

2022



# ASMIRT

## Guidelines

**CPD APPROVED - ENDORSEMENT GUIDELINES**

*Your profession. Your future.*

Australian Society of Medical Imaging and Radiation Therapy  
Contact us at [info@asmirt.org](mailto:info@asmirt.org) or call us on +61 3 9419 3336

[asmirt.org](http://asmirt.org)



## ASMIRT CPD Approved – Endorsement Guidelines

Planning an event that you think will be beneficial to the continuing professional development (CPD) of medical radiation practitioners?

Apply now to have your CPD Approved, ASMIRT’s quality endorsement!

ASMIRT’s key goal is to provide medical radiation practitioners with every opportunity to take part in high quality courses, activities, and events of professional significance to meet their ongoing learning and career needs as well as fulfill mandatory CPD requirements. If you, your workplace, or organisation are running an event that you feel would be of value to medical radiation practitioners, consider applying for an ASMIRT CPD endorsement. Give your participants the assurance that they are attending a quality CPD event.

### **1. ASMIRT CPD Approved Endorsement**

ASMIRT provides a CPD endorsement whereby organisations seek approval for specific professional development activities. An endorsement can be granted to a training provider, organisation, clinical practice/department, or hospital once a CPD activity has been assessed and successfully approved by the ASMIRT. The approval process is a rigorous review to ensure quality educational content is provided, along with learning outcomes of the CPD activity. This process also ensures that the learning activity is designed to meet sound adult learning principles. CPD activities that are planned and implemented according to these processes are likely to result in positive learning experiences for the participant.

These guidelines are provided to assist in the successful application for CPD endorsement.

### **2. Benefits**

- An event or program that has been approved by ASMIRT has demonstrated that the educational content meets the Society’s stringent continuing professional development (CPD) high quality standards via an independent, peer-review process.
- Approved use of the ASMIRT “CPD Approved” logo in relevant promotional material.
- Supports participants to achieve their mandatory CPD regulation requirements.
- Provides a streamlined process to record participant attendance, issuance of attendance certificates and lodgement of CPD documentation.
- Participants are assured that they are attending a quality CPD event.

### **3. ASMIRT Definition of CPD**

“Continuing Professional Development is the ongoing maintenance and growth of professional excellence through participation in lifelong learning activities, and reflection on clinical practice, which are planned and implemented to achieve this for the benefit of participants, patients and the public.”





#### 4. Types of Endorsements

There are 3 categories of endorsement available:

- **Affiliate** – An affiliate category denotes an organisation that is officially connected to ASMIRT, for example a State Branch, or other organisation that has been granted this association.
- **Clinical** - A clinical category represents any public hospital or private practice.
- **Corporate** – A corporate category includes private education providers, corporate organisations and/or original equipment manufacturers (OEM).

Each category has 2 options for CPD Approval:

- **Option 1 – Single – Single event or Single Annual CPD program (In-service)**  
Used for single one-off event or a single CPD program that is run over a year. The CPD program is a recurring in-service/staff education CPD program.
- **Option 2 – Multiple – Multiple Education Activities**  
This upgraded option includes unlimited multiple CPD activities over a full year, which may include but is not limited to, a CPD program (in-service), journal clubs, seminars, workshops, user groups, multi-disciplinary meetings, applications training, within one Approved applicant.

#### 5. Fee Structure

The CPD Approval fees are listed in the table below. The fee covers the cost of assessment and administration associated with the endorsement. The fee is payable upon successful endorsement of an activity.

CPD Approval Type	Fee 2022/2023 (Includes GST)
Affiliate - all	Free
Clinical - Single	\$404
Clinical - Multiple	\$726
Corporate - Single	\$807
Corporate - Multiple	\$1,535

#### 6. ASMIRT CPD Approval Endorsement Process

Applications for CPD Approval can be made by forwarding a completed application form along with supporting documentation to the CPD Team for review at [cpd@asmirt.org](mailto:cpd@asmirt.org). The application form is available from the ASMIRT website [www.asmirt.org/cpd/](http://www.asmirt.org/cpd/). Ensure all requirements are complete and attachments included. Incomplete applications will not be reviewed.





## 7. Application Processing Time

The processing time for CPD Approval is fifteen working days from receipt of the completed application form. Therefore, it is imperative that all applications are received well in advance of a planned event to allow sufficient time for the approval process.

## 8. Successful Applications

Upon successful application and payment of issued invoice (if applicable), approved applicants will be issued an Endorsement Activity code for each approved CPD activity and provided the official CPD Approved Logo. These can be used when advertising events or programs and displayed on the certificate of attendance. An applicant that is not in receipt of a current ASMIRT CPD Approval cannot use an Endorsement Activity code or logo.

Each Approved CPD activity will be allocated to one of the following ASMIRT CPD categories:

- Self-Directed Learning
- Professional Activity/ Organised Program
- Skill Development/ Workplace Learning
- Conferences & Meetings
- Audit & QA
- Writing
- Formal Education
- Research & Publications
- Other

The granting of a CPD Approved endorsement means that the Approved applicant has agreed to assess the program through methods such as feedback surveys or discussion forums and to provide participants with the learning outcomes and outline of the program, as well as any other appropriate educational materials.

An email of successful approval will be sent to each Approved applicant contact person and will contain the following information:

- CPD Activity Approval details such as title, endorsement activity code, and category.
- Official CPD Approved logo.
- Certificate of Attendance template.
- Attendance form.

The assigned contact person is required to ensure that:

- CPD activity outlines, aims, objectives and outcomes are provided to each participant.
- The activity is conducted in accordance with the approved CPD activity design form with the speaker indicated in the Approved application.
- Each participant must be issued evidence of their involvement in the CPD Activity via an electronic "Certificate of Attendance/Participation/Completion".
- The certificate must contain the following information: participant's name, Activity Title, Activity Code, and duration of activity in hours.



- A record of all participants is kept for four years following the activity.
- An evaluation of the event or activity is conducted in the form of a survey or an open discussion forum. Relevant suggestions made during this process need to be taken into consideration when future events are conducted.

## 9. Renewal of CPD Approval

CPD Approval is granted for a 12-month period, with the endorsement year 1<sup>st</sup> July to 30<sup>th</sup> June. Documentation relating to the renewal of all annual Approvals will be sent to the designated contact person approximately two months prior to the expiry date of the Approval. Any updates, changes, additions, or removal of activities to the submitted application will need to be forwarded to the CPD team at [cpd@asmirt.org](mailto:cpd@asmirt.org) before the Approval renewal can be finalised.

## 10. The ASMIRT CPD Approved Logo

The logo will be supplied upon successful application approval. The logo must be used in full without modification. The Approved applicant must make every attempt to ensure the logo is clear and professional. The logo will be supplied as a JPEG file. The Approved applicant is authorised to use the ASMIRT CPD Approved logo in relation to the promotion and advertising, certificates of attendance, and material for the Approved activity only.



## 11. Record Keeping

It is the responsibility of the contact person to retain a record of all Approved CPD activities including the following:

- List of attendance.
- Bios of presenters.
- CPD activity materials (including activity feedback and assessments).
- Copies of certificate of attendance template.

Documentation must be kept for four (4) years.

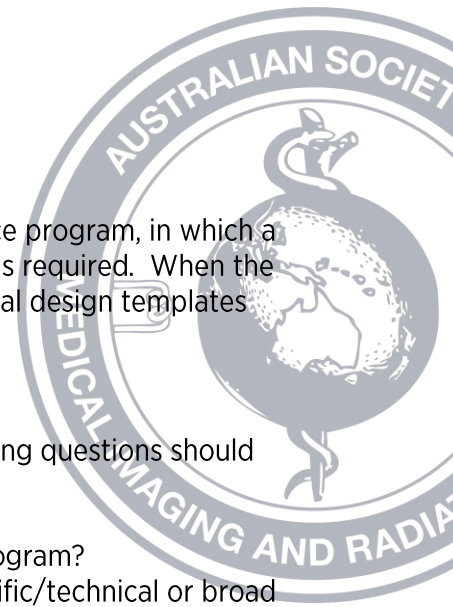
## 12. Audit

The ASMIRT CPD Team will perform random reviews on endorsed activities to ensure the quality of ASMIRT's CPD Approval. Through an audit, the ASMIRT will ensure that the Approved applicant is adhering to the terms and conditions as agreed in the application, and that the description of the intended activities proposed in the application remain accurate.

If an Approved applicant is found to be non-compliant with the terms and conditions, the matter will be escalated as appropriate.







### 13. CPD Approved Activity Design Template

When applying for a single annual CPD program, such as a staff in-service program, in which a series of activities are to be run throughout the year, only one template is required. When the multiple education activities option for CPD Approval is sought, additional design templates must be completed for each activity and submitted with the application.

#### Activity Aims

The aim is what you hope to achieve by running the activity. The following questions should be considered when writing your aim(s).

- What is the aim of the activity/program?
- What needs/issues are you planning to address in the activity/program?
- Are you planning to provide participants with new/updated/specific/technical or broad information?
- Are you providing opportunities for participants to develop new skills?

#### Learning Objectives

Learning objectives describe a) what the participant will or could expect to gain from attending or participating in the CPD activity; and b) how participants can apply the knowledge. Learning objectives should be clearly stated and available to participants of all CPD activities.

Learning objectives offer the following:

- An identifiable and measurable outcome of the activity
- A guide for the planning and delivery of the activity for the presenter(s)
- A metric for evaluation

Learning objectives should be written in action-orientated terms with the learner's development needs firmly in mind. A learning objective should:

- Include a measurable verb (e.g., describe, design, assess, apply, explain, analyse)
- Focus on the learner

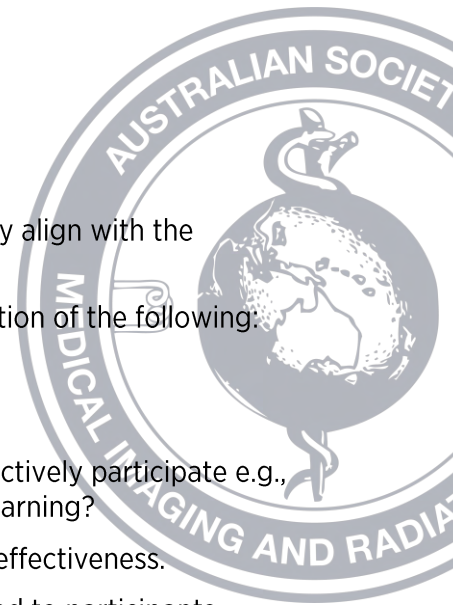
The following are common errors made in writing learning objectives:

- Simply listing topics that will be covered
- Using non-measurable verbs (e.g., understand, gain awareness)
- Not focusing on the learner (e.g., the presenter will provide . . .)

#### Additional CPD Activity Details – Program Outline

Providing a program outline and any other additional CPD activity details is important because it assists the ASMIRT determine how well the program is designed and the topics that will be covered in presentations and ultimately the quality of the CPD activity. A program outline should be provided for all CPD activities that are requested for CPD approval.





## 14. Quality Checklist

The ASMIRT assesses CPD activities and programs according to how they align with the requirements of these guidelines and those embodied in the CPD Policy.

The assessment of the application involves a rigorous review and evaluation of the following:

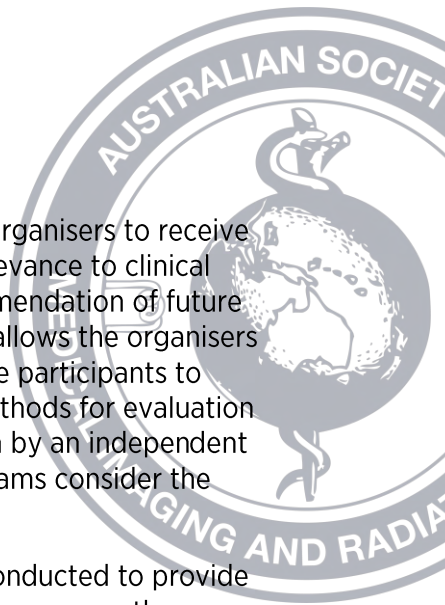
- Learning aims and objectives have been clearly identified.
- The content is current and developed by subject matter experts.
- Does the activity involve interaction and provide opportunities to actively participate e.g., role plays, discussion, peer-to-peer, case studies etc, to reinforce learning?
- Participant feedback is elicited to rate the activity and improve its effectiveness.
- Evidence of participation, i.e. certificates of attendance, are provided to participants.

To assist the applicant to check the quality of the proposed CPD activity, and that it will meet the ASMIRT definition of CPD, it is strongly advised to complete the following checklist prior to submitting your application.

### CPD Activity Checklist

Category	Question
Ongoing	1. Is the proposed activity post-basic in nature?
	2. Is it a 'back to basics' activity?
	3. Will this activity lead to another?
	4. Will this activity encourage the participant to undertake further programs?
	5. Will this activity provide the participant with the skills to undertake another program?
	6. Will this activity enhance the receptivity of participants to lifelong learning?
Maintenance	7. Is the activity designed to consolidate a practitioner's current technical knowledge and skills?
	8. Is the activity designed to consolidate a practitioner's patient related skills?
Growth	9. Does the activity lead to the development of new professional skills?
	10. Does the activity lead to the development of new attitudes?
	11. Does the activity enable the participant to engage in research?
Professional Excellence	12. Does the activity assist the participant to achieve their potential?
	13. Does the activity motivate the participant to seek continual improvement?
Participation in learning activities	14. Does this activity require more of the participant than a mere presence?
	15. Is the activity structured to actively involve the participant?
	16. Is the activity more learner centred than teacher centred?
Planned learning activities	17. Is the activity designed to promote learning for the participants?
	18. Is there an outline of the program?
	19. Are the content and activities associated with this activity evaluated?
Implemented learning activities	20. Is the activity delivered in such a way that it best promotes learning?
Benefits to the participant	21. Does the activity offer useful skills/knowledge to the participant?
	22. Will this activity contribute to a love of lifelong learning for the participant?
	23. Does participation in the activity constitute evidence of accountability?
	24. Does this activity assist the participant to appraise their learning needs?
Benefits to patients	25. Will the activity produce skills in the participant, which will benefit patients?
	26. Will the activity produce knowledge in the participant, which will benefit patients?
	27. Will the activity produce attitudes in the participant, which will benefit patients?
	28. Will the activity result in improved patient care outcomes?
Benefits to the public	29. Does the activity contribute to the reduction of radiation doses to the public?
	30. Does the activity contribute to the reduction of cost associated with the delivery of medical diagnosis or treatment?
	31. Does the activity contribute to the body of knowledge, which constitutes radiation science?





## 15. Evaluation of the Approved CPD Activity

Evaluation of Approved CPD activities is very important as it allows the organisers to receive feedback on several areas such as topic relevance, quality of speaker, relevance to clinical application, and length of presentation as well as allowing for the recommendation of future relevant topics by the participants. Regular evaluation of CPD activities allows the organisers to make changes based on the feedback and the recommendations of the participants to improve the quality of the program and its clinical relevance. Several methods for evaluation exist such as, participant surveys, regular group discussions or evaluation by an independent person. It is recommended that the organisers of CPD activities or programs consider the method/s of evaluation when they establish the program.

For single one-off event it is recommended that a participant survey is conducted to provide valuable feedback for future events. In the case of ongoing, annual CPD programs, the organiser should consider regular group discussions regarding the presentations and conduct six monthly surveys.

## 16. Approved Applicant Contact Details

It is the Approved applicant's responsibility to ensure that contact details remain current. To amend contact details for any changes to the contact person, telephone numbers or email address please inform the CPD Administration Officer at [cpd@asmirt.org](mailto:cpd@asmirt.org).

## 17. Help

Further assistance and information can be obtained from the ASMIRT CPD Team:

Telephone: (03) 9419 3336

Email: [cpd@asmirt.org](mailto:cpd@asmirt.org)

## Disclaimer

The ASMIRT CPD Approval decision will be final, and no correspondence will be entered into. ASMIRT does not accept appeals to its decision.

