



New Zealand
**Medical Radiation
Technologists Board**
Te Poari Ringa Hangarua Iraruke

POLICY AND PROCEDURES:

Registration Examination Assessments (REA)

THIS DOCUMENT SETS OUT THE PROCESSES
FOR OFFERING AND SETTING UP A REA FOR
A MEDICAL IMAGING/RADIATION THERAPY
PRACTITIONER

MAY 2017

Policy Title		Registration Examination Assessments
Reference Number	2017-May-V1-MRT REA	
Scope	This policy applies to medical imaging and radiation therapy practitioners who meet the criteria for being offered a REA	

Associated Policy Documents

Revision Schedule			
Version Number	Version Date	Approved By	Next Review
One	May 2017	Medical Radiation Technologists Board	2019

What is a REA?

A REA is a practical-based assessment of a practitioner's competence in respect of a particular scope of practice. It is conducted at a clinical site by two Board-appointed REA assessors.

Who decides if a REA is to be offered?

The Registration Committee has delegated authority to determine if an applicant is to be offered a REA. MSS staff do not have the authority to make this decision.

Once a decision has been made to offer a REA, all further communication as to arranging the REA is to be directed to the Board's REA/Audit Committee.

When is a REA Used?

A REA can be used for two purposes:

1. Registration
2. Issue of a Practising Certificate (for practitioners returning to work after not practising for an extended period of time)

REA for Registration

Registration REA's are used in two instances:

Overseas-Trained Practitioners

REA's in this instance are usually offered when an overseas-trained applicant has a qualification assessed as being not-equivalent (to the NZ-one), but he/she has a minimum of 2-years of clinical experience relevant to the scope of practice for which registration is being sought.

Training Scope of Practice

Sometimes a practitioner registered in a training scope of practice (applicable only to nuclear medicine, MRI, or sonography) may have enrolled in a qualification that does not include an assessment of their clinical competence. In this instance the Trainee is required to sit a REA in addition to, and after providing evidence that they have successfully passed the academic requirements of the qualification. They will also need to provide evidence that they have completed 3360 hours of clinical practice in the particular training scope of practice prior to sitting the REA.

REA for Issue of a Practising Certificate

When a practitioner applies for an annual practising certificate (APC) but has not practised in their registered scope of practice for 3-years or more, the Committee may require them to sit a REA.

Informing the Practitioner of a REA Offer

Information on the REA process is provided to the practitioner at the same time as sending them formal notification that the Board is either:

- Proposing to decline their application for registration but offering a REA as an alternative pathway to registration; or
- Proposing to place a condition on their APC that they must successfully pass a REA (return to work practitioners)

Information must include:

- A letter advising of the REA offer
 - To include the date by which they must respond as to whether they will be taking up the offer
- A copy of the REA Candidate Handbook for the relevant scope of practice
- A list of relevant clinical sites
- A copy of the *Competence Standards for the Practice of Medical Imaging and Radiation Therapy in New Zealand*

Finding a REA Site

It is the practitioner's responsibility to find a clinical site willing to host them during their familiarisation period. When advising of the offer of a REA, the practitioner must be provided with a list of clinical sites that have a relevant medical imaging/radiation therapy department. For example if the practitioner applied for registration/an APC as a Sonographer only provide a list of those clinical sites that have an ultrasound department.

Taking up a REA Offer

When the practitioner has secured a clinical site they are to submit a *REA Application Form*.

The application form is to be lodged onto SharePoint and the REA/Audit Committee is to check in respect of the suitability of the clinical site and nominated supervisor.

If there are any concerns from the Committee in respect of the suitability of the clinical site and/or supervisor the candidate will need to be advised of the outcomes of the Committee's decision.

Familiarisation Period Prior to Sitting a REA

A REA candidate is typically required to spend 3-months at the clinical site before sitting the REA. This time is for them to become familiar with the particular policies and procedures for that particular department.

During this period of familiarisation the candidate is not allowed to practise without supervision. The level of supervision required will depend on the reason the practitioner is required to sit a REA:

- Overseas-trained practitioners sitting a REA must be under Level 1 supervision at all times (as they do not hold NZ registration)
- Return-to-work practitioners required to sit a REA start off with Level 1 supervision and can progress to other levels with the approval of their supervisor (they already hold NZ registration)
- Practitioners working in a training scope of practice do not need to complete a period of familiarisation as they are already employed at a clinical site. However, they must have completed 3360 hours of clinical practice prior to sitting a REA.

REA Assessors

The Board has a pool of practitioners who are approved to conduct a REA. Each REA is assessed by two practitioners chosen from that pool. They must both be registered (and hold an APC) in the same scope as the REA candidate.

MSS staff will need to liaise with the assessors to assist with travel (and accommodation, if required) arrangements for them to get to the clinical site to conduct the REA. Sometimes it may be necessary for the assessors to travel to the location of the clinical site the night before (this is often the case for an REA is for a Nuclear Medicine candidate as preparation for these types of procedures often start early in the morning).

Staff must also make sure assessors are provided with all required documentation in advance of the REA day.

Assessors will send two separately completed reports that then need to be put onto SharePoint for the Committee's consideration and decision as to registration/issue of an APC.

Communications

Throughout the REA process a number of people need to be kept advised:

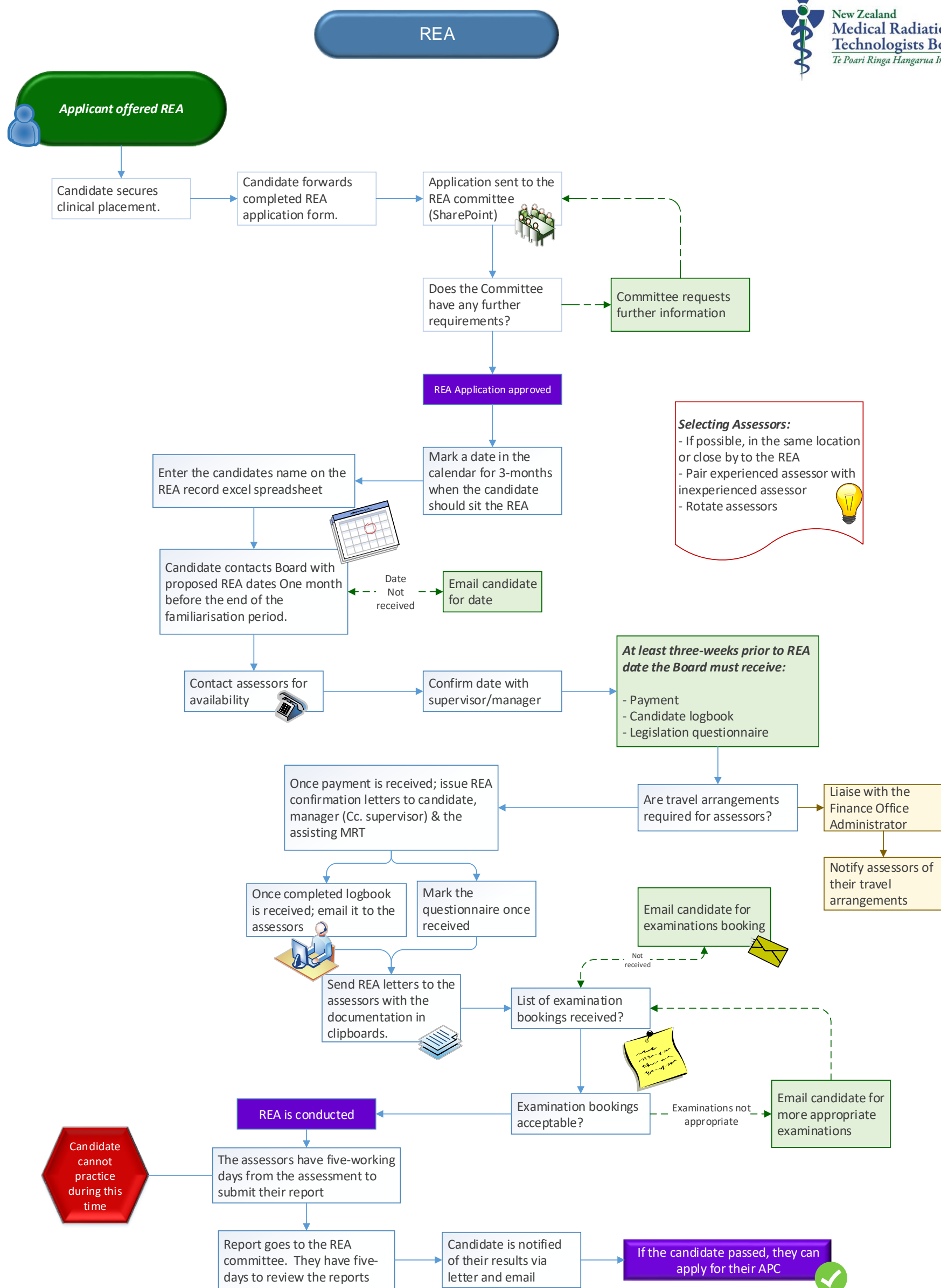
REA Communications		
Who	What	When
Candidate	Initial offer of REA <ul style="list-style-type: none"> • Letter • Candidate REA Manual (in the relevant scope of practice) • MRTB <i>Competence Standards for the Practice of Medical Imaging and Radiation Therapy in New Zealand</i> 	After committee made decision re their application
	Receipt acknowledgement Follow-up informational material on REA process: <ul style="list-style-type: none"> • Candidate REA Manual (in the relevant scope of practice) • MRTB <i>Competence Standards for the Practice of Medical Imaging and Radiation Therapy in New Zealand</i> 	After receipt of REA Application Form
	Confirm REA date and names of assessors Request: <ul style="list-style-type: none"> • Logbook • Legislation Questionnaire • Fee Payment 	At least 3-weeks prior to REA date
	REA Outcome	Within 10-working days after the REA was held

REA Communications		
Who	What	When
Supervisor	<ul style="list-style-type: none"> Letter confirming name of REA candidate, approximate date for REA and supervision responsibilities Copy of a Candidate REA Manual (in the relevant scope of practice) Copy of the MRTB <i>Competence Standards for the Practice of Medical Imaging and Radiation Therapy in New Zealand</i> 	After Committee has confirmed supervisor
	<p>Confirm REA date from those provided by assessors</p> <p>Advise supervisor of types of examinations expected to be observed on the day of the REA</p>	4 – 6 weeks prior to the REA day and after REA Assessors have confirmed their availability and potential dates, and list of examinations required
	<p>Received from Supervisor:</p> <ul style="list-style-type: none"> List of examinations that have been booked for the day of the REA Name of the assisting practitioner on the day of the REA Supervisor's Report 	At least 3-weeks prior to REA day

REA Communications		
Who	What	When
REA Assessors	Check availability to do REA – get a range of possible dates	6 – 8 weeks prior to end of the candidate's familiarisation period
	Confirm REA date Find out their travel and accommodation requirements and confirm once they have been booked	After confirmation from Supervisor as to preferred date
	REA informational materials: <ul style="list-style-type: none"> • Assessor Manual (for the relevant scope) • Competencies document • Letter detailing logistical arrangements • Candidate logbook • Marked legislative questionnaire • Supervisor Report • Name badge; signage • Taxi vouchers 	2-3 weeks prior to REA day
	REA assessors reports – to be completed individually and sent to MRTB office via courier bags as provided	5-working days after the REA day

REA Communications		
Who	What	When
REA Committee	Advise committee of candidate's acceptance of REA offer	
	Set up REA candidate file on SharePoint (for ongoing Committee reference) Post copy of REA Application Form onto SharePoint Post REA checklist for the particular candidate onto their SharePoint file	On receipt of REA Application Form from candidate
	Keep REA candidate's checklist updated on SharePoint and text alert Committee	Once all arrangements have been finalised – at least 1-week prior to REA day
	Post REA Assessors reports onto the candidate's file in SharePoint and text alert Committee	As soon as reports are received (which must be within 5-working days after the REA day)

REA Process—Flowchart



MSS has Ten-working days to notify candidate of results