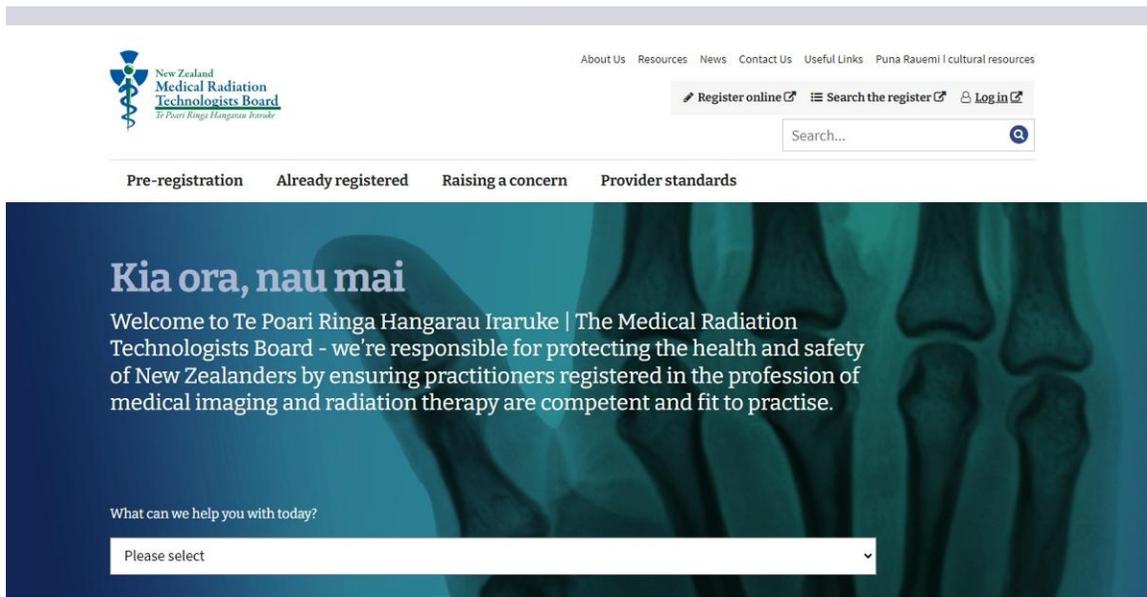


How to guide: MRTB audit submission

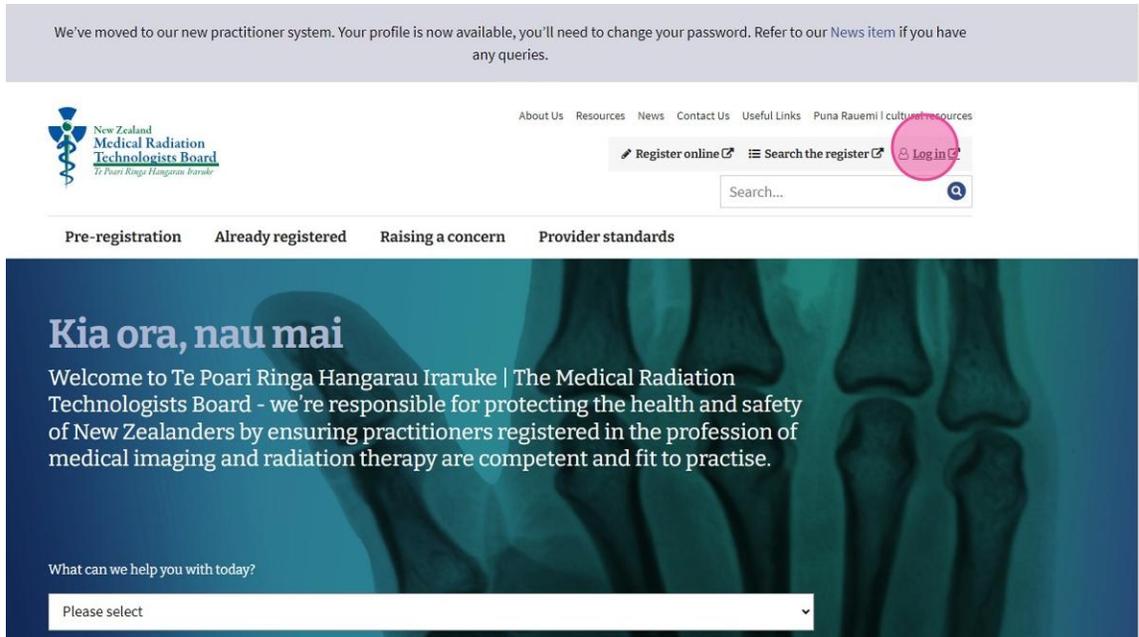
1. Go to the Medical Radiation Technologists Board (MRTB) website
<https://www.mrtboard.org.nz/>



The screenshot shows the homepage of the New Zealand Medical Radiation Technologists Board. At the top left is the board's logo. To the right is a navigation menu with links for 'About Us', 'Resources', 'News', 'Contact Us', 'Useful Links', and 'Puna Rauemi | cultural resources'. Below the menu are three buttons: 'Register online', 'Search the register', and 'Log in'. A search bar is located below these buttons. A horizontal menu below the search bar contains links for 'Pre-registration', 'Already registered', 'Raising a concern', and 'Provider standards'. The main content area features a large teal background with the text 'Kia ora, nau mai' and a welcome message. At the bottom of this area is a dropdown menu with the text 'What can we help you with today?' and 'Please select'.

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.



The screenshot shows the website's navigation menu with the following items: About Us, Resources, News, Contact Us, Useful Links, Puna Rauemi | cultural resources. Below the menu are three buttons: Register online, Search the register, and Log in. The Log in button is circled in pink. A search bar is located below the buttons. Below the search bar are four navigation links: Pre-registration, Already registered, Raising a concern, and Provider standards. The main content area features a large blue banner with the text: "Kia ora, nau mai" followed by a welcome message. Below the banner is a dropdown menu labeled "What can we help you with today?" with the text "Please select" and a downward arrow.

3. Enter your username (email address) and your password. If this is the first time you're 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](#).



The screenshot shows the login form with the following elements: the board's logo at the top, a message stating "If you do not have a login and wish to apply for registration, please create a profile here.", a "Username" input field with a person icon, a "Password" input field with a lock icon, and a dark blue "Log in" button. Below the button are links for "Forgot Password?" and "Contact the Board at mrt@medsci.co.nz if you have any questions."

- You can now click on the link in the audit notification email - this should take you to the audit form. If this doesn't work, try to copy and paste the link from the notification email.
- The link in the notification email should open the audit form - it looks like the image below.

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.

- Answer the questions on the declarations page.

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've answered all the 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'll need this to return to your audit form.

Eligibility Check
Application Forms ▾
My Information ▾
Raise a Concern

ations

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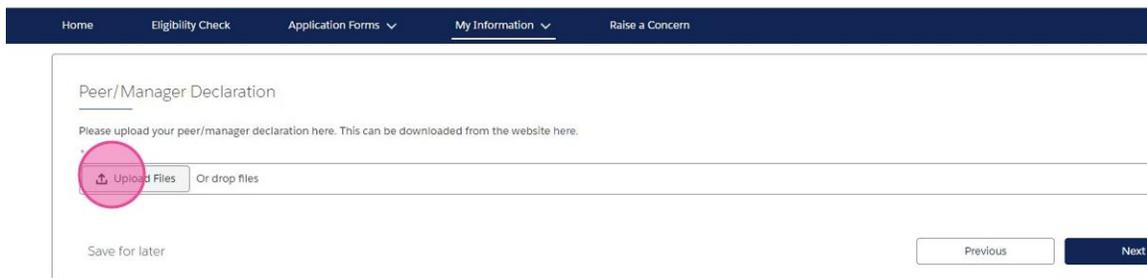
with the Code of Ethics.

I am physically and mentally competent to practice

ir later Next

8. On the peer/manager declaration page, you'll need to upload your peer/manager declaration.

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



Home Eligibility Check Application Forms My Information Raise a Concern

Peer/Manager Declaration

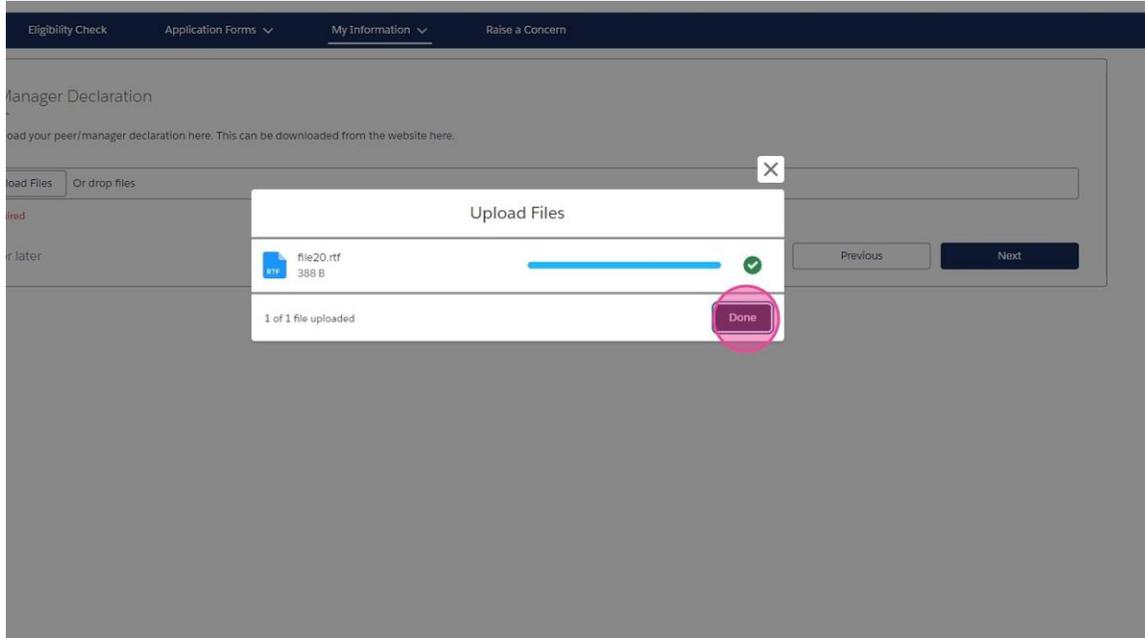
Please upload your peer/manager declaration here. This can be downloaded from the website here.

Upload Files Or drop files

Save for later

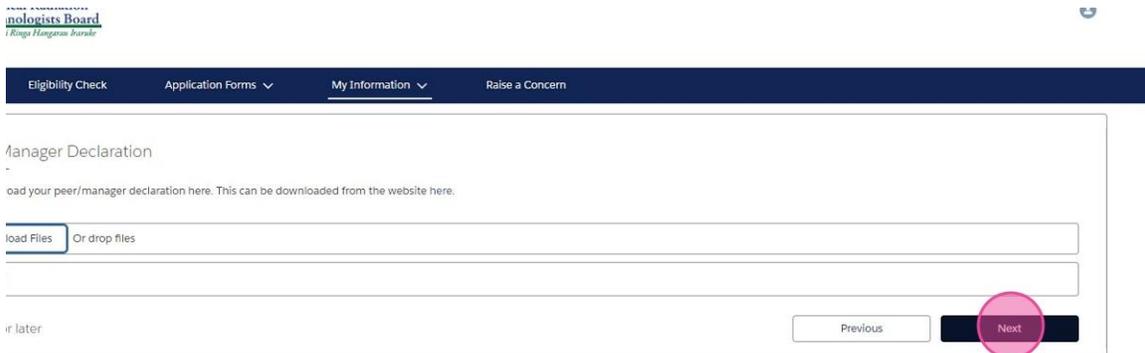
Previous Next

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



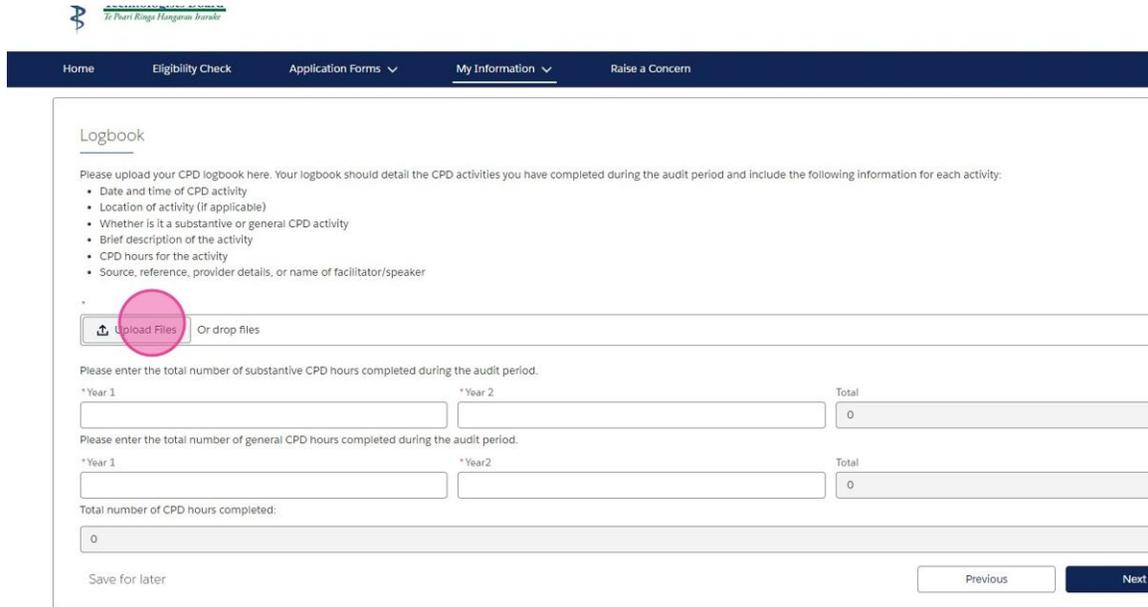
The screenshot shows a web application interface for uploading a manager declaration. At the top, there is a navigation bar with links for 'Eligibility Check', 'Application Forms', 'My Information', and 'Raise a Concern'. The main content area is titled 'Manager Declaration' and contains a text input field for the declaration. Below this is a file upload area with a 'load Files' button and 'Or drop files' text. An 'Upload Files' modal window is open, displaying a list of files. The first file, 'file20.rtf', is selected and has a green checkmark next to it. A blue progress bar is visible next to the file name. Below the file list, it says '1 of 1 file uploaded'. A pink circle highlights the 'Done' button in the bottom right corner of the modal. In the background, 'Previous' and 'Next' buttons are visible.

10. Once you've uploaded your declaration form, click "Next"



This screenshot shows the same 'Manager Declaration' upload interface as the previous one, but with the 'Upload Files' modal closed. The 'load Files' button and 'Or drop files' text are visible. The 'Previous' and 'Next' buttons are at the bottom right. A pink circle highlights the 'Next' button, indicating it should be clicked after the declaration form is uploaded.

11. On the logbook page, you'll 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

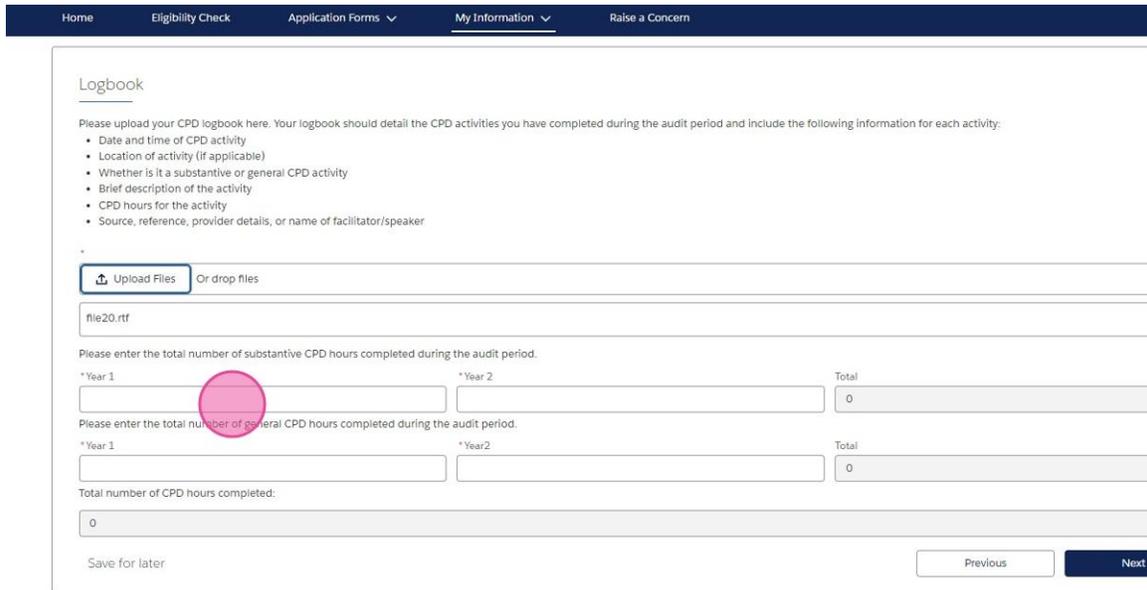
Total number of CPD hours completed:

Save for later Previous **Next**

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

Note: Year one is the first year of the biennium and year two is the second year of the biennium. Refer to your notification email or our website for the biennium dates.

A biennium is two consecutive years,



The screenshot shows a web form titled "Logbook". At the top, there is a navigation bar with links: Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. Below the navigation bar, the form contains the following elements:

- A heading "Logbook" with a sub-heading "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:"
- A bulleted list of requirements:
 - 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
- An "Upload Files" button and a "Or drop files" link.
- A text input field containing "file20.rtf".
- A section titled "Please enter the total number of substantive CPD hours completed during the audit period." with three input fields: "*Year 1", "*Year 2", and "Total". The "Total" field contains the value "0".
- A section titled "Please enter the total number of general CPD hours completed during the audit period." with three input fields: "*Year 1", "*Year2", and "Total". The "Total" field contains the value "0".
- A section titled "Total number of CPD hours completed:" with a single input field containing the value "0".
- At the bottom, there is a "Save for later" link, a "Previous" button, and a "Next" button.

13. Once you've uploaded your logbook and entered your CPD hours, click "Next"

Eligibility Check Application Forms My Information Raise a Concern

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:

- Start and end time of CPD activity
- Location of activity (if applicable)
- Whether it is a substantive or general CPD activity
- Description of the activity
- Hours for the activity
- Facilitator, reference, provider details, or name of facilitator/speaker

Upload Files Or drop files

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

*Year 1	*Year 2	Total
<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="25"/>

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

*Year 1	*Year 2	Total
<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="22"/>

Number of CPD hours completed:

Previous Next

14. On the evidence of CPD activities page, you'll need to upload six pieces of evidence of the CPD you've completed over the relevant biennium (two consecutive years).

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

Home Eligibility Check Application Forms My Information Raise a Concern

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 presented. 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

Upload Files Or drop files

*Type
 Substantive General

*Year
 1 2

Document Upload 2

Upload Files Or drop files

*Type
 Substantive General

*Year
 1 2

Document Upload 3

Upload Files 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've uploaded all six pieces of evidence, click "Next"

Active General 1 2

: Upload 4

Upload Files Or drop files

Active General 1 2

: Upload 5

Upload Files Or drop files

Active General 1 2

: Upload 6

Upload Files Or drop files

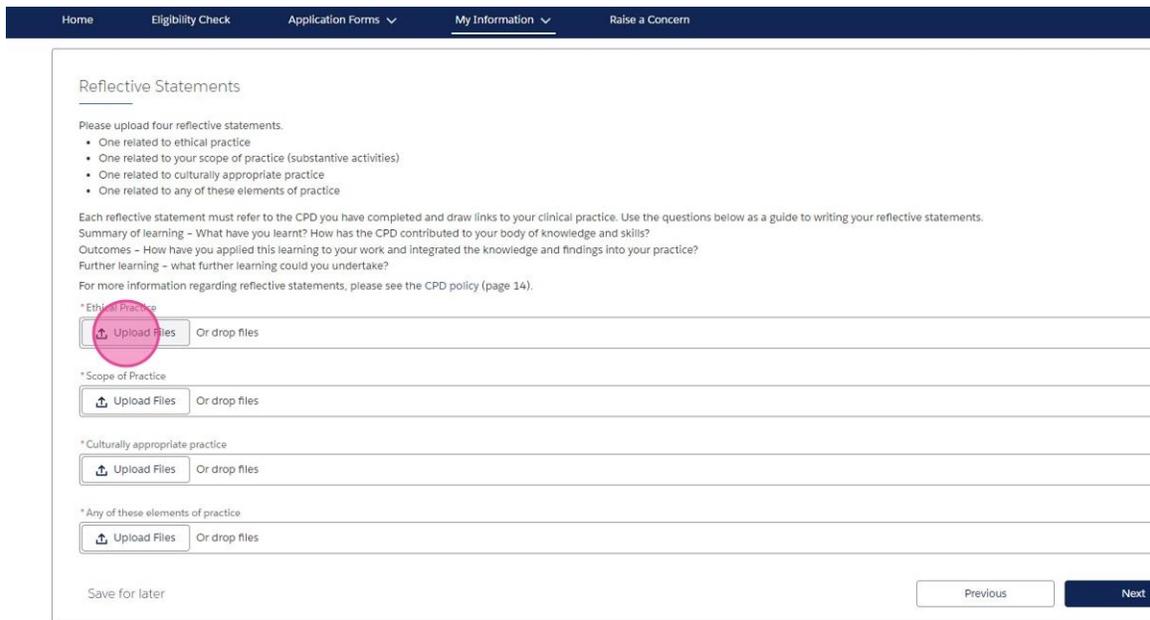
Active General 1 2

later

Previous **Next**

19. On the reflective statements page, you'll 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

Or drop files

*Scope of Practice

Or drop files

*Culturally appropriate practice

Or drop files

*Any of these elements of practice

Or drop files

Save for later

20. Once you've 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

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 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?

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

ctice

ad Files Or drop files

actice

ad Files Or drop files

ppropriate practice

ad Files Or drop files

elements of practice

ad Files Or drop files

later

Previous Next

21. If the MRTB requires any further information, you'll receive an email requesting this. If no further information is required, you'll receive an email advising you of the outcome of your audit submission.