



# **AIR CPD Appellation Information**

**This document should be read prior to completing  
the AIR CPD appellation application form**

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# AIR CPD Appellations

These guidelines are provided for organisations or AIR groups who wish to apply for an AIR CPD appellation. The AIR will issue a registration number; known as an “Appellation number” for education programs that are planned and presented in accordance to these guidelines. Your organisation will be provided with an appellation number, appellation logos and invoice for payment of the appellation (if applicable). These can be used when advertising your events or programs. An organisation that is not in receipt of a current AIR appellation cannot use an appellation number or logo.

## [What sort of appellation do I apply for?](#)

The application form should be completed by organisations, clinical centres or groups wishing to apply for AIR appellation for a single event or an annual education program. Five types of appellations can be requested they are; affiliate, clinical event, clinical annual, corporate event or corporate annual. Each of these appellations is explained below, if you are unsure which category of appellation to apply for please contact Lori McLeod, the Professional Standards Manager (PSM) for assistance, by email [cpd@air.asn.au](mailto:cpd@air.asn.au) or telephone on (03) 9419 3336.

- **Affiliate Appellation** – The affiliate appellation can be used by groups of the A.I.R. national network, such as State Branches, PAEC's or ASMMIRT Conveners. The completed application for affiliate appellation must be accompanied by a letter stating the benefits of the appellation to the AIR.  
An affiliate appellation can be awarded for a CPD program, a single event or a two year appellation to encompass a range of programs that are planned to be conducted over the two years.
- **Clinical Appellation (Event)** – A clinical event appellation is typically used by clinical centres for staff ‘in-service’ education programs or by special interest groups. An event appellation can be awarded for a single event or for an in-service program that is to be run for a full year.
- **Clinical Appellation (Annual)** – An annual clinical appellation is typically used by clinical centres for staff ‘in-service’ education programs or by special interest groups. An annual appellation is used at centres who wish to conduct multiple education programs throughout the year. An annual appellation may cover staff in-service programs, PDY training programs, journal clubs and user groups within one department or organisation.
- **Corporate Appellation (Event)** – A corporate event appellation is for use by corporate companies running a single educational event such as a conference or a workshop.
- **Corporate Appellation (Annual)** – An annual corporate appellation is for use by corporate companies running educational programs such as applications training or specialist training programs.

**In applications for annual appellations, it is the responsibility of the applicant to list all events likely to be conducted upon application to ensure that all events can be assessed by the Professional Standards Manager (PSM). It is understood that in many cases of applications for annual appellation that not all events will have been fully planned at the time of application. Therefore the outlines of the events and the bio's of the presenters will be unavailable at the time of application; it is therefore the responsibility of the CPD coordinator to forward these details/documents to the PSM upon finalisation of the activity.**



## AIR Appellation Fee Structure

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| • Affiliate Appellation               | <b>Free</b> to AIR Network Groups |
| • Clinical Appellation (Event Based)  | <b>\$ 275.00</b> (includes GST)   |
| • Clinical Appellation (Annual)       | <b>\$ 495.00</b> (includes GST)   |
| • Corporate Appellation (Event Based) | <b>\$ 550.00</b> (includes GST)   |
| • Corporate Appellation (Annual)      | <b>\$ 1045.00</b> (includes GST)  |

# Program design

## Introduction to the program design template

When applying for an annual appellation in which a series of events are to be run throughout the year under the single banner of a 'staff in-service program', only one template is required. It should include; the name of the program, duration, expected number of events and the anticipated dates of the events.

The details of the activities such as; the title of each workshop or presentation, the aims, the learning objectives and the details of the presenter can be listed on a separate document (if known at the time of application). If the details of the program are not yet known, the titles of the program should be listed and the completed template can be forwarded to AIR at a later date (at least one month prior to the program being delivered).

## CPD program checklist

### [How do I ensure that the CPD program/activity will meet the AIR definition of CPD?](#)

Prior to submitting your application, completion of the following checklist will assist you to assess whether your proposed program or activity will meet the AIR definition of CPD. 24 or more matches on the check list can be interpreted as conforming to the AIR definition of CPD.

**Please note: AIR is not required to site checklists during the application process, but they are required to be sited in appellation audit situations.**

# CPD program checklist

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

If you answered 'yes' to more than 24 questions, your program is interpreted as conforming to the AIR CPD definition.

## EXAMPLE application for a clinical event appellation

*\*For a single event*

<b>Name of program</b>	Please place the name of the program here.  <b>'From Roadside to Rehab' Trauma conference</b>
<b>Duration in hours/days</b>	Please indicate the expected duration of the planned program in hours  <b>6 hours per day for two days</b>
<b>Number of events</b>	<b>Once</b>
<b>Date of event/events</b>	<b>27/05/2006 and the 28/05/2006</b>
<b>Program/activity aim</b>	Please list the program's CPD aim.  <b>To provide medical imaging technologist with a broad understanding of the path of a trauma patient from the roadside through the hospital system, surgery and rehabilitation before returning home to their normal life.</b>
<b>Program/activity objectives</b>	Please list two or more program objectives (follow the course design prompt below).  <b>After attendance at this seminar the participant should have gained a greater understanding of:</b> <ul style="list-style-type: none"> <li>• Road trauma and the problems with extricating persons with injuries from vehicles in a timely manner.</li> <li>• The need for timely and accurate imaging of fractures of the long bones to expatiate these patients' to the operating theatre to reduce the risk of associated complications.</li> <li>• Mechanisms and management of spinal fractures and the long-term effects of spinal injuries on a person's life.</li> <li>• The long road of rehabilitation on a patient and the complications of returning to work and school after a significant road accident</li> <li>• How to deal with road trauma as a health care professional and how to identify and deal with the stress of the situation for yourself and your colleagues</li> </ul>
<b>How will the program/activity be evaluated?</b>	Please provide a brief statement how this will be done, e.g. survey, PAEC discussion and recommendations, talk to participants and the presenter.  <b>A survey will be conducted at the conclusion of the weekend seminar. Worksheet and take home notes will be provided for participants on most of the topics and presentations.</b>
<b>Presenters name and qualifications to lead the presentation/activity.</b>	Please attach the bio of the presenter engaged to deliver this program (1page only).  <b>Numerous presenters. Bios provided on attached sheet</b>

## EXAMPLE application for a clinical event appellation

### \* For an ongoing in-service program

<b>Name of program</b>	Please place the name of the program here.  <b>Smiley Valley Hospital Radiation Therapy Department Education Program</b>
<b>Duration in hours/days</b>	Please indicate the expected duration of the planned program in hours  <b>1 hour per session</b>
<b>Number of events</b>	<b>12 sessions per year (once a month)</b>
<b>Date of event/events</b>	<b>First Monday of each month, starting 10/1/05</b>
<b>Program/activity aim</b>	Please list the program's CPD aim.  <b>1/ To ensure Radiation Therapists are kept up to date with the latest treatment and planning techniques that apply to various aspects of clinical practice.</b>  <b>2/ To provide staff with the opportunity to prepare and present papers to colleagues on various topics of interest.</b>  <b>3/ To provide an opportunity for PDY's to prepare and present papers to colleagues on various topics of interest.</b>
<b>Program/activity objectives</b>	Please list two or more program objectives (follow the course design prompt below).  <b>At the completion of this training program the participant should be able to:</b>  <b>• Apply and integrate knowledge and skills gained in professional education practice to their clinical practice.</b>  <b>• Provide a forum to enable participants to reflect critically on their approach to professional development and implications for clinical practice.</b>  <b>• Develop greater understanding of new technologies and techniques in planning and treatment and how they apply to the workplace of the Radiation Therapist.</b>
<b>How will the program/activity be evaluated?</b>	Please provide a brief statement how this will be done, e.g. survey, PAEC discussion and recommendations, talk to participants and the presenter.  <b>Post program reviews will be conducted at the conclusion of each event. One mid year review will be undertaken and the total program will be reviewed after the conclusion of the December event.</b>
<b>Presenters name and qualifications to lead the presentation/activity.</b>	Please attach the bio of the presenter engaged to deliver this program (1page only).  <b>Joanne Brown, B. App Sc (MRS), Dip Ed, MIR.</b> <b>Jim Buttler, B.App Sc (MRS). M.Ed, MIR.</b>

## EXAMPLE application for an annual clinical appellation

### \* For multiple staff training programs

<b>Name of program</b>	Please place the name of the program here.  <b>Green Valley Hospital ~ Radiology Department Staff Education Program</b>
<b>Duration in hours/days</b>	Please indicate the expected duration of the planned program in hours  <b>1 hour per session or training days</b>
<b>Number of events</b>	<b>Various events, including staff in-service programs, CPR, OH&amp;S and Fire training, PDY education program and a staff training program</b>
<b>Date of event/events</b>	<ul style="list-style-type: none"> <li>* Staff in-service program to be held once a month</li> <li>* CPR, OH&amp;S and Fire training conducted annually</li> <li>* PDY education program will include fortnightly meetings</li> <li>* Staff training will include, skills up grade and maintenance in CT, DSA and MRI.</li> </ul>
<b>Program/activity aim</b>	<p>1/ To ensure that the Radiography staff are kept up to date with the latest techniques that apply to various aspects of clinical practice and increase anatomical knowledge and pathology identification.</p> <p>2/ To provide staff with the opportunity to prepare and present papers to colleagues on various topics of interest.</p> <p>3/ To provide an opportunity for PDY's to enhance their clinical knowledge and knowledge of their roles as hospital staff members during their professional development year</p> <p>4/ To provide the PDY's will an opportunity to prepare and present papers to colleagues on various topics of interest.</p> <p>5/ To ensure that staff maintain and advance their skills in specialist modalities such as CT, MRI, DSA and Cath Lab</p>
<b>Program/activity objectives</b>	<p>At the completion of this training program the participant should be able to:</p> <ul style="list-style-type: none"> <li>• Apply and integrate knowledge and skills gained in professional education practice to their clinical practice.</li> <li>• Provide a forum to enable participants to reflect critically on their approach to professional development and implications for clinical practice.</li> <li>• Develop greater understanding of new technologies and techniques in planning and treatment and how they apply to the workplace</li> </ul>
<b>How will the program/activity be evaluated?</b>	Post program reviews will be conducted at the conclusion of each staff in-service. One mid year review will be undertaken and the total program will be reviewed after the conclusion of the December event.
<b>Presenters name and qualifications to lead the presentation/activity.</b>	Please attach the bio of the presenter engaged to deliver this program (1page only).  <b>Various Presenters from the Green Valley Radiology Staff and Hospital CPR, Fire and OH&amp;S trainers.</b>

# Further information for applicants

## [What needs to be addressed in?](#)

### **Program/Activity Aims**

The aims of the program or activity should be included in the 'course/activity design template'. 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 staff to develop new skills?

### **Learning objectives**

Learning objectives should be written in action-orientated terms with the learner's development needs firmly in mind. In the application for an event appellation the learning objectives can be included in the 'course/activity design template'.

Attached to the organisational appellation request form should be a comprehensive program outline that includes learning objectives for each activity to be convened. They should clearly describe the objectives of the program including the knowledge/understanding or skills that participants should hope to achieve from their participation in the program. The learning objectives can be written to include achievement of knowledge, skills or new behaviors. The statement of objectives should express both the ultimate goals and the immediate goals.

### **Program outlines**

The program outline is important because it helps the AIR determine how well the program is designed and the topics that will be covered in presentations when the participant's participation in quality CPD activities is the important criteria. To support the AIR appellations approval process for an annual program, a 'program outline' needs to be provided for all CPD activities/presentations that are to be included in the request for appellation.

## [What happens when the full details of all programs/activities to be conducted are not yet known in the application for an 'annual appellation'?](#)

If an annual appellation is being requested for an education program that is to be run regularly during the year and the details of all of the presentations have not been finalised, at least three program/activity outlines must accompany the application for appellation. In these cases the applicant should provide AIR with the proposed titles of the activities and forward the program outlines at a later date, but no later than one month before the program is due to be run.

Notification of program outlines or additions to a program can be forwarded to the PSM by; email, fax or post. A short message requesting that the program be added to the applicant's Annual Appellation program file and the program outlines is all that is required. New or additional programs are also treated in this way. The AIR will respond by providing the applicant's organisation with a sub-reference appellation number and logo. The specific program title and number of credits allocated to this program will appear on each sub-reference logo (refer examples below).

# The AIR Appellation Logo



The logo will be supplied as a JPEG file. It may be used in the advertising of the activity and on certificates of attendance.

## Evaluation of the Program

Evaluation of CPD programs is very important as it allows the organisers to receive feedback on a number of areas such as topic relevance, quality of speaker, relevance to clinical application and length of presentation. 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. A number of methods for evaluation of CPD activities exists 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.

In the case of stand-alone CPD events it is recommended that a participant survey is conducted to provide valuable feedback for future events. In the case of regular CPD programs, the organiser should consider regular group discussions regarding the presentations and six monthly surveys. The surveys of participants should be designed to gauge the overall feeling of participants on issues; such as clinical relevance, quality of speakers and to allow for the recommendation of future relevant topics by the participants.

## Renewal of an AIR Appellation

Annual AIR Appellation is granted for a 12 month period from the time of application. The CPD Administration Officer will automatically email a renewal of the Appellation to the CPD contact person one month prior to the expiry of an annual appellation.

We ask that you carefully review the updated documentation and inform the AIR of any changes, additions or removals of programs or activities from the appellation document. Changes to the documentation will ensure that your appellation is up to date and that you and your staff are able to fully utilise the granted appellation.

As the AIR needs to be able to contact the person in charge of the appellation for annual renewal as well as informing them of changes or updates to the AIR CPD program, it is imperative that you keep the AIR informed of any changes to the contact person, telephone numbers or email address. Please contact the CPD Administration Officer at [helpcpd@air.asn.au](mailto:helpcpd@air.asn.au) to amend contact details.

## Help

For help with these guidelines or for assistance with your application for AIR appellation please contact Lori McLeod the Professional Standards Manager (PSM) at:

Australian Institute of Radiography, PO Box 1169, Collingwood, Victoria, Australia, 3066  
Phone: 61 3 9419 3336 Fax: 61 3 9416 0783 Email: [cpd@air.asn.au](mailto:cpd@air.asn.au)