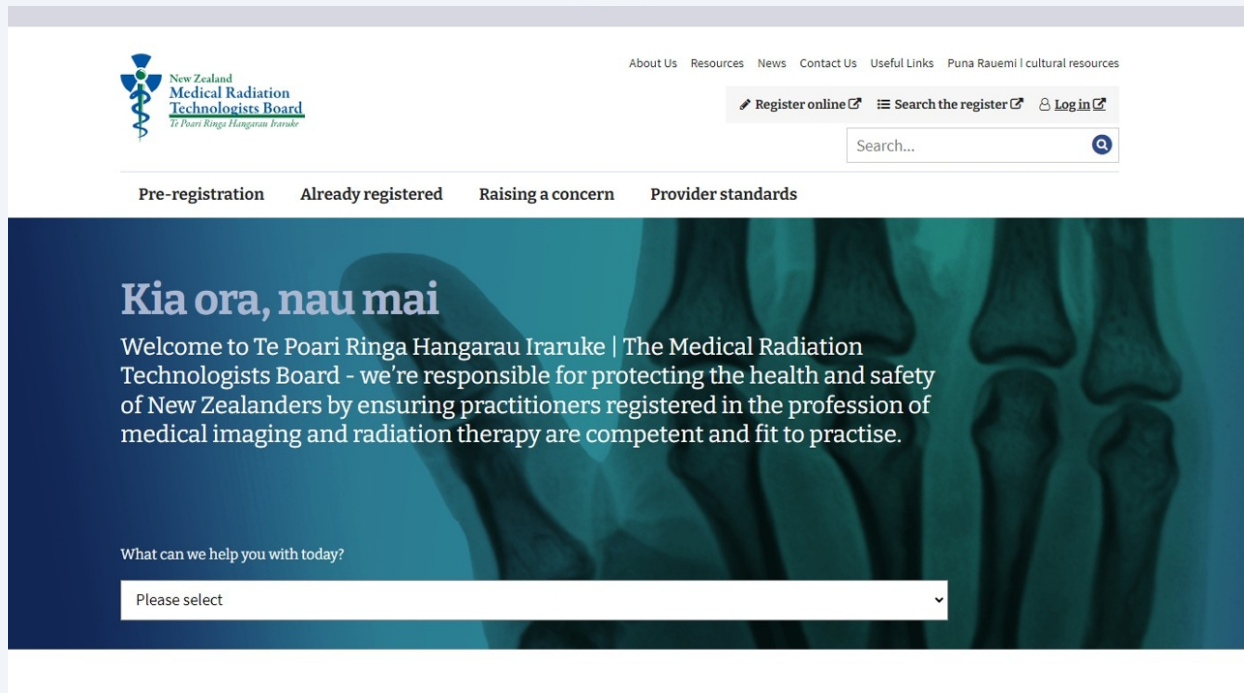


MRTB Audit Submission


1

Go to the Medical Radiation Technologists Board (MRTB) website
<https://www.mrtboard.org.nz/>



2 Click "Log in"

We've moved to our new practitioner system. Your profile is now available, you'll need to change your password. Refer to our [News item](#) if you have any queries.



About Us Resources News Contact Us Useful Links Puna Rauemi | cultural resources

Register online Search the register Log in

Search...

Pre-registration Already registered Raising a concern Provider standards

Kia ora, nau mai


Welcome to Te Poari Ringa Hangarau Iraruke | The Medical Radiation Technologists Board - we're responsible for protecting the health and safety of New Zealanders by ensuring practitioners registered in the profession of medical imaging and radiation therapy are competent and fit to practise.

What can we help you with today?

Please select

3 Enter your username (email address) and your password. If this is the first time you are logging in to the new practitioner system, you will need to select 'Forgot Password?' to set up a new password.

For more information on logging in to the new system - see the news page [here](#).



If you do not have a login and wish to apply for registration, please create a profile [here](#).

Username

Password

Log in

Forgot Password?

Contact the Board at mrt@medsci.co.nz if you have any questions.

4

You can now click on the link in the audit notification email and this should take you to the audit form.

If this does not work, try copy and paste the link from the notification email.

5

The link in the notification email should open the audit form which looks like the below.

The screenshot shows the audit form for the New Zealand Medical Radiation Technologists Board. The header includes the board's logo and name, and a navigation bar with links to Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. The main section is titled 'Declarations' and contains several text input fields and checkboxes. A pink circle highlights the first text input field, which is for providing employment history. Below this, there are checkboxes for CPD programmes (New Zealand Institute of Medical Radiation Technology (NZIMRT), Self-directed, Other) and a text input field for total months worked during the audit period. The 'Practitioner Declarations' section follows, with three text input fields for performance review, code of ethics, and physical/mental competency.

New Zealand Medical Radiation Technologists Board
Te Pūari Ringa Hanganui Iorangi

Home Eligibility Check Application Forms My Information Raise a Concern

Declarations

Please provide your employment history during the audit period.
A brief description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2024 is sufficient.

* Which CPD programme(s) are you enrolled in?
☐ New Zealand Institute of Medical Radiation Technology (NZIMRT)
☐ Self-directed
☐ Other
Error: Which CPD programme(s) are you enrolled in? Is required.

* Total months worked during audit period

Practitioner Declarations

* I have received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.

* I comply with the Code of Ethics.

* I believe I am physically and mentally competent to practice.

6 Answer the questions on the declarations page.

New Zealand Medical Radiation Technologists Board
Te Pūari Ringa Hanganui Iroake

Home Eligibility Check Application Forms My Information Raise a Concern

Declarations

Please provide your employment history during the audit period.
A brief description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2024 is sufficient.

Key responsibilities

* Which CPD programme(s) are you enrolled in?

☐ New Zealand Institute of Medical Radiation Technology (NZIMRT)

☐ Self-directed

☐ Other

Error: Which CPD programme(s) are you enrolled in? is required.

* Total months worked during audit period

Practitioner Declarations

* I have received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.

* I comply with the Code of Ethics.

* I believe I am physically and mentally competent to practice.

7 Once you have answered all questions on this page, click "Next".

Note: you can save your progress at any time by clicking "Save for later" in the bottom left. This will provide you with a link - make sure you save the link as you will need this to return to your audit form.

Eligibility Check Application Forms My Information Raise a Concern

Declarations

Please provide your employment history during the audit period.
A brief description of key responsibilities in your current and previous roles from 1 January 2024 to 31 December 2024 is sufficient.

Key responsibilities

* Which CPD programme(s) are you enrolled in?

☐ New Zealand Institute of Medical Radiation Technology (NZIMRT)

☐ Self-directed

☐ Other

Error: Which CPD programme(s) are you enrolled in? is required.

* Total months worked during audit period

Practitioner Declarations

* I have received a satisfactory performance review which confirms that I am clinically competent to practise within my scope of practice.

* I comply with the Code of Ethics.

* I believe I am physically and mentally competent to practice.

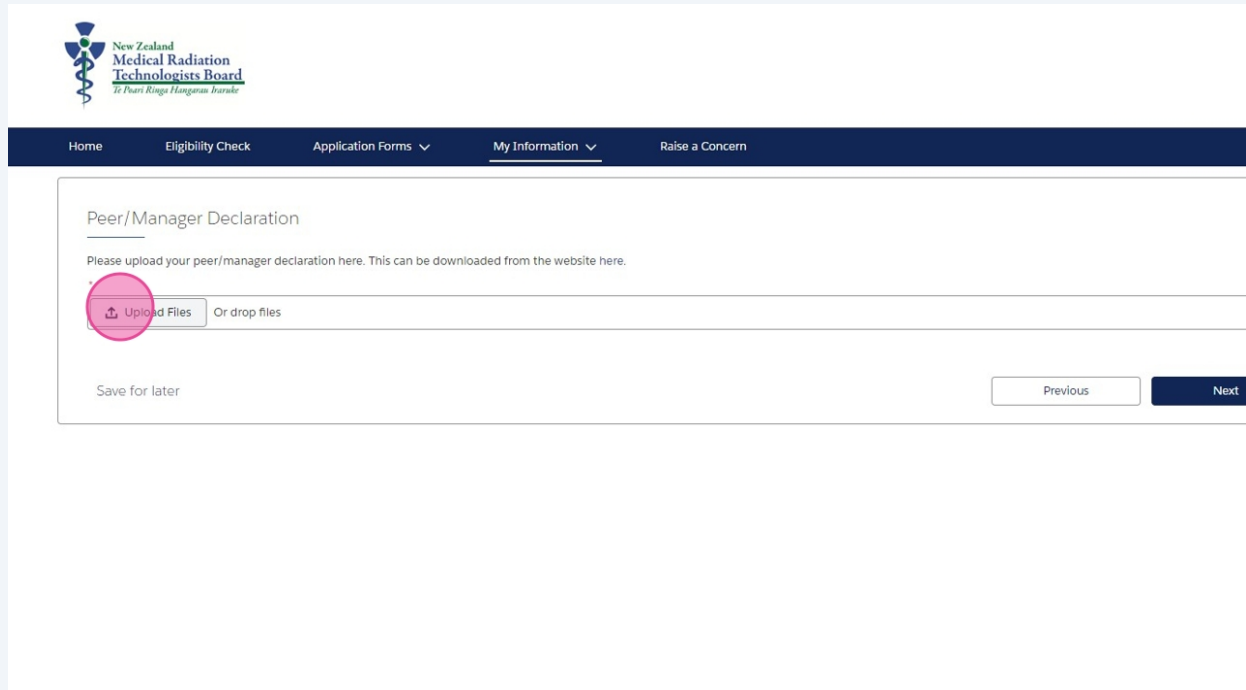
Save for later

Next

8

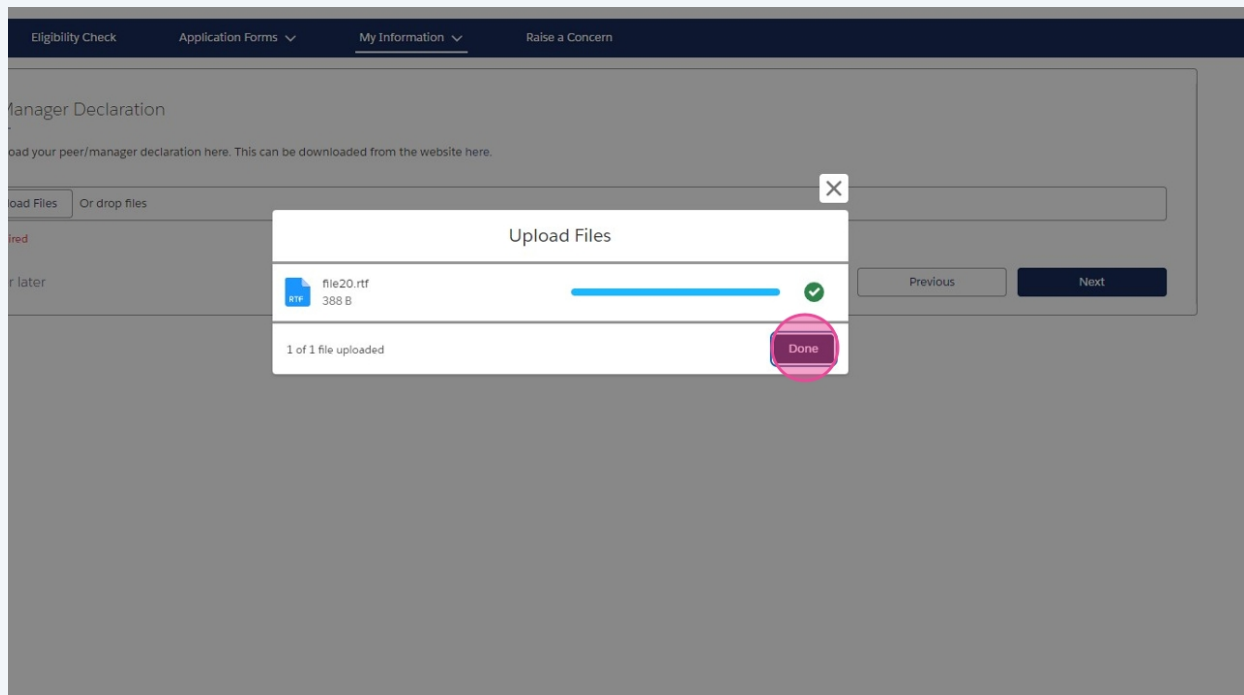
On the peer/manager declaration page, you will need to upload your peer/manager declaration.

The declaration form can be downloaded from our [website](#). You will need to complete the form and save to your computer. You can then upload the form to this page by selecting 'Upload files'.

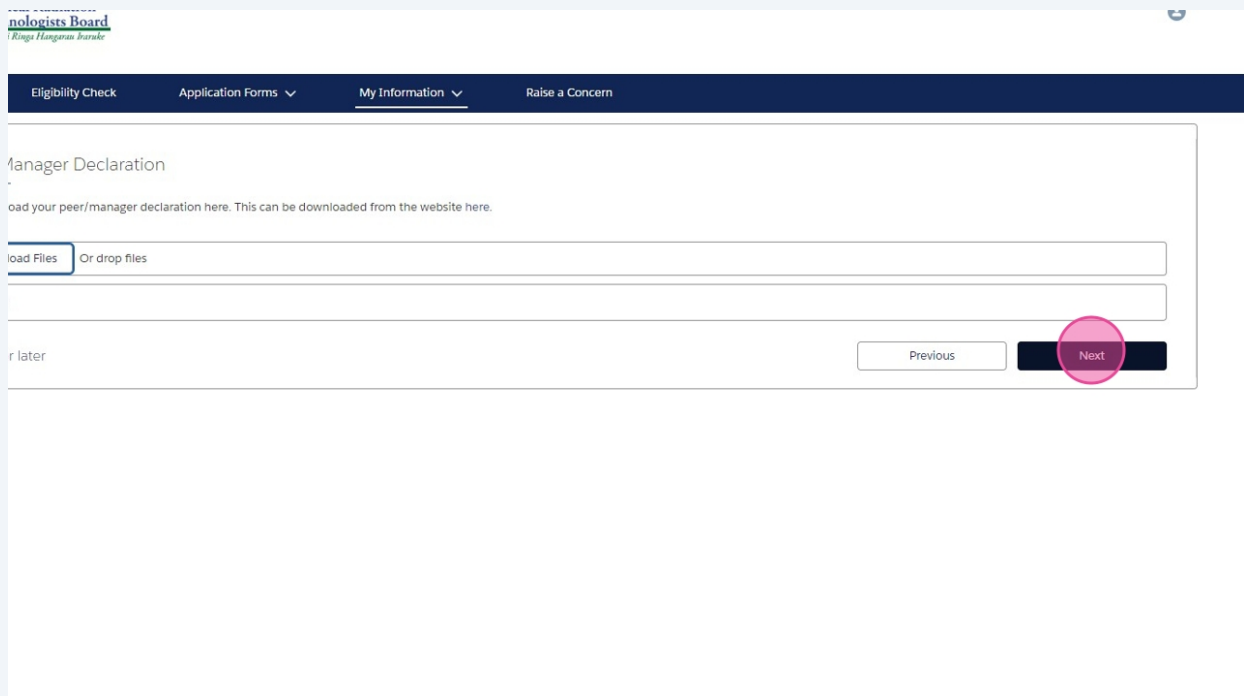


The screenshot shows the website of the New Zealand Medical Radiation Technologists Board. The header includes the board's logo and name, along with navigation links: Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. The main content area is titled 'Peer/Manager Declaration' and contains the instruction: 'Please upload your peer/manager declaration here. This can be downloaded from the website here.' Below this instruction is a file upload area with a button labeled 'Upload Files' (which is circled in pink) and the text 'Or drop files'. At the bottom of the form, there is a 'Save for later' link on the left and 'Previous' and 'Next' buttons on the right.

9 Select the correct file and then select 'Done'.

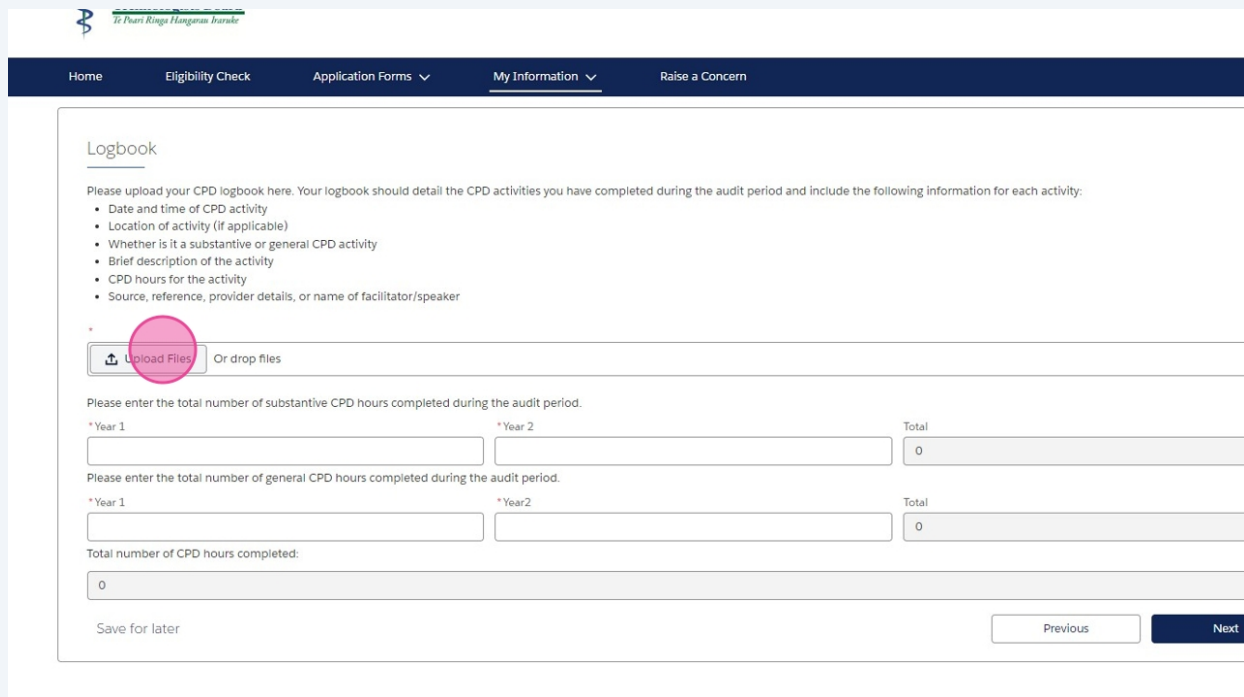


10 Once you have uploaded your declaration form, click "Next"



11

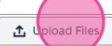
On the logbook page, you will need to upload a copy of your logbook by clicking "Upload Files".



Logbook

Please upload your CPD logbook here. Your logbook should detail the CPD activities you have completed during the audit period and include the following information for each activity:

- Date and time of CPD activity
- Location of activity (if applicable)
- Whether is it a substantive or general CPD activity
- Brief description of the activity
- CPD hours for the activity
- Source, reference, provider details, or name of facilitator/speaker

*  Or drop files

Please enter the total number of substantive CPD hours completed during the audit period.

* Year 1	* Year 2	Total
<input type="text"/>	<input type="text"/>	0

Please enter the total number of general CPD hours completed during the audit period.

* Year 1	* Year 2	Total
<input type="text"/>	<input type="text"/>	0

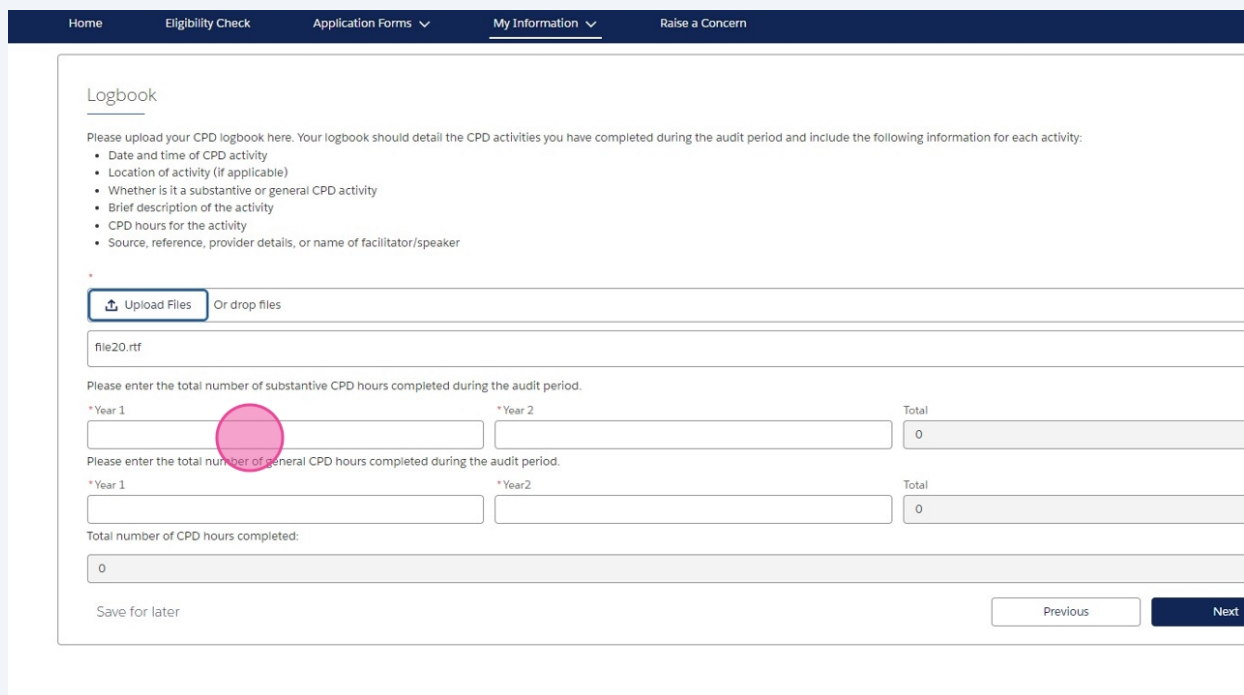
Total number of CPD hours completed:

Save for later Previous Next

12

You are then required to enter the number of substantive and general CPD hours you have completed over the biennium.

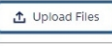
Year 1 is the first year of the biennium and year 2 is the second year of the biennium. Refer to your notification email or our website for the biennium dates.



Logbook

Please upload your CPD logbook here. Your logbook should detail the CPD activities you have completed during the audit period and include the following information for each activity:

- Date and time of CPD activity
- Location of activity (if applicable)
- Whether is it a substantive or general CPD activity
- Brief description of the activity
- CPD hours for the activity
- Source, reference, provider details, or name of facilitator/speaker

*  Or drop files

file20.rtf

Please enter the total number of substantive CPD hours completed during the audit period.

* Year 1	* Year 2	Total
<input type="text"/>	<input type="text"/>	0

Please enter the total number of general CPD hours completed during the audit period.

* Year 1	* Year 2	Total
<input type="text"/>	<input type="text"/>	0

Total number of CPD hours completed:

Save for later Previous Next

13 Once you have uploaded your logbook and entered your CPD hours, click "Next"

[Eligibility Check](#) [Application Forms](#) [My Information](#) [Raise a Concern](#)

ok

oad your CPD logbook here. Your logbook should detail the CPD activities you have completed during the audit period and include the following information for each activity:

- nd time of CPD activity
- on of activity (if applicable)
- er is it a substantive or general CPD activity
- escription of the activity
- ours for the activity
-), reference, provider details, or name of facilitator/speaker

Or drop files

er the total number of substantive CPD hours completed during the audit period.

	*Year 2	Total
<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="25"/>

er the total number of general CPD hours completed during the audit period.

	*Year2	Total
<input type="text"/>	<input type="text" value="12"/>	<input type="text" value="22"/>

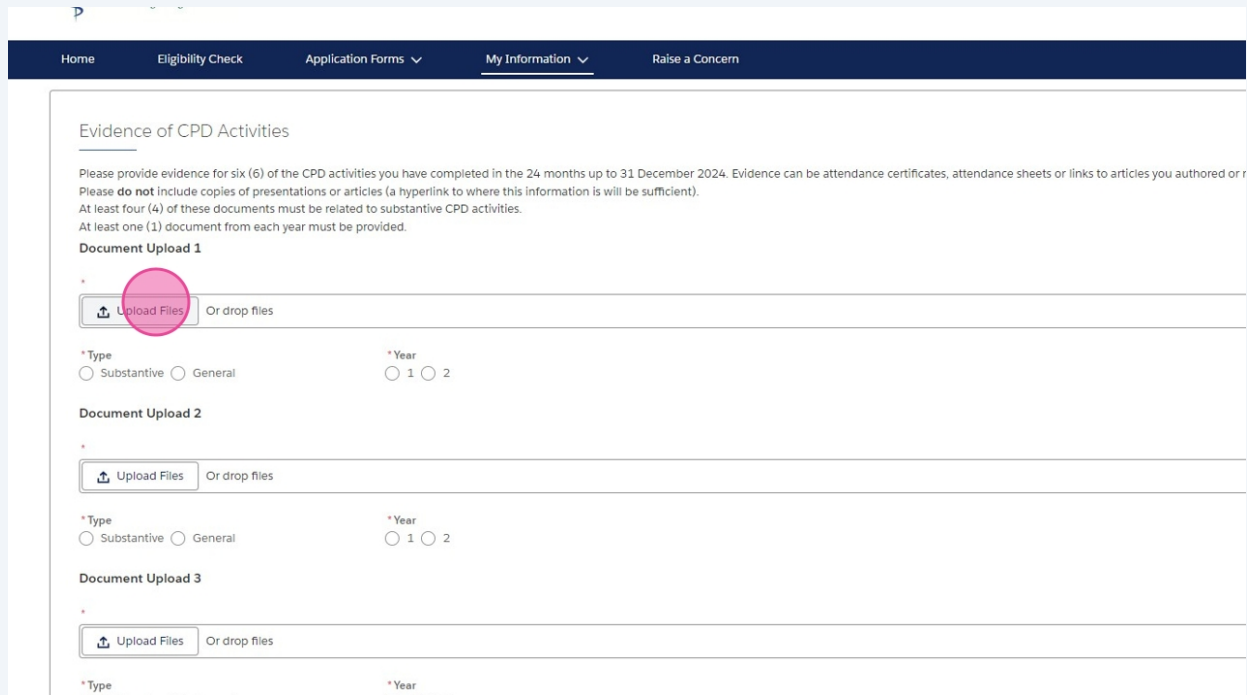
ber of CPD hours completed:

r later

14

On the evidence of CPD activities page, you will need to upload 6 pieces of evidence of the CPD you have completed over the relevant biennium.

Under 'Document Upload 1', select "Upload Files" to upload your first piece of evidence.



Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2024. Evidence can be attendance certificates, attendance sheets or links to articles you authored or r. Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient). At least four (4) of these documents must be related to substantive CPD activities. At least one (1) document from each year must be provided.

Document Upload 1

* Or drop files

* Type ☐ Substantive ☐ General * Year ☐ 1 ☐ 2

Document Upload 2

* Or drop files

* Type ☐ Substantive ☐ General * Year ☐ 1 ☐ 2

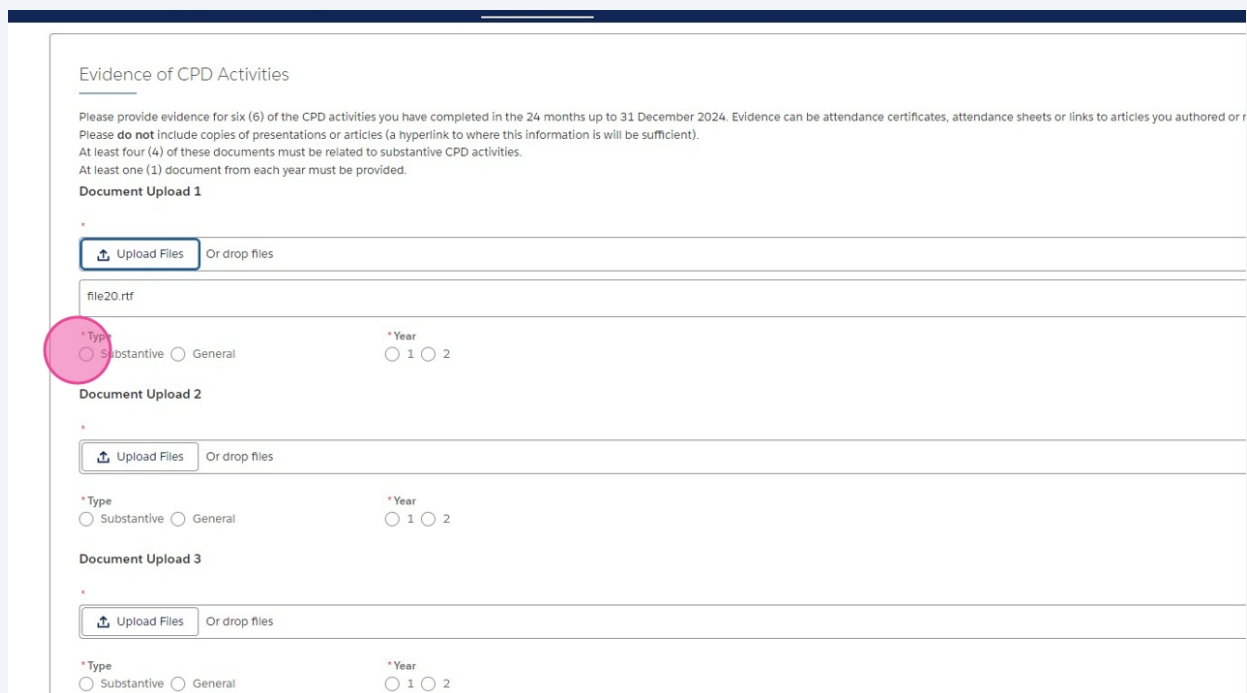
Document Upload 3

* Or drop files

* Type ☐ Substantive ☐ General * Year ☐ 1 ☐ 2

15

For your first piece of evidence (under document upload 1), select if it was a substantive or general CPD activity.



Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2024. Evidence can be attendance certificates, attendance sheets or links to articles you authored or r. Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient). At least four (4) of these documents must be related to substantive CPD activities. At least one (1) document from each year must be provided.

Document Upload 1

* Or drop files

file20.rtf

* Type ☒ Substantive ☐ General * Year ☐ 1 ☐ 2

Document Upload 2

* Or drop files

* Type ☐ Substantive ☐ General * Year ☐ 1 ☐ 2

Document Upload 3

* Or drop files

* Type ☐ Substantive ☐ General * Year ☐ 1 ☐ 2

16

For your first piece of evidence (under document upload 1), select if the CPD activity was completed in the first or second year of the biennium.

Evidence of CPD Activities

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2024. Evidence can be attendance certificates, attendance sheets or links to articles you authored or r
Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient).
At least four (4) of these documents must be related to substantive CPD activities.
At least one (1) document from each year must be provided.

Document Upload 1

Or drop files

file20.rtf

* Type ☒ Substantive ☐ General

* Year ☒ 1 ☐ 2

Document Upload 2

Or drop files

* Type ☐ Substantive ☐ General

* Year ☐ 1 ☐ 2

Document Upload 3

Or drop files

* Type ☐ Substantive ☐ General

* Year ☐ 1 ☐ 2

17

Repeat steps 14-16 for the remaining five document uploads.

Please provide evidence for six (6) of the CPD activities you have completed in the 24 months up to 31 December 2024. Evidence can be attendance certificates, attendance sheets or links to articles you authored or r
Please **do not** include copies of presentations or articles (a hyperlink to where this information is will be sufficient).
At least four (4) of these documents must be related to substantive CPD activities.
At least one (1) document from each year must be provided.

Document Upload 1

Or drop files

file20.rtf

* Type ☒ Substantive ☐ General

* Year ☒ 1 ☐ 2

Document Upload 2

Or drop files

* Type ☐ Substantive ☐ General

* Year ☐ 1 ☐ 2

Document Upload 3

Or drop files

* Type ☐ Substantive ☐ General

* Year ☐ 1 ☐ 2

Document Upload 4

Or drop files

18

Once you have uploaded all 6 pieces of evidence, click "Next"

Active ☒ General ☐ 1 ☐ 2

Upload 4

ad Files Or drop files

Active ☒ General ☐ 1 ☒ 2

Upload 5

ad Files Or drop files

Active ☐ General ☒ 1 ☐ 2

Upload 6

ad Files Or drop files

Active ☒ General ☐ 1 ☒ 2

later

Previous Next

19

On the reflective statements page, you will need to upload your four reflective statements.

Under 'ethical practice', select "Upload Files" and upload your reflective statement related to ethical practice. Repeat this step for the remaining three reflective statements.

Home Eligibility Check Application Forms My Information Raise a Concern

Reflective Statements

Please upload four reflective statements.

- One related to ethical practice
- One related to your scope of practice (substantive activities)
- One related to culturally appropriate practice
- One related to any of these elements of practice

Each reflective statement must refer to the CPD you have completed and draw links to your clinical practice. Use the questions below as a guide to writing your reflective statements.

Summary of learning - What have you learnt? How has the CPD contributed to your body of knowledge and skills?

Outcomes - How have you applied this learning to your work and integrated the knowledge and findings into your practice?

Further learning - what further learning could you undertake?

For more information regarding reflective statements, please see the CPD policy (page 14).

* Ethical Practice

Upload Files Or drop files

* Scope of Practice

Upload Files Or drop files

* Culturally appropriate practice

Upload Files Or drop files

* Any of these elements of practice

Upload Files Or drop files

Save for later Previous Next

20

Once you have uploaded your four reflective statements, click "Next" and your audit form will be submitted to the MRTB for review.

ated to ethical practice
ated to your scope of practice (substantive activities)
ated to culturally appropriate practice
ated to any of these elements of practice

ive statement must refer to the CPD you have completed and draw links to your clinical practice. Use the questions below as a guide to writing your reflective statements.

f learning - What have you learnt? How has the CPD contributed to your body of knowledge and skills?
- How have you applied this learning to your work and integrated the knowledge and findings into your practice?
ning - what further learning could you undertake?

formation regarding reflective statements, please see the CPD policy (page 14).

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ppropriate practice

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e elements of practice

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later

Previous Next

21

If the MRTB requires any further information from you, you will receive an email requesting this information.

If no further information is required, you will receive an email advising you of the outcome of your audit submission.