

**MEDICAL IMAGING ADVISORY
PANEL 2**

**GUIDELINES FOR APPLICATIONS FOR THE
ADVANCED BREAST IMAGING CERTIFICATE
(updated Oct 2008)¹**

The Advanced Breast Imaging Certificate (ABIC) is a permanent award in recognition of outstanding professional contribution in the specialty area of breast imaging². Radiographers must demonstrate a significant commitment to the specialised field of breast imaging through employment and involvement at a high level in breast imaging techniques and a range of associated activities. Successful applicants will have a thorough knowledge and understanding of breast imaging at an advanced level and be participating in continuing professional development.

These guidelines are designed to assist in the application and evaluation process of an application for an ABIC awarded by the Australian Institute of Radiography (AIR).

Advanced Breast Imaging Certificate

Eligibility

To be eligible to apply for the ABIC, radiographers must meet all of the following mandatory criteria:

- Be currently employed in the field of breast imaging
- Have a minimum of five years (full time equivalent) experience in the field of breast imaging
- Hold a valid Certificate of Clinical Proficiency in Mammography (CCPM) for a minimum of two years
- Be participating in the AIR Continuing Professional Development (CPD) programme
- Fully satisfy the prescribed criteria for assessment by submitting detailed evidence
- VSoA.

Application

The completed application package must include:

- A completed application form
- Evidence of employment history
- A copy of current CCPM
- Evidence of participation in the AIR Continuing Professional Development (CPD) programme
- A written application addressing the prescribed criteria as detailed below with supporting evidence of all items submitted

¹ 'Guidelines for Applications for the Advanced Breast Imaging Certificate of the AIR' dated 1st April 1999 replaced July 2003 updated Nov 2005

² Education Policy for Breast Imaging updated Nov 2005

- The prescribed application fee

Prescribed Criteria (to be assessed by MIAP2)

The Medical Imaging Advisory Panel 2 will assess applications for the Advanced Breast Imaging Certificate on each of the following prescribed criteria:

- (A) Demonstrated professional expertise in breast imaging**
- (B) Possession of postgraduate qualifications or postgraduate developmental experience relevant to breast imaging**
- (C) Demonstrated levels of performance and innovation resulting in recognition by peers, industry or other client groups**

Each category (A, B and C) must be fully addressed in a written application and detailed supporting evidence for each example must be provided. (Evidence may include: certificates, supervisor's reports, testimonials, references, etc). Items submitted should be grouped in the appropriate category and be documented in chronological order.

The above criteria will be demonstrated by submitting a minimum of five examples from each category. Applicants are strongly advised to submit as many examples as possible and should not feel restricted to the examples given below.

(A) Demonstrated professional expertise in breast imaging (*minimum of five (5) examples to be provided*)

- High standard of expertise in producing mammograms, with a history of excellent performance demonstrated through references and/or client compliments and feedback
- Ability to discuss modifications to basic breast imaging techniques in order to produce improvements in difficult cases
- Appreciation of the principles underlying breast imaging techniques, as well as developing and emerging new technologies and modalities
- Highly developed skills in Quality Control and "trouble shooting" demonstrated through a quality assurance role
- Ability to instruct and tutor staff effectively in breast imaging techniques demonstrated through a mentoring or supervisory role
- Involvement in workplace on committees, QA groups, advisory bodies etc to provide professional advice
- Other

(B) Possession of postgraduate qualifications or postgraduate developmental experience relevant to breast imaging (*minimum of five (5) examples to be provided*)

- Ultrasound qualifications/courses/experience

- Management role/courses
- Supervisory courses
- Training or Clinical Instructor courses
- Quality Assurance courses
- Undertaking formal role of Course Coordinator, Tutor or Supervising Radiographer
- Undertaking a research project relevant to breast imaging
- Other

**(C) Demonstrated levels of performance and innovation resulting in recognition by peers, industry or other client groups
(minimum of five (5) examples to be provided)**

- Involvement in professional body
- Representation of the employer or profession on external committees or advisory bodies
- Original in-service presentations and participation in organised training sessions for radiographers
- Active involvement in conferences and seminars relevant to breast imaging (giving lectures/leading workshops/participating as a panelist)
- Reports (written or verbal) on conferences/seminars attended
- Articles/papers published
- Recognition as a resource person who collects, collates and imparts knowledge ie. Recognition as a specialist or consultant
- Preparation of significant internal reports (reports/critical appraisals on equipment, project plans, manuals, departmental management and design)
- Talks to community/professional groups
- Invitation/s by industry to demonstrate clinical application of their product/s
- Other

Evaluation Process

At least three breast imaging members of the Medical Imaging Advisory Panel 2 will assess each application individually using the ABIC Checklist³. This checklist is designed to ensure consistency in evaluation of applications and includes a weighting system⁴ for the assessment of the examples and supporting evidence provided. If consensus cannot be reached, the application will be considered by all breast imaging members of the Medical Imaging Advisory Panel 2, where a majority decision will apply.

³ ABIC Checklist 2002 updated Nov 2005

⁴ Weighting System

0 -example not provided

1 -example provided, minor level of achievement demonstrated

2 -example provided, average level of achievement demonstrated

3 -example provided, high level of achievement demonstrated

A total of at least 34 must be obtained to satisfy the requirements.

The Medical Imaging Advisory Panel 2 will recommend to the Board of Directors of the AIR that an ABIC be issued to successful applicants.

Unsuccessful applicants will be notified in writing and may re-apply after 12 months from the date of their notification letter. Feedback will be provided to all applicants upon request and will be directly related to the prescribed criteria.

Appeals

Appeals against the findings and recommendations of the Medical Imaging Advisory Panel 2 (MIAP2) shall be decided and resolved by the Board of Directors of the Australian Institute of Radiography (AIR).

All appeals must be in writing and addressed to the Executive Officer, Australian Institute of Radiography, P.O. Box 1169 Collingwood, Vic 3066, and must be made within 3 months of the date of notification of the MIAP2 decision.

Appeals should clearly set out:

- The reasons for the appeal
- Provide new or additional relevant documentation/information for assistance in the appeal process

Appeals not containing additional information or based on reasons other than those related to the application assessment process are unlikely to succeed.

The appeal process will be conducted to the following guidelines:

- The written appeal and any additional/relevant information plus the original documentation will be referred to MIAP2
- MIAP2 will complete a re-evaluation and convey the findings to the Board
- Appeals not amended will then be referred to the Board of the AIR who will:
 - Fully discuss the appeal ensuring that no deviation to the guidelines has occurred
 - Ensure that any new information supplied by the applicant has been considered by MIAP2
 - Seek advice and any recommendation from the MIAP2 chairperson
 - Resolve a decision on the appeal
- The Executive Director shall convey the result of the appeal to the applicant setting out the reasons for their decision and (if applicable) any change from the MIAP2 decision.

The decision of the Board will be final.