

AUSTRALIAN INSTITUTE OF RADIOGRAPHY



Professional Accreditation and Education Committee

- VICTORIA -

INFORMATION REGARDING RADIATION THERAPY AND MEDICAL IMAGING TECHNOLOGY INTERN MODEL PROGRAMS

2009

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INTRODUCTION:

The Australian Institute of Radiography (AIR) is the national body which is responsible for professional issues relating to the practice and education of radiography (i.e. Radiation Therapy and Diagnostic Radiography) in Australia. To practice radiography in Australia, a practitioner must be eligible for Ordinary Membership of the AIR

The Professional Accreditation and Education Committee is a sub-committee of the Professional Accreditation and Education Board and has been established to implement within Victoria the nationally held educational and development policies of the AIR.

The professional body has determined that all graduates of three year degree based education programs require a minimum period of 48 weeks clinical development following the completion of the bachelor program. The 48 weeks clinical workplace practice cannot be replaced by study time, or any other absences such as illness or maternity leave. If any of these situations arise, the PAEC must be notified of the absence and how the time will be completed. Eligibility for ordinary membership of the AIR. is therefore contingent upon the successful completion of a professional development year (PDY). In Victoria, the PDY is known as the Intern Model Program (IMP). Any person participating in clinical development in Victoria, i.e. IMP or PDY, despite the place of education, will participate in the IMP.

In Victoria, the PAEC, the Victorian Branch of the AIR and other bodies have successfully obtained a government funded training grant for the Intern Model Program, for some graduates.

Additionally, it is possible for graduates to undertake a non-government funded Intern Model Program, The rules and regulations pertaining to this mode are identical to the government funded Intern Model Program, the only exception being the source of funding.

However it must be pointed out that the PAEC cannot guarantee any positions and once the match has taken place, any unmatched graduates are responsible for finding their own placement.

This document is intended to provide information regarding the purpose, the requirements and the rules and regulations relating to the Intern Model Program.

PURPOSE OF THE INTERN MODEL PROGRAM:

The Intern year is a period of supervised postgraduate clinical experience in an accredited hospital or private practice position. Its purpose is to prepare radiation therapy graduates and radiologic imaging graduates for full registration (within the State of Victoria, or its interstate equivalent), enabling him/her to practice as independent practitioners.

In principle, the Intern year serves as a year of clinical experience where the Intern will be exposed to a range of core modalities within each discipline, and where a range of learning experiences will be encountered through in-service education and training.

AIMS OF THE INTERN YEAR:

In addition to the objectives outlined in the purpose of the Intern Year, some aims include the following goals:

- Obtaining further experience in relation to standard investigational and procedural activities.
- Acquiring further skills in interpersonal relationships with both patients and other staff.
- Consolidating a sense of professional ethics and responsibility.
- Providing the opportunity for personal growth and the development and setting of professional and life goals.
- Allowing each Intern to spend a reasonable amount of time in each modality, thereby providing the Intern with adequate experience and allowing advice from peers regarding performance.

ITEM 1. ACCREDITATION CRITERIA FOR TRAINING INSTITUTIONS.

Institutions offering an Intern Model Program must be accredited by the PAEC, the accreditation criteria includes a formal explanation of the proposed program, and must fulfil the clinical requirements which Interns are expected to obtain. In addition centres must:

1. HEALTH PROFESSIONS REGISTRATION ACT

Be recognized by the Health Professions Registration Board to provide radiation workers undergoing approved training programs under the registration requirements. The Intern being a person undergoing an approved course of training, will require Provisional Registration under the Act.

The department will have equipment, which meets the standards laid down in the Victorian Government Health (Radiation Safety) Regulations, and which is currently registered.

2. PAEC

Enter into an agreement with the P.A.E.C. specifying details of the Intern program being offered. The agreement will include:

- a) The facilities and supervision offered for training.
- b) The proposed program for the Interns

In order to provide sufficient experience for the Interns, some centres may need to enter into a structured rotational agreement with other centres.

RADIOGRAPHY

The program for each Intern must include the equivalent of one month's experience in each of the following to ensure that:

Interns are to Gain Competency in:

- General radiography
- Casualty radiography
- Fluoroscopic Procedures
- Theatre radiography
- Mobile radiography
- Computed tomography

Interns are to Gain Experience in: Ultrasound Angiography

Where possible exposure to Mammography and Magnetic Resonance Imaging is desirable.

RADIATION THERAPY.

The program for each Intern must provide sufficient time and supervision to enable the Intern to gain competency in:

- Planning: including computer planning, Simulator, C.T., Mould Room, Clinics
- Megavoltage Units: high energy and electrons if possible.

Some experience in the following is desirable:

- Brachytherapy
- Orthovoltage
- Superficial

3. SUPERVISION OF INTERNS.

The supervisor for the entire program must be a senior radiographer with authority to organize a suitable roster program for one or more Interns.

Where there are three or more Interns in the one discipline in the one establishment, a suitably qualified and experienced Radiographer must assume the responsibility for the Intern program. An appointed Tutor would be appropriate.

There must be a minimum of three qualified full-time staff to each Intern in the appropriate discipline.

In the day-to-day working supervision of the Intern(s) the supervising radiographer must be a radiographer of not less than two years post qualification.

The Intern(s) must be directly supervised until assessed as competent in each procedure, from which time they may be indirectly supervised.

Interns are not permitted to work weekend shifts or do "on-call" work.

4. ASSESSMENT

Routine assessments of the Intern(s) will be made; records kept, and reports provided to the Professional Accreditation and Education Committee.

Assessments forms are available on the AIR website,
<http://www.air.asn.au>

5. TUTORING/EDUCATION

The department will provide clinical tutoring and access to departmental professional development and education activities, and have available to the Intern current texts and journals.

ITEM 2. ASSESSMENT OF INTERNS

During the Intern program there will be continuing and informal assessment. This will enable the Intern to progress from direct to indirect supervision, however there is also the need for a formal assessment of each Intern. This assessment will take the form of a report to the P.A.E.C. of the progress of the Intern, competencies achieved to date, and a general report.

1. Assessments carried out when?

Diagnostic:

Formal assessment will be completed at the end of each quarter.

Therapy:

Formal assessment will be completed at the end of each rostered period in a specific area of experience, or at the end of each quarter, whichever occurs first.

Assessment forms are required to be returned to the P.A.E.C. by the last day of the 3rd, 6th, 9th & 11th month of the program.

2. Assessments carried out by whom?

Assessments are to be completed for each intern by the nominated responsible person in each department.

Where an intern is working at a peripheral hospital, the above direction applies, however the reports are to be channeled to the P.A.E.C. via the base hospital.

3. Who has a copy of the assessment?

The original assessment form must be forwarded to the P.A.E.C. Copies of the assessment form may only be kept by the hospital where the assessment has taken place, the base hospital and the Intern.

All assessments are strictly confidential, and information from an assessment can only be disclosed with prior approval of the P.A.E.C. Assessment forms cannot be used as a general reference or be interpreted as a reference.

4. What if an intern receives a bad assessment?

Should a quarterly report indicate poor progress by an Intern, then the P.A.E.C. will consult with the Intern, and the nominated person from that hospital responsible for the assessment of the Intern so that remedial action may be taken.

5. What if an intern is unhappy about his/her "continuing informal assessment"?

If an Intern, or the nominated radiographer responsible for the Intern's program, is not happy about the progress of an Intern, either may contact the P.A.E.C. Formal contact must be forwarded to the Honorary Secretary in writing.

6. Who has the final say in certifying the Intern as competent?

The final responsibility for certifying the Intern as competent is the sole responsibility of the P.A.E.C.

ITEM 3. ACCREDITATION BY THE P.A.E.C.

1. Interns must make application to the P.A.E.C. for Provisional Accreditation prior to the commencement of the Intern program. A **\$20.00 + GST** processing fee is charged for the application.

Application forms have been forwarded to the tertiary institutions. Students should obtain this form from their University. Complete the details required and submit pages 1 & 2 to your university for completion of the declaration that the student has satisfactorily completed all requirements for the Bachelors degree in Medical Radiations. The third page should be sent to the Executive Office of the AIR with your remittance.

A Statement of Provisional Accreditation may be granted by the Australian Institute of Radiography, and will be forwarded to the applicant.

2. After satisfactory completion of the Intern program, holders of Provisional Accreditation will be granted full accreditation. This enables him/her to become full members of the AIR. The cost associated with obtaining a Statement of Accreditation is currently **\$200.00 + GST**. Interns need to be aware that they should budget for this outlay near the end of their Intern Year.

ITEM 4. REGISTRATION TO PRACTICE

The new Health Professionals Act, 2005, was enacted in July, 2007. In Victoria, all Radiation Therapists and Radiographers are required to be registered in order to practice. This must be applied for directly to the Victorian Government Department of Human Services. Interns will require Provisional Registration in 2009.

Registration must be applied for by each Intern at the completion of their Internship. Radiographers practising without registration are liable for large fines. The cost of registration is currently **\$100.00** per year; most employers will re-imburse radiographers and radiation therapists for this outlay.

ITEM 5. MEMBERSHIP OF THE AUSTRALIAN INSTITUTE OF RADIOGRAPHY.

An Intern may apply to join the A.I.R. as a Provisional Member. No new application form is required if the Intern was already a student member in 2008. Cost of provisional membership in 2008-09 is **\$143.00 + \$14.30 GST = \$157.30**

ITEM 6. EMPLOYMENT CONDITIONS.

Interns are employed under the Health Professional Services Award. Copies of "The Award" may be purchased from the Victorian Government Printer. Copies for reading should also be available from Chief Radiographers and Radiation Therapists, or the Human Resources Department at the hospital of employment.

Interns are not permitted to do "on-call" work.

ITEM 7. EMPLOYMENT OF INTERNS IN PRIVATE PRACTICES:

Within the public sector, all Interns are considered as supernumerary personnel. Any Intern employed within a private sector environment is subject to all rules and regulations relating to the public sector (except for mode of remuneration), therefore any institution wishing to employ Interns must recognize that they will be supernumerary to their required number of Effective Full Time Employees (EFTs)

ITEM 8. PAYMENT OF INTERNS.

Interns will be paid at 80% of the first year qualified rate of pay.
Public sector pay rates at October, 2006 = \$32,529.12 gross per annum.
Private sector pay rates at December 2004 = \$24,993.28 gross per annum. MIA and Symbion are negotiating a new agreement.

All normal award conditions apply. However, Interns are not permitted to do "on-call" work.

ITEM 9. OCCUPATIONAL HEALTH & SAFETY

Participants in the IMP are encouraged to review the current OH&S regulations <http://www.worksafe.vic.gov.au/wps/wcm/connect/WorkSafe>. Refer, in particular, to the manual handling guidelines (PDF file) for patient transfers and heavy equipment usage, e.g. mobile radiographic equipment.

ITEM 10. P.A.E.C. MEMBERS.

The following are the members of the Victoria Professional and Education Committee of the A.I.R.

Mr. Aldo Rolfo	- Chairman
Ms. Carolyn Heyes	- Honorary Secretary
Mrs Kate Wilkinson	- Radiation Therapy
Mr Colin Hornby	- P.A.E.B. Representative
Ms Angela Chan	- R.M.I.T. University member
Ms. Cathy O'Shaunessy	- Diagnostic Radiography observer
Mr Jonathan McConnell	- Monash University member

Contact Address for the P.A.E.C.:

Ms. Carolyn Heyes
Honorary Secretary, P.A.E.C.
Postal Contact:
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Australian Institute of Radiography
P.O. Box 1169 Collingwood VIC 3066

ITEM 11. BASE HOSPITAL CHIEF RADIOGRAPHERS AND TUTORS.

DIAGNOSTIC.

Hospital	Chief	Tutor
Alfred	Mr Graham Cook	Mr Ben Grinsted
Royal Melbourne	Mr John Lavan	Mr Greg Power
Austin Health	Mr Brett Ayres	Mr Keith Jansz
Western Hospital	Mr Kevin Scott	Mr Robert Matejin
Monash M.C.	Mr Mark Burgess	Mr Ben O'Sullivan
St. Vincent's	Mr Alan Malbon	Ms Janelle Cantwell
Geelong	Mr Phillip Brough	Mr Bruce Harvey

THERAPY.

Peter MacCallum Cancer Centre.

Mr Aldo Rolfo, Director, Radiation Therapy Services.

Mrs. Kate Wilkinson, Head, Education.

William Buckland Radiotherapy Centre - Alfred Hospital

Mr. Leigh Smith - Chief Radiation Therapist.

Andrew Love Radiotherapy Centre - Geelong Hospital

Ms Margaret Bulmer - Chief Radiation Therapist.

Austin Hospital

Mr Dominic Au-Yeung - Chief Radiation Therapist.

Radiation Oncology Victoria

Ms Annette McCormack – Director, Radiotherapy Services

ITEM 12. INTERN ROTATION

Individual base hospitals are free to conduct rotation and rosters as they wish, provided each Intern gains the required minimum clinical experience. There is a recommended three months minimum rotation to affiliated hospitals.

ITEM 13. RESIDENTIAL ACCOMMODATION AT HOSPITALS.

The majority of country hospitals have indicated that, if required, accommodation in the Nurse's Home (or similar) may be provided at a nominal rent. The Intern will need to contact the specific hospital, through the Chief Radiographer, to arrange this accommodation.

ITEM 14. HONOURS YEAR AND THE INTERN MODEL PROGRAM.

(a) Full-time Honours

Students wishing to undertake a full-time Honours program in 2009 should advise the PAEC in writing of their intention by **31st October, 2008**. A plan outlining how the 48 weeks of clinical workplace practice will be completed in conjunction with the honours time commitment must be provided by **31st December, 2008**. This plan must be discussed with prospective employers and the university. On commencement of the intern program, this document must be signed by the intern, the university and the employer and a copy forwarded to the PAEC.

(b) Full-time Internship and part-time Honours program.

Students wishing to undertake the Intern Program and simultaneously undertake a part-time honours program in 2009, should advise the PAEC in writing of their intention by **31st October, 2008**.

ITEM 15. INTERSTATE GRADUATES UNDERTAKING AN INTERN MODEL PROGRAM (or PDY) IN VICTORIA.

Any student having completed a Degree in Medical Radiations Science (or its equivalent) at an interstate university, and wishing to undertake a PDY in Victoria, will be required to undertake an Intern Model Program.

Graduates from interstate universities are ineligible to enter the Victorian Government funded Intern Program. However, they are eligible to enter non-government funded programs provided all requirements of the Intern Model Program can be fulfilled.

Graduates from interstate universities, who wish to undertake an Intern Model Program in Victoria, must advise the Victorian PAEC in writing of their planned starting date and the name of the accredited institution in which they intend to undertake their intern program. Please note that the starting date of all non-government funded Intern Model Programs within Victoria is identical to the government funded program.

ITEM 16. EXEMPTIONS FROM THE INTERN MODEL PROGRAM.

Applications for exemptions or variation to the IMP/PDY may be directed to the PAEC, the final responsibility for decisions relating to exemptions, extensions and variations remains that of the PAEB in consultation, of course, with the PAEC. The application should include certified photocopies of all relevant documents. The closing date for requesting an exemption is **31st October, 2008**. Any requests received after this date will be denied.

Late starts must be discussed directly with the base hospital, not the PAEC. Any variations in scheduled dates must be notified to the PAEC before the commencement date of the program. Deferments will only be granted due to personal hardship that can be confirmed with supporting documentation. Requests must be received by **31st October, 2008**.

ITEM 18. COMMENCEMENT OF WORK ON COMPLETION OF IMP.

No intern may commence work as a qualified Diagnostic Radiographer or Radiation Therapist until:

1. Receipt of a letter of advice from the PAEC stating that they have completed the requirements of the Intern Model Program, **and**
2. They have applied for registration with the Medical Radiations Practitioners Board of Victoria (MRPB).

COMMENCEMENT DATE OF 2009 INTERN PROGRAM

MONDAY 12th JANUARY, 2009.

LAST DAY OF INTERN PROGRAM - Friday 8th January, 2010.