



New Zealand
Medical Radiation
Technologists Board
Te Poari Ringa Hangarua I raruke

STRATEGIC DIRECTIONS **2010 - 2013**



**Protecting and promoting the health of New Zealanders by
ensuring Medical Radiation Technologists are competent and
fit to practice**

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INTRODUCTION

The Medical Radiation Technologists Board (the Board) is one of sixteen New Zealand health registration authorities appointed by the Minister of Health under the Health Practitioners Competence Assurance Act 2003 (the Act). The Board is responsible for the administration of the Act in regard to the profession of medical radiation technology.

The primary responsibility of the Board is to protect the health and safety of the New Zealand public by ensuring practitioners registered in the profession of medical radiation technology are competent and fit to practice.

This strategic plan focuses on the activities the Medical Radiation Technologists Board will undertake over the next three years to fulfil its responsibilities under the Health Practitioners Competence Assurance Act (2003). It provides a foundation from which the Board can go forward and on which future strategic plans can be built.

SCOPE OF PLAN

The plan reflects the scope of the Board's responsibilities and identifies key strategies and initiatives the Board will undertake to meet those responsibilities.

The plan recognises the primary relationship and interdependency the Board has with Medical Sciences Secretariat and the Board's partnership relationship with the Medical Laboratory Science Board.

While each strategic goal is focused on particular responsibilities, they may have wider application and benefits across the Board's activities. There are a number of linkages between strategic goals and the various strategies for achieving them.

TIMING

The period of the plan is for the three years from 2010 to 2013.

In its 2008-2011 Strategic Directions document, the Board stated it would align its strategic focus to calendar years. In retrospect, this creates difficulties especially when attempting to align statutory reporting requirements with core planning documents.

Consequently, the Board has agreed to revert to linking its strategic planning documents to the financial year framework, that is, from 1st April in the first calendar year to 31st March in the subsequent calendar year.

Work will be undertaken within nine distinct strategic directions categories during the next three years, with a number of initiatives ongoing for much of that period.

Some initiatives will be dependent on others being completed before they can be undertaken. A number of initiatives may begin during the duration of this plan but could extend beyond it.

The strategies identified in the plan may be refined. The Board may adjust priorities or the timing of initiatives in response to emerging issues or different needs.

ANNUAL BUSINESS PRIORITIES FOR 2010 to 2011

A schedule is included for those business plan initiatives that the Board will work towards achieving during 2010-2011.

ANNUAL BUSINESS PRIORITIES IN CONTEXT

Annual business priorities are not selected in isolation. The Board undertakes an annual stock-take of its achievements for each year and any initiatives that continue to be aligned to the Board's strategic priorities but not been completed, may be carried forward into the next annual business plan. Alternatively, strategic initiatives may be identified as being no longer relevant/appropriate and/or a priority, and may subsequently be removed from the list of annual business priorities.

In this edition of the Board's Strategic Directions, a summary of the Board's achievements in meeting its business priorities during 2009 has been included in the Appendices section.

MEASUREMENT

The Board reviews its progress against this plan at regular intervals throughout each year.

A comprehensive review is undertaken at its annual planning day in December of each year, at which time the Board confirms its priorities for the next 12 month period.

Each year's initiatives are reported against in the relevant Annual Report, providing a formal update of the progress the Board is making with its strategic directions.

THE BOARD'S ROLE

The Medical Radiation Technologists Board has been appointed by the Minister of Health to fulfil its responsibility in ensuring that medical radiation technologists are competent and fit to practice, thereby working to protect and promote the health and safety of the New Zealand public.

The Board fulfils its responsibility to the Minister of Health by demonstrating leadership to ensure the profession of medical radiation technology protects the health and safety of the public. This is achieved by the Board setting policies to enable the implementation of the Health Practitioners Competence Assurance Act and so mitigate the risk to the Board, the profession and the public within a social, ethical and financially viable framework

KEY FUNCTIONS

In accordance with Section 118 of the Health Practitioners Competence Assurance Act (2003), the Board is responsible for fulfilling a number of functions:




1. To prescribe the qualifications required for scopes of practice within the profession of medical radiation technology, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes.
2. To authorise the registration of medical radiation technologists under the Act, and to maintain registers.
3. To consider applications for annual practising certificates.
4. To review and promote the competence of medical radiation technologists.
5. To recognise, accredit, and set programmes to ensure the ongoing competence of medical radiation technologists.
6. To receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of medical radiation technologists
7. To notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a medical radiation technologist may pose a risk of harm to the public.
8. To consider the cases of medical radiation technologists who may be unable to perform the functions required for the practice of the medical radiation technology profession.
9. To set standards of clinical competence, cultural competence, and ethical conduct to be observed by medical radiation technologists.
10. To liaise with other authorities appointed under the Act about matters of common interest.

11. To promote education and training in the profession of medical radiation technology.
12. To promote public awareness of the responsibilities of the Board.



OPERATING ENVIRONMENT

The environment the Medical Radiation Technologists Board operates in helps to determine its strategic direction. The Board works within an ever-changing environment that is subject to a number of influences including economic, political, social and technological factors.





ECONOMIC FACTORS

-  Concern about the gap between resources and increasing demands on health services
-  As the population ages there is an increasing demand for health services
-  Increasing operational costs balanced against government and practitioner expectations to contain fees


POLITICAL FACTORS

-  Change in government and/or government policy could result in legislative changes or management of legislation
-  Minister's ability to change the structure of regulatory authorities

SOCIAL FACTORS

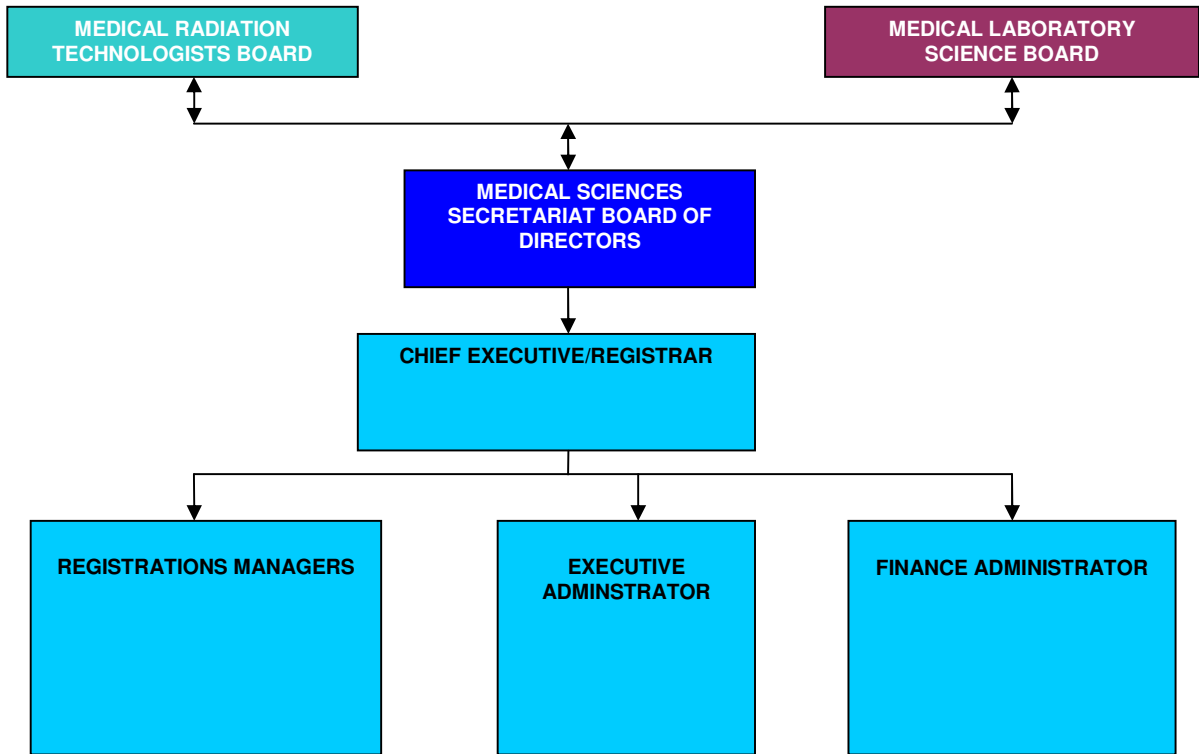
-  Aging population
-  Promotion of screening programmes
-  Emphasis on 'wellness' programmes and health prevention requiring more MRTs
-  Immigration

TECHNOLOGICAL FACTORS

-  Technological advances which challenge established scopes of practice

ORGANISATIONAL FRAMEWORK

ORGANISATIONAL STRUCTURE



The Board

The Medical Radiation Technologists Board has ten members appointed for a 3-year term by the Minister of Health. Seven of these members are registered medical radiation technologists while the remaining three members are laypersons. The Board meets quarterly and undertakes a governance function.

Partnership with the Medical Laboratory Science Board

The Medical Radiation Technologists Board has a close working relationship with the Medical Laboratory Science Board. The two Boards have jointly established a not-for-profit company, Medical Sciences Secretariat, which provides them with business support and policy advice services.

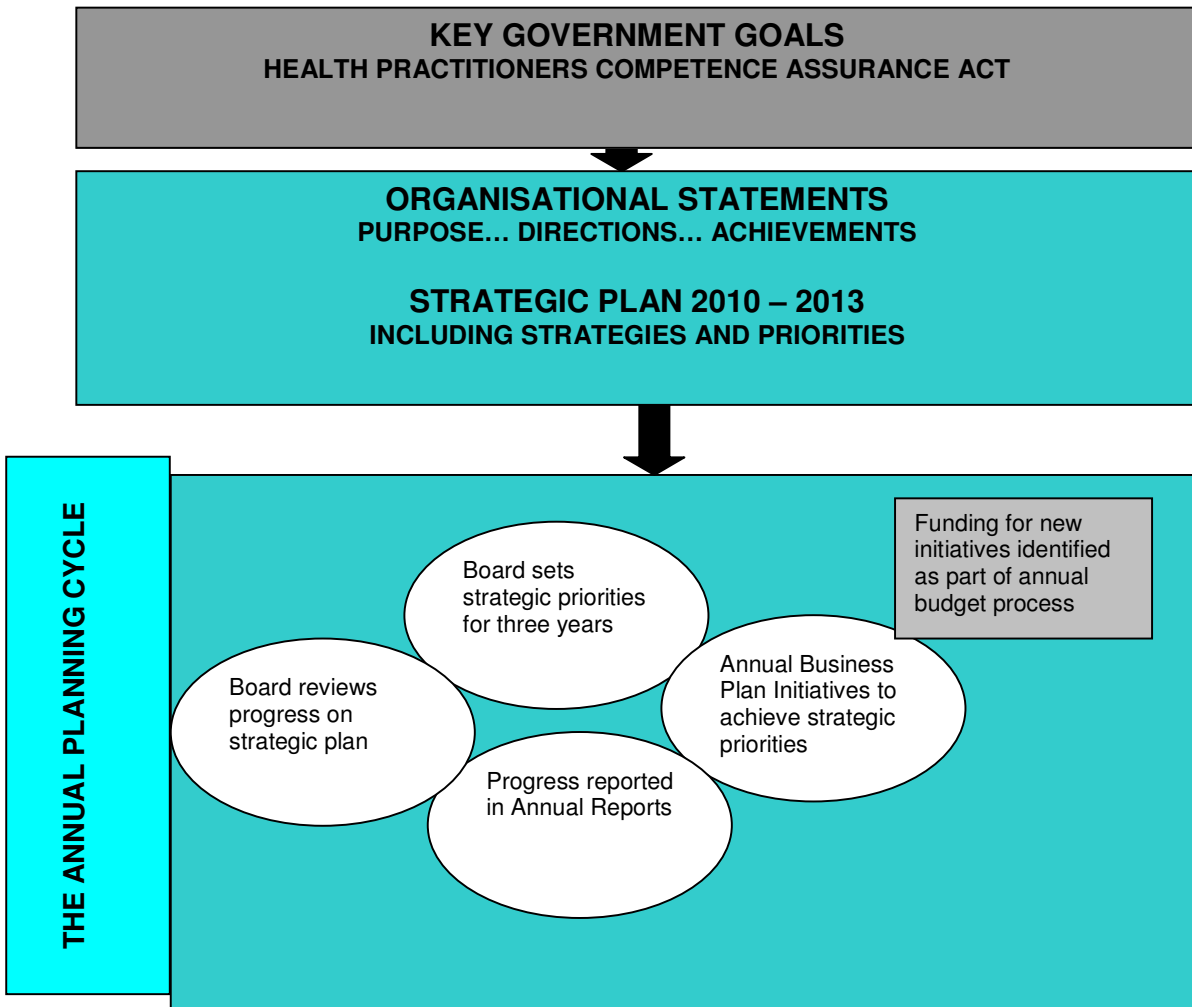
The Medical Radiation Technologists Board and the Medical Laboratory Science Board are both committed to maximising synergies in their governance and operational activities (the latter primarily being undertaken by the Medical Sciences Secretariat team).

Medical Sciences Secretariat

A four-member Board of Directors, representing the Medical Radiation Technologists Board and the Medical Laboratory Science Board, provides governance advice to the Medical Sciences Secretariat. Responsibility for all operational aspects of the Secretariat is delegated to a Chief Executive.

PLANNING PROCESSES

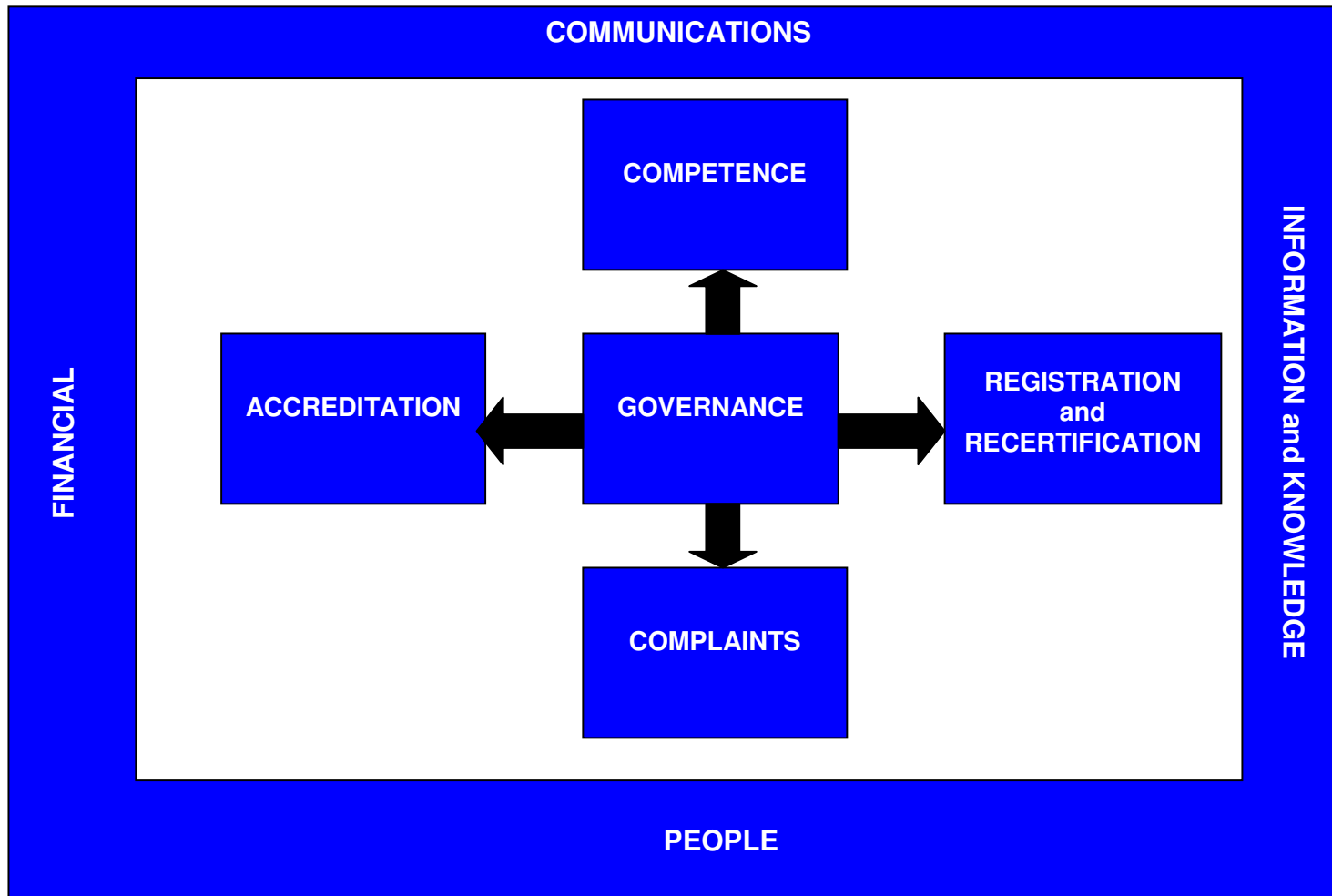
The following diagram shows the linkages between governmental goals and the Board's strategic plan, which in turn feeds into the Board's annual business priorities. The strategic plan and annual business priorities for the Medical Radiation Technologists Board and the Medical Laboratory Science Board then provide the basis for the development of annual business priorities undertaken by the staff team at Medical Sciences Secretariat.



THE BOARD'S VALUES

FAIRNESS	CONSISTENCY
HONESTY	CONSULTATION
APPROACHABILITY	IMPARTIALITY
NATURAL JUSTICE	

STRATEGIC DIRECTIONS AT A GLANCE



STRATEGIC DIRECTIONS 2010 to 2013

GOVERNANCE

Strategic Goal 1:

The Board will build its governance capabilities to ensure it fulfils its legislative responsibilities effectively and efficiently.

Achieved By:

- 1.1 Supporting Board members to be competent and confident in carrying out their governance responsibilities
- 1.2 Employing a consistent and transparent decision-making framework
- 1.3 Aligning all profession-related considerations and decisions with the Health Practitioners Competence Assurance Act
- 1.4 Defining the governance-management relationship with Medical Sciences Secretariat
- 1.5 Effectively managing identified risks

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> ▪ Quarterly Board meetings ▪ Delegations of Committees reviewed (operational activities to MSS as appropriate) ▪ Workshop: Financial Management from a Governance Perspective ▪ Buddle Findlay workshops – working within the HPCA Act ▪ Relevant workshops; seminars; training courses as notified/identified ▪ Participate in annual conferences of professional bodies e.g. NZIMRT; ASUM ▪ Annual evaluation of Board performance including remedial actions as identified ▪ Legislative compliance evaluation 	<ul style="list-style-type: none"> ▪ Quarterly Board meetings ▪ Relevant workshops; seminars; training courses as notified/identified ▪ Participate in annual conferences of professional bodies e.g. NZIMRT; ASUM ▪ Annual evaluation of Board performance including remedial actions as identified ▪ Legislative compliance evaluation 	<ul style="list-style-type: none"> ▪ Quarterly Board meetings ▪ Review Board policies including delegated authorities ▪ Relevant workshops; seminars; training courses as notified/identified ▪ Participate in annual conferences of professional bodies e.g. NZIMRT; ASUM ▪ Annual evaluation of Board performance including remedial actions as identified ▪ Legislative compliance evaluation

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> ▪ Three-year strategic plan reviewed and annual business priorities agreed 	<ul style="list-style-type: none"> ▪ Three-year strategic plan reviewed and annual business priorities agreed 	<ul style="list-style-type: none"> ▪ Three-year strategic plan reviewed and annual business priorities agreed
<ul style="list-style-type: none"> ▪ Develop a Risk Management Plan ▪ Undertake regular reviews of annual business priorities at quarterly Board meetings 	<ul style="list-style-type: none"> ▪ Review and update Risk Management Plan ▪ Undertake regular reviews of annual business priorities at quarterly Board meetings 	<ul style="list-style-type: none"> ▪ Review and update Risk Management Plan ▪ Undertake regular reviews of annual business priorities at quarterly Board meetings

ACCREDITATION

Strategic Goal: 2

Qualification programmes reflect best practice standards in the profession, ensuring programme graduates are well prepared to provide quality medical radiation technology services to the public

Achieved By:

- 5.1 Approving and monitoring all New Zealand educational providers of medical radiation technology programmes (under-graduate and post-graduate)
- 5.2 Ensuring all approved educational providers are well informed of programme requirements
- 5.3 Proactively working with educational providers to ensure programmes keep abreast of changing technology and practice

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none">▪ Notification letters to universities re annual accreditation/monitoring activities and requirements▪ Site visit for Unitec undergraduate programme▪ Clinical assessment observations visit – University of Otago▪ Finalise and communicate policy and processes for the assessment of overseas qualifications▪ Finalise and communicate processes for clinical assessment requirements for MRI qualifications providers	<ul style="list-style-type: none">▪ Clinical assessment observations visit – Unitec postgraduate programme▪ Site visit – University of Otago	<ul style="list-style-type: none">▪ Site visit – Unitec postgraduate programme

REGISTRATION and RECERTIFICATION

Strategic Goal: 3

Registration and recertification processes are responsive and meet all legislative requirements

Achieved By:

3.1 Ensuring registration processes are equitable, fair and appropriate, and do not create barriers to registration for competent medical radiation technologists

3.2 Ensuring recertification processes are timely and meet legislative requirements

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> ▪ Ongoing processing of registration and recertification applications ▪ Review registration and recertification application forms ▪ Review the Registration Examination Assessment (REA) framework and processes ▪ Annual workshop for REA assessors ▪ Review format and content of registration-competency documents 	<ul style="list-style-type: none"> ▪ Ongoing processing of registration and recertification applications ▪ Annual workshop for REA assessors ▪ Review format and content of registration-competency documents ▪ Develop satisfaction survey to be sent post-registration ▪ Review scopes of practice for registration in the profession of medical radiation technology 	<ul style="list-style-type: none"> ▪ Ongoing processing of registration and recertification applications ▪ Annual workshop for REA assessors ▪ Review format and content of registration-competency documents

COMPETENCE

Strategic Goal 4:

All practitioners registered with the Medical Radiation Technologists Board will continue to demonstrate they are competent and fit to practice

Achieved By:

- 2.1 Restricting registration to medical radiation technologists who are able to demonstrate adequate skills and knowledge to practice in their profession
- 2.2 Implementing the competence provisions of the Health Practitioners Competence Assurance Act
- 2.3 Assisting practitioners with notified health conditions affecting their competence, to ensure they are fit to practice safely
- 2.4 Promoting quality medical radiation technology practice through education and lifelong learning

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none">▪ Review the framework for the annual audit of practitioners compliance with recertification programme requirements▪ Undertake audit of 10% of registrant database to evaluate individual compliance with recertification requirements▪ Review policy framework for cultural competence		

COMPLAINTS

Strategic Goal 5:

The Board is well prepared to manage any future complaints (even though the occurrence of complaints to date has been negligible)

Achieved By:

4.1 Implementing a timely and effective complaints process

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none">▪ Review the policy for management of complaints including those made in regard to practitioners and those made in regard to Board policy decisions and processes▪ Review policies for Professional Conduct Committees and undertaking Competence Reviews		

COMMUNICATIONS

Strategic Goal: 6

Promote understanding of the role of the Medical Radiation Technologists Board and its role in implementing the core responsibilities of the Health Practitioners Competence Assurance Act

Achieved By:

- 6.1 Promoting the Board's role of maintaining standards and competence under the Act to the public and stakeholders
- 6.2 Continuously improving the services provided by Medical Sciences Secretariat staff
- 6.3 Harnessing technology to deliver and inform the profession, the public, and other health regulation authorities

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> ▪ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities ▪ Further development of the Board's website to enable more interactive features including the ability to renew annual practising certificates online ▪ Compile and publish 2010 Annual Report ▪ Maintain liaison with Australian MRT registration bodies ▪ Maintain liaison with other NZ registration authorities through the HRANZ group ▪ Review the information provided to New Zealand graduates and overseas applicants in regard to the functions and responsibilities of the Board 	<ul style="list-style-type: none"> ▪ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities ▪ Review website re-development project ▪ Compile and publish 2011 Annual Report ▪ Maintain liaison with Australian MRT registration bodies ▪ Maintain liaison with other NZ registration authorities through the HRANZ group 	<ul style="list-style-type: none"> ▪ Compile and publish bi-annual newsletters to inform practitioners of topical issues and Board activities ▪ Compile and publish 2012 Annual Report ▪ Maintain liaison with Australian MRT registration bodies ▪ Maintain liaison with other NZ registration authorities through the HRANZ group

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
	<ul style="list-style-type: none"> <li data-bbox="619 286 976 468">▪ Survey practitioners to evaluate their communication needs and develop communication strategy based on results of survey 	

INFORMATION MANAGEMENT

Strategic Goal: 7

The Board will manage its information effectively and efficiently to enable Board members to address complex policy issues and operational imperatives in a timely and flexible manner.

Achieved By:

- 9.1 Using a rich base of data to support a strategic and proactive research and evaluation capability
- 9.2 Building technology capability ensuring it is efficient, effective and future-proofed
- 9.3 Securely storing all information that is readily accessible across all media formats

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none">▪ Review the reporting capability of the practitioner database (LARA) to better enable comparative and analytical reporting of registrant information		
<ul style="list-style-type: none">▪ Review the database of overseas qualifications		
<ul style="list-style-type: none">▪ Complete document control project for both electronic and hard-copy documents		

FINANCIAL

Strategic Goal: 8

A financial management environment that enhances the Board's information and decision making, supports the most effective use of funds, and ensures a fair allocation of financial resources to support the strategic direction

Achieved By:

7.1 Ensuring robust financial policies and procedures; financial planning and budgetary control; financial reporting and monitoring; financial systems; and financial accountability

Annual Business Priorities:

1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013
<ul style="list-style-type: none"> ▪ Comprehensive review of financial policy and processes to ensure alignment with the best practice guidelines of the Office of the Auditor General 		
<ul style="list-style-type: none"> ▪ Annual budget prepared and approved 	<ul style="list-style-type: none"> ▪ Annual budget prepared and approved 	<ul style="list-style-type: none"> ▪ Annual budget prepared and approved
<ul style="list-style-type: none"> ▪ Three-year capital expenditure plan reviewed 	<ul style="list-style-type: none"> ▪ Three-year capital expenditure plan reviewed 	<ul style="list-style-type: none"> ▪ Three-year capital expenditure plan reviewed
<ul style="list-style-type: none"> ▪ Quarterly budget reports reviewed 	<ul style="list-style-type: none"> ▪ Quarterly budget reports reviewed 	<ul style="list-style-type: none"> ▪ Quarterly budget reports reviewed
<ul style="list-style-type: none"> ▪ External audit of 2010 financial accounts 	<ul style="list-style-type: none"> ▪ External audit of 2011 financial accounts 	<ul style="list-style-type: none"> ▪ External audit of 2012 financial accounts

PEOPLE

Strategic Goal: 9

Operational business support and strategic advice services are undertaken by a team of people who are appropriately skilled and experienced in providing a service delivery framework that is customer focused and quality driven

Achieved By:

- 8.1 Providing Medical Sciences Secretariat with sufficient resources to ensure the right people are hired and retained and that capability is developed and built upon

Annual Business Priorities:

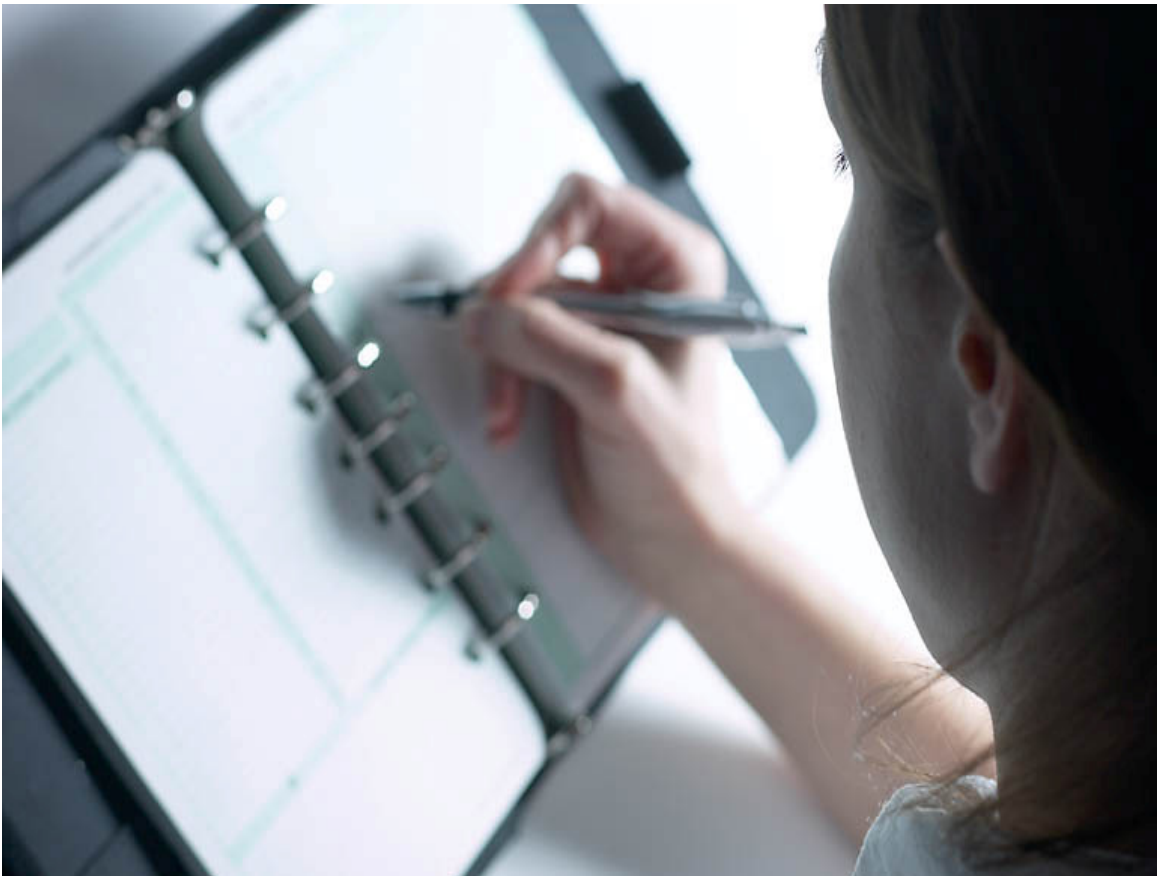
1 April 2010 – 31 March 2011	1 April 2011 – 31 March 2012	1 April 2012 – 31 March 2013



New Zealand
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SCHEDULE OF ANNUAL BUSINESS PRIORITIES:

1 APRIL 2010 – 31 MARCH 2011



Business Plan Initiative	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11
GOVERNANCE														
Quarterly Board meetings		17 th			17 th			16 th			8 th 9 th			
Financial Management Workshop		16 th												
Review delegations of Committees		Com. Conv.	Bd. Mtg.											
Buddle Findlay Workshops														
Board member training/conferences etc.							NZIMRT							
Develop a Risk Management Plan				Draft	Bd. Mtg.									
Annual evaluation of Board performance										Prep	Eval.		Result	Follow Up
Legislative compliance evaluation							Prep	Bd. Mtg.						
Review and agree 3-year strategic plan and annual business initiatives										Prep.	Plan Day	Draft	Draft	Bd. Mtg.
ACCREDITATION														
Notification letters to universities re annual accreditation / monitoring activities and requirements	MSS													
Site visit – Unitec														
Clinical assessment observations visits – University of Otago														
Policy/process for assessment of overseas qualifications	Ed. Com.	Bd. Mtg.												
Communications re overseas qualifications assessment requirements			MSS											
Finalise processes for assessment of clinical component of MRI postgraduate qualifications	Ed. Com.	Bd. Mtg.												
Communicate clinical assessment requirements to providers of MRI qualification programmes			MSS											
REGISTRATION and RECERTIFICATION														
Review registration and recertification application forms	Draft	Bd. Mtg.												
Review format of registration-competency documents		CCC												
Review content of registration- competency documents			CCC	CCC	Bd. Mtg.									
Review the REA framework and processes						REA Com	REA Com	Bd. Mtg.						
Workshop for REA assessors		Prep.	Prep.	Work Shop										

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Business Plan Initiative	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11
REGISTRATION and RECERTIFICATION cont'd														
Process all registration and recertification/recertification renewal applications	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS
COMPETENCE														
Review framework for annual audit of practitioner compliance with recertification requirements						CCC	CCC	Bd. Mtg.						
Annual audit of practitioner compliance with recertification requirements						MSS	MSS	MSS	Audit Day	MSS	Follow Up			
Review policy framework for cultural competence									MSS	MSS	Bd. Mtg.			
COMPLAINTS														
Review policy for management of complaints	MSS	Bd. Mtg.												
Review policies for Professional Conduct Committees and Competence Reviews	MSS	Bd. Mtg.												
COMMUNICATIONS														
Bi-annual newsletters to the profession					Chair						Chair			
Further development of the website				MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS
Review information provided to new graduates and overseas applicants re the Board's role and responsibilities	MSS	MSS												
2010 Annual Report								MSS						
Articles for SHADOWS	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair	Chair
Liaison with Australian MRT registration bodies	Chair			Chair			Chair			Chair			Chair	
Liaison with other registration authorities through the HRANZ Group		Chair					Chair							
INFORMATION MANAGEMENT														
Review reporting capability of the practitioner database (LARA)					MSS	MSS	MSS	Bd. Mtg.						
Review database of overseas qualifications					MSS	MSS	MSS	Bd. Mtg.						
Complete document control project			MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS	MSS

Business Plan Initiative	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11
FINANCIAL														
Review of financial policies and processes	MSS	MSS	MSS	Bd. Tele C										
Preparation and approval of annual budget	MSS	Bd. Mtg.											MSS	Bd. Mtg.
3-year capital expenditure plan										MSS	Bd. Mtg.			
Quarterly budget reports reviewed		Bd. Mtg.			Bd. Mtg.			Bd. Mtg.			Bd. Mtg.			Bd. Mtg.



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ANNUAL BUSINESS INITIATIVES – 2009:

A REVIEW OF THE BOARD'S ACHIEVEMENTS

ANNUAL BUSINESS INITIATIVES 2009:

REVIEW OF ACHIEVEMENTS

Note: Those right-hand columns highlighted in pink were not started and/or completed during 2009 and will subsequently be carried forward and included in the business initiatives to be undertaken during 2010-2011

BUSINESS INITIATIVE	ACHIEVEMENT
GOVERNANCE	
<ul style="list-style-type: none"> ▪ Board to review its governance framework ▪ Align strategic planning documents to a calendar year rather than a financial year ▪ Include ongoing reviews of annual business initiatives into the agenda of quarterly Board meetings ▪ Compile documented Board-Staff delegations in consultation with the Medical Laboratory Science Board ▪ Develop a Board-specific risk management plan 	<ul style="list-style-type: none"> ▪ This was undertaken in March 2009. Agreed that the Board is managing its governance functions reasonable well and to continue with the current framework ▪ In retrospect alignment of key planning documents to a calendar creates difficulties especially in meeting statutory reporting obligations. The Board has therefore decided to revert its strategic planning cycle to align with its financial year, that is, 1 April to 31 March
	<ul style="list-style-type: none"> ▪ This did not happen at all meetings and will need a more consistent approach from 2010
	<ul style="list-style-type: none"> ▪ A comprehensive Delegations policy has been developed and agreed by both Boards
	<ul style="list-style-type: none"> ▪ A formal and documented risk management specific to the Medical Radiation Technologists Board was not developed in 2009. Identification of risks in regard to specific projects was undertaken. To be carried forward into the 2010-2012 business initiatives
<ul style="list-style-type: none"> ▪ Review the job description for Board members and terms of reference for Committees ▪ Documented Code of Conduct for Board members ▪ Agree a framework for the evaluation of Board performance in partnership with the Medical Laboratory Science Board ▪ Alert the Ministry of Health of concerns about the delays to appointments of new Board members 	<ul style="list-style-type: none"> ▪ Committee structure and terms of reference were reviewed at the March 2009 Board meeting ▪ Draft Code of Conduct developed. To be considered by the Board at its March 2010 meeting ▪ An evaluation framework has been agreed and adopted by both Boards. To be implemented in 2010 ▪ Despite ongoing dialogue with the Ministry throughout the year, delays to appointments have continued

BUSINESS INITIATIVE	ACHIEVEMENT
ACCREDITATION	
<ul style="list-style-type: none"> ▪ Develop a survey for provider organisations in relation to the competence of new graduates entering the workforce ▪ Site visit to CPIT ▪ Monitoring visits to UNITEC (undergraduate programme) ▪ Review of the framework used to assess overseas qualifications and the management of applications for training scopes of practice 	<ul style="list-style-type: none"> ▪ Survey completed. To be implemented on an ongoing basis ▪ Undertaken in August 2009 and final report provided to CPIT ▪ Clinical assessment observation visit undertaken in August 2009. Site visit to be scheduled in 2010 ▪ This project was started in 2009 and core principles have been agreed by the Board. Further work is required on developing and agreeing the specific processes involved. To be carried forward to the 2010-2011 business initiatives
REGISTRATION and RECERTIFICATION	
<ul style="list-style-type: none"> ▪ Review of registration and recertification processes to maximise efficiencies ▪ Review the breadth and quality of reporting registration and recertification information ▪ Regular audits of the register to check accuracy and completeness of practitioner information ▪ Ongoing processing of all registration and recertification applications 	<ul style="list-style-type: none"> ▪ Review undertaken with subsequent improvement to processing times. Workload for Registration Committee members has reduced thereby allowing these Board members to better focus on governance/strategic issues ▪ This project did not commence in 2009 due to staffing shortages in the MSS team. To be included into the 2010-2011 business initiatives ▪ This is an ongoing activity undertaken by the Registrations Managers ▪ Ongoing
COMPETENCE	
<ul style="list-style-type: none"> ▪ Review the Board's cultural competence policy especially in regard to the practical implementation of policy principles ▪ Alignment of competency documents across all scopes of practice ▪ Review of the gazetted scopes of practice to ensure wording is clear and unambiguous ▪ Annual workshop for REA assessors 	<ul style="list-style-type: none"> ▪ This project did not commence in 2009 due to staffing shortages in the MSS team and a decision to fast-track the development of an integrated policy manual for each of the Boards. The policy manual for the Medical Laboratory Science Board was given priority due to a higher level of potential risk ▪ Completed. ▪ Not completed. However in hindsight a re-wording of the gazetted scopes of practice cannot happen in isolation and any changes must be a component of an overall review of the identified scopes of practice for the profession of medical radiation technology ▪ Workshop held in 2009. Evaluation feedback from workshop participants considered and where

<ul style="list-style-type: none"> ▪ Annual audit of practitioner compliance with recertification requirements 	<p>appropriate has been earmarked for inclusion into the 2010 workshop</p> <ul style="list-style-type: none"> ▪ Audit undertaken. Overall compliance rate was relatively high and only a few practitioners required follow-up
COMPLAINTS	
<ul style="list-style-type: none"> ▪ Develop a joint Complaints policy in consultation with the Medical Laboratory Science Board 	<ul style="list-style-type: none"> ▪ A draft policy has been developed for consideration by the Board at its March 2010 meeting
COMMUNICATION and INFORMATION MANAGEMENT	
<ul style="list-style-type: none"> ▪ Communication strategy ▪ Website to be re-developed. It is expected this project will be managed through incremental phases over a 2-3 year period ▪ Annual reports published for 2007; 2008; and 2009 ▪ Respond to sector/public consultations ▪ Regular contributions to the SHADOWS publication ▪ Attendance at relevant conferences; seminars; workshops etc. ▪ Maintain liaison with Australian MRT registration bodies 	<ul style="list-style-type: none"> ▪ The Board is continually reviewing its communication needs and specific communication initiatives are included in with the annual business initiatives rather than having a separate communication strategy document ▪ Progress is well underway of Phase 1 of the re-development of the Board's website with an expected launch date of March 2010. Further re-development work to be undertaken in 2010-2011 ▪ 2007 and 2008 Annual Reports published and distributed. 2009 Annual Report in progress with publication expected for March/April 2010 ▪ Ongoing contributions to the Ministry of Health review of the HPCA Act ▪ Regular and ongoing contributions occurred throughout 2009 ▪ Board members attended the NZIMRT and ASUM conferences. A number of members attended a series of workshops presented by Buddle and Findlay on key responsibilities and functions under the HPCA Act. These workshops were well received and will be offered again in 2010 ▪ The Board Chair attended a number of meetings with Australian registration bodies and sharing of information has been well received in regard to the pending adoption of a national registration framework for the MRT profession in Australia

FINANCIAL

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| <ul style="list-style-type: none">▪ Preparation and approval of annual budget for 2009/2010▪ Quarterly reports for both the Medical Radiation Technologists Board and Medical Sciences Secretariat prepared and considered▪ Assets Investment Plan for MSS operations approved | <ul style="list-style-type: none">▪ Draft budget prepared in time for the Board meeting in March 2009 and approved after a few adjustments▪ Summary reports of financial performance prepared for each quarterly Board meeting. Board decisions in regard to budgetary/financial matters recorded in Board meeting minutes▪ Capital expenditure plan approved for 2009/2010 |
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