practice Committee Members:

Board Members

Committee Chairperson - Mr John Andersen
Board Chairperson - Mr Wayne Nuss
Board member – Ms Jennie Baxter
Board member - Ms Catherine McHenry

Industry Representatives

Ms Gilda Brieffies
Ms Francesca Holloway
Mr Dominic Kennedy
Mr Tim Way
Ms Melinda Wilson

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