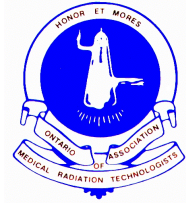




# CAMRT CERTIFICATION PROCESS



The Canadian health care system is characterised by its extensive use of technology in virtually every dimension of patient care. Historically, the certification process administered by the Canadian Association of Medical Radiation Technologists (CAMRT) has required a high level of knowledge of the operational concepts and principles related to the various technologies used in diagnostic imaging and cancer treatment. The certification process has also required a solid grounding in other domains of knowledge applicable to the four Disciplines of Magnetic Resonance, Nuclear Medicine, Radiation Therapy and Radiological Technology. Committees of experienced practitioners have established the level of knowledge, skills and ability required by certification candidates over the years. Committee Members are fully aware of the knowledge, skills and abilities (ie., the “competencies”) required to practice safely and competently in entry-level positions in the Disciplines served by the Association. These competencies are evaluated by a written examination based on a nationally validated competency profile. On-going review of the scope and level of skills required for safe and competent practice enables the CAMRT to up-date the competency profiles as required.

The provision of health care services requires an adequate base of knowledge, intellectual skills, and proficiency in a wide range of tasks and procedures performed in a clinical setting. As part of their education, Canadian Students are required to perform Discipline-specific procedures under the supervision of Clinical Instructors. The educational program attests to the competence of the candidate in the *Summary of Clinical Competence*. This document, like the competency profile(s), is based on a nationally validated survey. The Summary of Clinical Competence is further supported by program documentation. This component of the certification process complements the written examination to ensure the readiness of Canadian Students to work safely and competently in their chosen Discipline.

## THE CAMRT CERTIFICATION PROCESS

### 1. BEFORE THE EXAMINATION

#### a. Eligibility for Examination

##### Nuclear Medicine / Radiation Therapy / Radiological Technology

To be eligible to write the CAMRT certification examination, each initial candidate must:

- i. Successfully complete an accredited education program;
- ii. Be registered with a provincial Association of Medical Radiation Technologists

##### Magnetic Resonance

To be eligible to write the MR examination, each candidate must:

- i. Hold one of the following Canadian designations: RTNM, RTT, RTR, or hold the designation of RDMS
- ii. Have attained during the three (3) years immediately prior to applying for the exam
  - at least 1 year full-time equivalent work experience (clinical scanning) in MR,
  - or
  - successful completion of an approved Canadian MR training program which is deemed comparable to the work experience criteria.

The work experience/educational criteria must be met **before the examination date**.

***As of January 2003, eligibility for examination will be successful completion of a CAMRT approved MR training program ONLY; work experience will no longer be accepted.***

Further information may be obtained from the CAMRT Web Site: [www.camrt.ca](http://www.camrt.ca)

**b. How to Apply for Examination**

The application form must be completed and submitted to the CAMRT with the examination fee and postmarked **no later than ninety (90) days** before the date of the examination. Applications post-marked after this date will be charged a late fee; or may not be accepted for the current sitting and would be transferred to the next. It is recommended that the application be sent by a secure method, such as **registered mail or courier**.

The examination fee may be submitted by cheque, money order, VISA or MasterCard, and made payable to the CAMRT. A non-refundable administration fee will be applied to the withdrawal or cancellation of an examination application.

**c. Application Acknowledgement**

Within TWO to THREE weeks of the application due date, the CAMRT will mail a "Letter of Acknowledgement" to the candidate. The letter will indicate whether the application is complete or if certain requirements are outstanding. (Outstanding application requirements may lead to ineligibility for examination.) If the candidate does not receive the acknowledgement letter within four (4) weeks of the due date, the candidate should contact the CAMRT Office.

When all requirements are met, a "Notice of Examination" will be sent to each candidate. The candidate should receive the notice approximately ten to fifteen (10-15) days prior to the examination date.

If all application requirements are not met, a notice of ineligibility will be sent indicating the outstanding requirements. The candidate should receive the notice approximately fifteen (15) days prior to the examination date at which time the next examination opportunity will be identified. A candidate whose application has not been accepted may initiate an appeal by contacting the CAMRT. Appeals initiated by telephone must be confirmed in writing.

**d. Verification of Program Completion and Provincial Registration**

*(Not applicable for MR candidates applying under "work experience" in 2002)*

1. To ensure candidates have successfully completed their educational program prior to the certification examinations, the CAMRT requires written verification of program completion. (Evidence of successful completion includes an official statement of program completion or program equivalence signed by the Program Head or school Registrar.) The verification must be received at the CAMRT Office within seven (7) calendar days after the certification examinations. Failure to meet this requirement will result in disqualification of the candidate, thereby rendering the examination result null and void.

*(Not applicable for MR candidates, as they must be certified in another Discipline)*

2. Four months prior to the examination date, the CAMRT will request from Provincial Offices a list of all Student Members.

e. **Withdrawal / Transfer / Cancellation Procedures**

1. **Withdraw / Cancel:** A candidate is required to attend the examination sitting for which application has been made. Requests to withdraw or cancel must be made in writing no later than four (4) weeks prior to examination, whereby, the examination fee, less the administration fee, will be refunded. Thereafter, the entire fee is forfeited.
2. **Transfer - Sitting:** Candidates will be allowed **one** free transfer of their application and fee to the next sitting. Thereafter, candidates will be charged a "sitting transfer" administration fee.
3. **"No-Show":** Candidates will forfeit the complete examination fee unless a letter is submitted supporting medical or compassionate reasons. This supporting letter must be received at the CAMRT Office within thirty (30) days following the examination date, at which time a request for refund will be assessed by the CAMRT Director of Education.
4. **Ineligible:** Candidates who have not met all eligibility criteria may request a refund of their examination fee or a transfer to the next available examination sitting. The applicable administrative fee will apply.

f. **Examination Dates**

Examinations shall be scheduled on Tuesday during the months of January, May and September. The dates on which the examinations occur shall be established by the CAMRT and published a minimum of three (3) years in advance.

g. **Writing of Examinations**

Candidates are required to write the examination in its entirety (parts A and B) in their Discipline. The exam has a total duration of six (6) hours, three (3) hours per part.

Candidates requiring "*Special Aids*" in order to write the examination must submit their requirements with their application (for approval by the Committee on Education). These aids would then be included in the candidate's examination package or made available at the exam site. Please contact the CAMRT for more information.

*Nuclear Medicine / Radiation Therapy / Radiological Technology*

A candidate must successfully complete the examination in a maximum of three (3) sittings (initial writing plus two rewrites) within two (2) years of completion of an accredited educational program.

*Magnetic Resonance*

A candidate must successfully complete the examination in a maximum of three (3) sittings (initial writing plus two rewrites) within three (3) years of completion of their first write.

h. **Examination Writing Centres**

1. A candidate must produce the "Notice of Examination" upon arrival at the examination centre.

2. Identification, including both a photograph and signature, must be produced upon request (eg. Driver's Licence, Passport).
3. A list of exam centres is provided on the application form.

i. **Modifications to Submitted Applications**

1. **Change of name and/or Address:** It is the responsibility of the candidate to notify the CAMRT of any change of name and/or address prior to the release of examination results and the mailing of certification diplomas.
2. **Change of Examination Centre:** Candidates wishing to change the examination centre indicated on their application forms must submit a written request to the CAMRT Office at least six (6) weeks prior to the examination date. A "centre transfer" administrative fee will apply.

2. **AFTER THE EXAMINATION**

a. **Criteria for Certification**

1. The candidate must achieve a score at or above the established "standard" or pass mark on the total examination (parts A and B combined). CAMRT sets the passing score for each certification exam by convening a panel of Discipline specific experts from across Canada (ie. The Committees on Education). The Committees include educators, experienced practitioners, and administrators. The passing score for each respective certification exam represents the acceptable performance expected of an entry-level practitioner.

In addition to the expert ratings, a variety of relevant data is carefully considered to ensure the standard (passing score) candidates will be required to achieve on the examination is fair and valid.

Candidates' total examinations core will be compared against the established passing score. If your score is equal to or higher than the passing score, you will receive a "pass" result. If your score is lower than the passing score, you will receive a "fail" result.

**Candidates examination results are NOT released by phone, fax or e-mail.**

2. Submit a completed "Summary of Clinical Competence" approved by the COE. *(Not applicable for MR candidates applying under "work experience")*

**NOTE:** Submitted Summaries of Clinical Competence of successful candidates will be held at CAMRT Office for three months, after which they will be destroyed. Summaries will be returned to successful candidates who submit a written request. (The summaries of Clinical Competence of unsuccessful candidates will be held at CAMRT Office indefinitely.)

b. **Date of Certification**

The date of examination will appear on the CAMRT diploma, provided all certification criteria are met. Otherwise, the diploma will be dated when all outstanding requirements are fulfilled.

c. **Registration with the CAMRT**

Upon successful completion of the certification requirements, the Technologist or Therapist then has the privilege of appending the appropriate Discipline specific professional designation to their name, ie. Registered Technologist, Magnetic Resonance, RTMR; Registered Technologist, Nuclear Medicine, RTNM; Registered Radiation Therapist, RTT; Registered Technologist, Radiological Technology, RTR.

They may also apply to their Provincial Member Association for Membership, thereby automatically become Members of the CAMRT. Registration is renewable annually through Provincial Member Associations upon payment of fees as determined by the Board of Directors.

d. **Examination Analysis**

Candidates who are unsuccessful on the certification examination will receive individual analysis on areas of weakness.

Although the examination scoring process for unsuccessful candidates is automatically reviewed and rechecked for accuracy, candidates may request to have their examinations remarked. The request for remark must be made in writing and sent to the CAMRT Office within ninety (90) days following the examination date.

e. **Rewrite Procedures**

1. Unsuccessful candidates may apply to the CAMRT to rewrite the examination by submitting a rewrite application and examination fee.

A completed rewrite application form and examination fee must be submitted to CAMRT and postmarked no later than sixty (60) days before the date of examination. Applications postmarked after this date will be charged a late fee; or may not be accepted for the current sitting and would be transferred to the next. It is recommended that the application be sent by a secure method, such as **registered mail or courier**. The examination fee may be submitted by cheque, money order, VISA or MasterCard, and made payable to the CAMRT.

2. When rewriting, a candidate must write the exam in its entirety (ie. The total exam, parts A and B).
3. Within TWO to THREE weeks of the application due date, the CAMRT will mail a "Letter of Acknowledgement" to the candidate. The letter will indicate whether the application is complete or if certain requirements are outstanding. (Outstanding application requirements may lead to ineligibility for examination.) If the applicant does not receive the acknowledgement letter within four (4) weeks of the due date, the applicant should contact the CAMRT Office.
4. When all applications have been received and all requirements are met, a "Notice of Examination" will be sent to each candidate. The candidate should receive the notice approximately ten to fifteen (10-15) days prior to the examination date.

If all application requirements are not met, a notice of ineligibility will be sent indicating the outstanding requirements. The candidate should receive the notice approximately ten to fifteen (10-15) days prior to the examination date. If

applicable, the next examination opportunity will be identified.

5. *Nuclear medicine / Radiation Tehrapy / Radiological Technology*

A candidate failing to successfully complete the examination in a maximum of three (3) sittings (initial writing plus two rewrites) within two (2) years of completion of an accredited educational program, must apply to an accredited program for remedial studies. The Committee on Education must approve this course of studies.

*Magnetic Resonance*

A candidate must successfully complete the examination in a maximum of three (3) sittings (initial writing plus two rewrites) within (3) years of completion of their first write.

6. Credit for the examination and/or the "Summary of Clinical Competence" may be applied towards Certification only in the three-year period Following successful completion of the initial educational program.

## EDUCATIONAL PROGRAM ACCREDITATION

### What is Accreditation?

Accreditation is a non-governmental, peer review process administered by the Canadian Medical Association (CMA). The accreditation process measures educational programs against predetermined national standards. It provides a professional judgement about the quality of the educational program and encourages continued improvement. It also indicates to the public that accredited educational programs produce graduates who can function at the required level of competence.

### Functions of Accreditation

Accreditation serves many important functions. As a Student, you should know that these functions:

1. Help maintain national standards of education and ensure adequate preparation of graduates;
2. Provide some assurance for Students about the quality of an educational program;
3. Provide an external audit for educational programs, as a complement to program self-evaluation;
4. Assure the educational community and the general public that an institution or program has clearly defined and appropriate objectives and is achieving them;
5. Promote portability of qualifications through the provision of nationally-accredited programs.

The quality of health care is affected by the competence of those providing it; the competence of health care personnel is, in turn, affected by the quality of the educational preparation they receive. By maintaining national educational standards, accreditation assists in maintaining high quality health care for the public.

As part of the accreditation process, educational programs review their goals, activities and achievements, receive the expert opinions and suggestions of a visiting survey team and decide on appropriate action on recommendations from the accrediting body. Since the external review occurs periodically, accredited institutions are requested to maintain continuous program self-evaluation and

develop internal mechanisms for program improvement.

### **Historical Context of the Conjoint Accreditation Process**

The CMA has been involved in the accreditation of educational programs for health science personnel since 1938, when the Association set up a special committee to approve schools for Medical Laboratory Technologists in Canada. Due to the implications of the rapidly advancing use of technology for patient care, the CMA established a process to develop and maintain national standards for the education of Technologists who work closely with physicians. The intent of this process was to contribute to the education of competent personnel and therefore, provide added protection for patients everywhere.

The CMA has continued to coordinate a national conjoint accreditation process for educational programs in several allied medical Disciplines. In the 1950s, accreditation of programs for Radiological Technologists was introduced; programs for Respiratory Therapists and Nuclear Medicine Technologists were added in the late 1960s and early 1970s respectively.

### **The Conjoint Accreditation Process**

Conjoint accreditation is a collaborative process that brings together representatives from the medical profession, a variety of health services and health technologies, and the educational system. It sets minimum requirements for education programs in the health professions and evaluates individual programs against these standards.

The term "Conjoint" refers to the cooperative nature of accreditation, a partnership which exists both in the groups which establish the national accreditation requirements and in the survey teams which conduct the onsite surveys for review and assessment. At present, 33 national organizations, societies and groups participate in the conjoint accreditation process.

The accreditation process currently applies to designated health science professions (allied medical Disciplines), such as:

Cardiology Technology	Nuclear Medicine
Cardiovascular Perfusion	Ophthalmic Medical Assisting Technology
Clinical Genetics	Orthoptics
Cytotechnology	Paramedicine
Diagnostic Ultrasound Technology	Radiation Therapy
Magnetic Resonance	Radiological Technology
Medical Laboratory Technology	Respiratory Therapy

Each accredited Discipline falls under the auspices of a Conjoint Committee. There are four such Committees. These Committees set accreditation requirements, review applications for accreditation from programs, review survey reports and make the final decision on the accreditation status of individual education programs.

Programs of the Disciplines of the CAMRT fall under the auspices of the Conjoint Committee of Diagnostic Imaging and Medical Radiation Technologies. This Committee is made up of representatives of the appropriate groups of Physicians, Technologists and Educators, as well as a Medical Physicist and a Hospital Association Representative. The Conjoint Committee meets at least once per year.

The surveyors, who carry out the on-site evaluations so important to accreditation, represent the partners on the Conjoint Committees. Generally, each survey team consists of a Professional Educator (faculty or administration), experienced Practitioners in the occupation involved, (ie. The CAMRT) and Members of the appropriate Medical Discipline.

Accreditation is not a one-time procedure. To maintain accreditation, a program must undergo periodic re-evaluation for continued adherence to the national accreditation requirements. This re-evaluation involves regular surveys, usually scheduled every six years.

A national Conjoint Accreditation Process has several advantages. It provides a broad, impartial forum and offers educational programs access to a nation wide wealth of expertise and experience. It also provides you, the program graduate, with access to national certification examinations and, therefore, a national employment market.