

**MEDICAL IMAGING ADVISORY PANEL 2**  
**(Breast Imaging)**  
**GUIDELINES FOR RENEWAL OF THE**  
**CERTIFICATE OF CLINICAL PROFICIENCY IN MAMMOGRAPHY**  
**(Updated October 2008)<sup>1</sup>**

***Radiographers who hold accreditation issued by the Australian Institute of Radiography (AIR) and who have satisfactorily completed an accredited mammography course will be eligible to apply for an AIR Certificate of Clinical Proficiency in Mammography (CCPM). This certificate is valid for a five-year period. Renewal for a further five years is considered on evidence of continuing professional development and clinical involvement<sup>2</sup>.***

### **Renewal of the Certificate of Clinical Proficiency in Mammography (CCPM)**

The applicant must:

- be a radiographer (medical imaging technologist) and possess a CCPM;
- complete the relevant application form;
- pay the required fee (if applicable, AIR members free);
- provide evidence of continuing professional development;
- demonstrate clinical involvement in breast imaging; and
- hold a Validated Statement of Accreditation from the AIR.

### **Continuing Professional Development (CPD) Requirements for Renewal**

A minimum of 25 hours of CPD relevant to breast imaging is required. These must be accrued over the five-year period from the issue date of the CCPM (average 5 hours per year).

### **Continuing Professional Development (CPD) activities**

It is recognised that many radiographers will be undertaking the AIR Continuing Professional Development (CPD) program. The CPD guidelines<sup>3</sup> can be used as a reference for activities to be undertaken for renewal of the CCPM. However, only activities relevant to breast imaging should be included.

Hours over 5 years may be accrued from a variety of means – see examples:

- Conference attendance – time spent listening to papers only
- Seminar attendance
- Workshop / symposium participation – emphasis on participation involving transferable knowledge skills
- Clinical program participation – emphasis on participation, in-service education applicable
- Clinical program presentation – recognition of both preparation and presentation time
- Chair a session of conference / symposium or workshop
- Academic program undertaken
- University program lecture – preparation and delivery

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<sup>1</sup> Effective from 1<sup>st</sup> July 2002 - Revised 30<sup>th</sup> November 2002, October 2005

<sup>2</sup> AIR Education Policy on Breast Imaging, 2005

<sup>3</sup> Guide to AIR Continuing Professional Development 2000 to 2002.

- Corporate program participation – time listening to papers / presentations
- Candidate for examination
- Setting / marking exam papers
- Article published in peer reviewed journal
- Internal / external report
- Original textbook chapter/ book
- Information technical item production eg CD, Video, etc
- Reading professional publications per article / chapter – record of details and learning outcome
- Committee member of professionally relevant committee outside routine job requirements – active member
- Chair/ Secretary of professional relevant committee
- AIR Council delegate
- Special interest group involvement
- Conference organisation
- Supervision of radiographers participating in training or assessing clinical competence
- Mentor to consolidate / improve professional performance of colleague or contribute to a retraining program
- Staff appraisal / promotion interview – includes preparation

Suitable evidence of CPD activities undertaken must be supplied with an application for renewal of the CCPM.

Documentation may include:

- Certificates of attendance
- Registration receipts
- Employer/Supervisor verification reports
- Professional development portfolio production
- Self-directed learning activity statements

### **Clinical Involvement in Breast Imaging**

The applicant must have been employed in a clinical mammography setting for at least 3 of the past five years and produce evidence of clinical involvement in breast imaging for an average of 150 hours per year over the five-year period.

### **Timing of Applications for Renewal of a CCPM and Validity Dates**

Applications for Renewal of a CCPM should be submitted prior to the expiry date of the original CCPM (five years from the date of issue). Renewal Certificates will be valid for a further five-year period from the expiration date of the original CCPM.

### **Late Applications for Renewal of a CCPM**

The Medical Imaging Advisory Panel 2 will consider late applications for renewal of a CCPM within five years of the expiration date from applicants who meet all other requirements.

Applicants who did not apply within five years of the expiration date of their CCPM and do not meet the requirements for renewal will not be considered.

## **Extensions**

An extension to the renewal period may be considered upon the written request of the applicant. A period of not more than six months may be granted based on the circumstances. MIAP2 will recommend activities to be undertaken during the extension period. Evidence of completion of these requirements should be submitted to MIAP2 for further consideration.

## **Appeals**

Appeals against the findings and recommendations of the Medical Imaging Advisory Panel 2(MIAP2) shall be decided and resolved by 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 Officer 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 of Directors will be final.