
NOVA SCOTIA
ASSOCIATION OF
MEDICAL
RADIATION
TECHNOLOGISTS
(NSAMRT)

Fair Registration
Practices Act (FRPA)
Review
April 2019

Province of Nova Scotia

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Executive Summary

The Nova Scotia Association of Medical Radiation Technologists' (NSAMRT) Action Plan is a progressive response to the recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support the fairer assessment of applicants to the profession in Nova Scotia and are fully consistent with the FRPA.

Many of the NSAMRT's practices are commendable. The NSAMRT has made application forms easy to access through their website and has developed a tool for applicants to track their application status online. The NSAMRT has made a variety of methods of support available to applicants and has implemented a policy that ensures applicant inquiries receive a timely response. The NSAMRT has also developed a formal policy to process applicant requests for documentation relating to registration. These efforts underscore the NSAMRT's commitment to improving transparency throughout the registration process. Overall, through the FRPA review process, the NSAMRT has demonstrated a commitment to actively engaging in the continuous improvement of their registration practices.

In this context, I expect the NSAMRT to implement the following key recommendations identified during the FRPA review process:

- Develop policies that ensure that registration and documentation requirements and the criteria and standards associated with assessments are clearly outlined and made available to applicants
- Work with the Canadian Association of Medical Radiation Technologists to ensure that applicants are assessed in a way that is compliant with the FRPA
- Enhance the website to include more information for internationally educated MRTs
- Ensure that applications from MRTs registered in another Canadian jurisdiction are processed in a way that is compliant with Chapter 7 of the Canadian Free Trade Agreement

I truly appreciate the NSAMRT's cooperation and transparency and thank the staff for their participation in the review process.

Sincerely,



Diane Gordon

Manager, Labour Mobility and Recognition of Prior Learning, for the FRPA Review Officer

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the Review Officer's understanding of the Nova Scotia Association of Medical Radiation Technologists (NSAMRT) practices regarding the fair consideration of individuals applying for registration.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's work with the NSAMRT to date. The *Nova Scotia Association of Medical Radiation Technologists 2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSAMRT accountable for continuous improvement within two years of the review.

Through the 2018 FRPA Review, the FRPA Review Officer aims to build on the work of the NSAMRT to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

Medical radiation technologists (MRTs) are an integral part of the patient care pathway, and are involved in diagnosis, management and treatment of disease. MRTs are qualified professionals who are responsible for the use of ionizing radiation, electromagnetism and other prescribed forms of energy for the purposes of diagnostic and therapeutic procedures, the evaluation of images and data relating to the procedures and the assessment of an individual before, during and after the procedures.

MRTs work within four specialties in medical radiation technology:

- Radiography is the use of x-rays to produce images of parts of the body on digital screens. For example, mammograms, chest x-rays, and CT scans.
- Radiation Therapy is the treatment of disease by using radiation to destroy diseased cells in the body; for example, many forms of cancer.
- Nuclear Medicine is the use of low-level radioactive substances which are injected, swallowed or inhaled to produce diagnostic images of how the body functions. For example, bone scans, cardiac stress testing and PET/CT scans.
- Magnetic Resonance is the use of electromagnetism to produce diagnostic images. Magnetic resonance imaging procedures play a significant role in imaging the brain, spine, abdomen, pelvis and the musculoskeletal system.

MRTs work in a variety of healthcare settings, including hospitals, rehabilitation centres, community health centres, and private clinics. MRTs work with individuals of all ages to aid physicians in addressing physical health concerns. MRTs may also work with groups and communities assuming the role of researchers, educators, managers, consultants, advocates and/or program planners.

MRTs are professionals who have completed university and/or diploma programs in their selected specialty and are required to pass a national certification examination before they are eligible to practise. In the province of Nova Scotia, an MRT must be registered with the Nova Scotia Association of Medical Radiation Technologists (NSAMRT) to be licensed to work in the province.

Organizational Description

The Nova Scotia Association of Medical Radiation Technologists (NSAMRT) is the regulatory body for medical radiation technologists (MRTs) in Nova Scotia.

The mission of the NSAMRT is to regulate the profession of medical radiation technology in the public interest. The NSAMRT protects the public by setting standards of practice for the profession, determining entry to practice requirements for MRTs, ensuring the continued competence of MRTs, and by fairly investigating concerns raised about a registrants' practise.

NSAMRT has approximately 600 registered MRTs licensed to work in the province of Nova Scotia. Current board and committees of NSAMRT are comprised of volunteers with one paid staff person managing operations.

Active Membership Requirements

To be an active registrant with NSAMRT, all applicants must meet the registration requirements of the Association as outlined below. To maintain registration with NSAMRT all MRTs must complete an annual renewal and demonstrate that they are compliant with the NSAMRT's currency and good conduct requirements.

Registration Requirements

As set out in sections 4a of the NSAMRT's Bylaws and the NSAMRT's registration policies, an applicant must demonstrate that they meet the requirements to be registered by submitting the following associated documentation:

1. A completed initial application available on the NSAMRT's website and submitted online; including the required registration fee.
2. Proof of Identity: government issued photo ID.
3. Legal Authorization to Work in Canada: a copy of a Canadian passport or birth certificate, proof of landed immigrant status, or a valid work permit.
4. Education: transcripts from an accredited Canadian program or completion of an equivalency program approved by the CAMRT assessment process.
5. Language Fluency: if registrant's MRT program was not in English, a copy of language testing from an approved language testing agency. Language fluency may be met through an education equivalency program.
6. Registration with CAMRT: registration with CAMRT is done simultaneously with NSAMRT registration.
7. Good Conduct: self-declaration on initial application form and submission of regulatory history form from jurisdiction previously registered.
8. Currency: proof of employment as an MRT within the past 5 years. The NSAMRT may ask for additional documentation to verify practise hours.

Applicants who have graduated within the past 5 years are exempt from this requirement.

9. Examination: demonstrate successful completion of the National Entry to Practice Exam.

Applications for registration are reviewed by the Registrar and the Credentials Committee against policies approved by the Board of Directors.

CFTA Transfers

MRTs currently registered in another Canadian jurisdiction can apply for registration with NSAMRT under the Canadian Free Trade Agreement (CFTA), Labour Mobility section. Applicants must request current regulatory body to fill out CFTA form and send to NSAMRT. Applicants must still complete an initial application form and demonstrate that they meet the following registration requirements: proof of identity, legal authorization to work in Canada, CAMRT membership, and good conduct.

International Applicants

Applicants who receive their MRT education outside of Canada must have their education and competencies deemed substantially equivalent to those of MRTs educated in Canada. The assessment is administered by the Canadian Association of Medical Radiation Technologists (CAMRT) and includes the following components:

- Academic Credential Assessment Review
- Language Assessment
- Curriculum and Clinical Experience

All components are available online and may be completed outside of Canada. Applicants who are deemed to be substantially equivalent will be informed by CAMRT that they are eligible to write the national entrance to practice exam. This must be written at an approved Canadian, Doha or Dubai testing site. Internationally-educated MRTs must also meet all other NSAMRT registration requirements upon successful completion of the CAMRT assessment process.

Organizational Structure and Staffing

The NSAMRT is governed by a Board of Directors consisting of six elected MRTs, one appointed CAMRT representative, and one government-appointed public member. The Board is responsible for the governance and strategic planning of the Association and delegates operational activities and responsibilities to committees and the Executive Director (ED)/Registrar. The NSAMRT currently has one part-time employee, the ED/Registrar. The ED/Registrar is responsible for the planning and implementation of all aspects of the management and operation of the NSAMRT, including the maintenance of the Registers of the Association. The NSAMRT maintains committees for each regulatory program: Credentials, Fitness to Practise, Professional Practise and Investigation. Members of these committees are MRTs in good standing with the Association and appointed by the Board. The Investigations Committee includes public representatives appointed by the Board.

Types of Licenses/Certificates Issued

The Association currently maintains only one class of license which is full active. MRTs on the Active Register have met all the requirements for registration and are entitled to full practise of medical radiation technology within their specified discipline. Registration is done annually and is based on calendar year of Jan 1st to Dec 31st each year.

Overview of Registration Process

Registration Information

Information about the registration process is available on the NSAMRT's website (www.nsamrt.ca) under the Registration tab. The Association's website is designed for ease of navigation and readability. Information is provided based on three streams of registration: Canadian-educated applicants, Internationally-educated applicants, and MRTs from other jurisdictions. An internationally-educated registration process map provides further description of the registration process and is available on the website. Additional information is provided for MRTs that are looking to re-register with the Association or to complete a re-entry program. Registration is a fully online process. Registration policies are also available under the Registration tab, and a link to the registration platform is provided on the website. The Association provides information to applicants over the telephone, by e-mail, and in person at the office. Contact information is available at the top of each webpage and in the Contact Us section which also includes the Association's address, telephone number, e-mail address, office hours, and the name of the Registrar

Registration Process

All applicants must meet the registration requirements outlined above. The registration process for Canadian educated applicants, internationally-educated applicants, and MRTs from other jurisdictions are outlined below.

Canadian-educated applicants

1. Establish Academic Eligibility: successfully complete an accredited Canadian MRT program.
2. Successfully complete the National MRT Certification Examination.
3. Compile required documentation.
4. Complete online registration application form.
5. Register with the CAMRT (done simultaneously with NSAMRT process).

Internationally-educated applicants

1. Compile required documents.
2. Establish Academic Equivalency: successfully complete the CAMRT Assessment Process.
3. Successfully complete the National MRT Certification Examination.
4. Complete online registration application form Compile required documentation.
5. Register with the CAMRT (done simultaneously with NSAMRT process).

MRTs from other Jurisdictions

1. Have current regulatory body complete and send the Labour Mobility CFTA Form.
2. Compile required documentation.
3. Complete online registration application form.
4. Register with the CAMRT (done simultaneously with NSAMRT process).

All applications are reviewed by the Registrar within 10 business days; the Registrar may grant registration or request additional information.

Cost of Registration (including payment methods)

Registration and application fees are provide below and are available on our website. All fees are payable by cheque, money order, or credit card.

Registration	
Annual NSAMRT	\$450
Annual CAMRT	\$225
Other Fees	
Initial Application	\$100
Lapsed Registrant Fee	\$100

For International Candidates, an approximate breakdown of the costs includes:

- CAMRT Assessment - \$300
- Translations – payment is the responsibility of applicant/fees will vary
- Documents from Education Institutions – payment is the responsibility of applicant/fees will vary
- National Exam – \$840
- Exam Sitting Fee -\$175

2017 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	627
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant. 	26
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	20
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant. 	1
	<ul style="list-style-type: none"> AIT/CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	7
	<ul style="list-style-type: none"> Total number of applicants. 	54
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> License/certificate name: Nuclear Medicine 	5
	<ul style="list-style-type: none"> License/certificate name: Magnetic Resonance Imaging 	3
	<ul style="list-style-type: none"> License/certificate name: Radiation Therapy 	8
	<ul style="list-style-type: none"> License/certificate name: Radiological Technology 	41
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: <ul style="list-style-type: none"> Accepted: Rejected: Still in process: Withdrawn: File inactive or closed: 	
	<ul style="list-style-type: none"> Accepted: 	26
	<ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: <ul style="list-style-type: none"> Accepted: Rejected: Still in process: Withdrawn: File inactive or closed: 	
	<ul style="list-style-type: none"> Accepted: 	20
	<ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> Withdrawn: 	1
	<ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: <ul style="list-style-type: none"> Accepted: 	
	<ul style="list-style-type: none"> Accepted: 	1

	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	7
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	● Province/Territory- British Columbia	2
	● Province/Territory- New Brunswick	2
	● Province/Territory- Ontario	12
	● Province/Territory- Newfoundland & Labrador	1
	● Province/Territory- Prince Edward Island	3
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	● Country- United Kingdom	1
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	● Received qualifications (training/work experience for trades) in NS, new applicant:	2
	● Received qualifications in Canada, new applicant:	2
	● Received qualifications (training/work experience for trades) internationally, new applicant:	2
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	2
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	● Received qualifications (training/work experience for trades) in NS, new applicant:	5
	● Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification	5
	● Received qualifications (training/work experience for trades) internationally, new applicant	5
	● AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction	5

9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	Regulatory body costs: 450 Other:220
	• Received qualifications in Canada, new applicant:	Regulatory body costs: 450 Other:220
	• Received qualifications (training/work experience for trades) internationally, new applicant	Regulatory body costs: 450 Other:220
	• AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	Regulatory body costs: 450 Other:220
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	0
	• Received qualifications in Canada, new applicant:	0
	• Received qualifications (training/work experience for trades) internationally, new applicant	0
	• AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	0
	• Total number of appeals, internal reviews or challenges related to a registration decision:	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	0
	• Received qualifications in Canada, new applicant:	0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	0
	• AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	0
12	What does registration with your organization authorize?	Scope of Practice rights and Rights to use an Occupational Title

Best Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

A Best Practice is defined as program, activity or strategy that meets one or more of the following criteria:

- improves transparency, objectivity, impartiality and/or fairness of registration practices;
- produces successful outcomes for regulators and/or applicants; and
- is shown to be effective through qualitative and/or quantitative data.

The Nova Scotia Association of Medical Radiation Technologists is committed to ensuring that applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the NSAMRT has taken to improve registration practices were brought to light, including:

Name of the Best Practice:	The Alliance of Medical Radiation Technologist Regulators of Canada (AMRTRC)
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	<p>The Alliance of Medical Radiation Technologist Regulators of Canada (AMRTRC) is the national organization of MRT regulators in Canada. Our goal is to promote consistency and excellence in regulating MRT across Canada by:</p> <ul style="list-style-type: none"> • Advancing best practices in MRT regulation; • Developing and promoting a national strategy for consistent regulatory practices; • Promoting interprovincial mobility among MRTs; • Strengthening national networking and information sharing • Sharing and supporting non regulated provinces who are seeking regulation. <p>It is recognized that each member has separate provincial jurisdiction, and the diversity of legislative mandates and subsequent operational interpretations is respected.</p>
Value to Applicants:	Consistent MRT regulatory practices between jurisdictions
Value for Regulator:	Consistent MRT regulatory practices between jurisdictions. Sharing of resources to address common areas of concern.

Link to further information:	http://amrtrc.ca/
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Name of the Best Practice:	Nova Scotia Regulated Health Professions Network
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	<p>The Network is formed under provincial legislation that enables health profession regulators in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice and review of registration appeals. The Network provides a forum for regulators to collaborate on common regulatory concerns. It is recognized that each member has separate provincial jurisdiction, and the diversity of legislative mandates and subsequent operational interpretations is respected.</p>
Value to Applicants:	Access to a collaborative registration review process. A provincial perspective to healthcare regulation.
Value for Regulator:	A provincial perspective to healthcare regulation. Sharing of resources to address common areas of concern.
Link to further information:	http://www.nsrhpn.ca/

Name of the Best Practice:	NSAMRT Refresher Program
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Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input checked="" type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods	<input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	NSAMRT has developed refresher programs for radiological technology and nuclear medicine for individuals that have left practice for more than 5 years and wish to regain licensure. The academic component of this program has been made available to internationally educated MRTs that are looking for support in preparing for the national entrance to practice exam. The program is aligned with the current national competency profile with competency based questions and answers included in each unit. Upon completion there is a 150 multiple choice competency based exams that mirrors the weighting and difficulty of the national exam. Cost of program is \$350	
Value to Applicants:	Access to a program that will allow internationally educated MRTs prepare for exam that is low stakes so they can focus on learning, identifying gaps and better evaluate if they are ready to write national exam	
Value for Regulator:	More successful transition of IEMRTs to becoming a health care provider in Nova Scotia	
Link to further information:	https://nsamrt.ca/education/refresher-program	

Name of the Best Practice:	National Entrance to Practice Exam and Competency Profile	
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods	<input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	All provincial regulators have endorsed the Canadian Association of Medical Radiation Technologist (CAMRT) to develop and implement national competency profiles and national entrance to practice exams. This supports less jurisdictional variation in scopes of practice and easier transition of MRTs from one jurisdiction to another	
Value to Applicants:	Access to valid, reliable, and fair entry-to-practice examinations	

Value for Regulator:	Elimination of most exceptions in labour mobility between jurisdictions
Link to further information:	https://www.camrt.ca/certification-3/current-competency-profiles/

Name of the Best Practice:	Online Registration Tracking
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input checked="" type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	In 2018 NSAMRT adopted a new registration platform that allows for the full registration process to occur online. In addition applicants can track the status of their application on line, and have access to their supporting documents. The platform allows for all communication to take place through the platform streamlining NSAMRT communication with applicants when there are identified deficiencies in documents etc..
Value to Applicants:	On demand access to current status of their application
Value for Regulator:	Improved effectiveness of communication with applicants and less time managing communication during application process.
Link to further information:	https://www.camrt.ca/certification-3/current-competency-profiles/

Fair-access Analysis

Overall, the Nova Scotia Association of Medical Radiation Technologists’ registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the *Act (FRPA)*.

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below and develop an Action Plan to help each organization comply with the Act and improve their registration practices.

The NSAMRT's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Telephone</i></p> <p><i>Potential applicants can access application form and information on our registration practices on the NSAMRT website; we also respond to registration questions by e-mail or telephone. We have not had a request for a hard copy form since moving to online registration. If a potential applicant had no access to a computer then upon request we would mail a hard copy application. Previously, we notified applicants by telephone or e-mail if they were missing any information or documents. We have recently updated to a new database system that has an online application form and a tracking system for applicants and notification will be sent out via email through this platform with any identified deficiencies in the application process and how they should be addressed. Website is http://nsamrt.ca/ and information on registration is available under the membership link.</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone. Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website Process in place for applicants to track application status</p>	Level 3	16(3)(g)

1b	Can applicant begin the process outside of Canada?	Yes <i>Internationally educated applicants must complete assessment of education and clinical skills through our national association the Canadian Association of Medical Radiation technologists, (CAMRT), but this process can begin outside of Canada. Additionally there are resources available online through CAMRT to help IEMRTs assess if they are ready to practice in the Canadian Health Care System or sit the national exam.</i>	Level 1 No Level 2 Yes	Level 2	
2	Please provide a link to your website.	http://nsamrt.ca/	Level 1 No website	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	1 (Strongly Agree) 2 <u>3</u> 4 5 (Strongly Disagree)	Level 2 Website is not up to date Website is not in plain language Website does not have links for international applicants		
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants Policy Change Other</i>	Website does not contain all forms and/or guidelines		
2c	When was the section of the website pertaining to registration last updated?	<i>On-going Our website is undergoing extensive review currently and being updated during the fall of 2018. Two areas we are currently targeting is registration information and the complaints process to make language and process more transparent to the public, applicants and members. The website is also updated whenever there is a policy change that affects registration or as the registrar identifies areas requiring updates.</i>	Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines		

			Information on pathway to licensure		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Regulation Policy</i>	Level 1 Policy describing the registration process does not exist or is not documented Documents only available upon specific request Level 2 Policy exists to describe certain aspect of registration process Available to the applicant	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Legislation MRT Act 10(1)(a-d) defines licensing criteria. Bylaws sect 3 & sect 10. Policies attached. For the third party assessment, see the CAMRT website: http://www.camrt.ca/certification-3/internationally-educated-medical-radiation-technologists-iemrts/</i>	Level 2 Policy exists to describe certain aspect of registration process Available to the applicant		
3c	Is this information made available to applicants	Yes <i>Policies related to registrant fees and registration processes are posted to the website and the legislative ACT and Bylaws are posted to website. Internationally educated medical radiation technologist (IEMRT) process are posted on CAMRT website and NSAMRT website provides summary and link to this information.</i>	Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant		
4	Are you waiting for legislation to be passed?	Yes <i>In April 2013 a new Act for Medical Imaging and Radiation Therapy Professionals (Bill 70) was passed and in Aug 13 2013 the regulations accompanying this ACT were submitted to government. We have been waiting for the DHW to review these regulations since that time with no forward movement to date. Once proclaimed, NSAMRT and the Sonography society will both cease to exist and the College of Medical Imaging and Radiation Therapy</i>	N/A	N/A	

		<i>Professionals (NSCMIRTP) will come into force. In the meantime, NSAMRT operates under the existing legislation (from 1960's, amended in 1989) but must also be prepared to operate under the new legislation quickly once proclamation occurs.</i>			
5a	Is the criteria for meeting the requirements of registration documented?	Yes	Level 1 Criteria is made available to applicants verbally but no supplemental documentation	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	Yes <i>The requirements for Canadian educated applicants are clearly laid out in our registration documents. For IEMRT applicants they are referred to CAMRT who have clear documentation of the process on their website.</i> <i>The criteria used to assess whether the requirements have been met are established in our policies provided on our website. We accept both Bachelor degrees and diplomas from an accredited program in Canada or applicants that have successfully completed the CAMRT assessment process and challenged the national exam.</i>	Level 2 Criteria is documented and made available to applicants Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method Applicants know the required standards that they will be assessed to		

6	If you require translation of specific documents how is the applicant informed?	<p><i>Web site</i> <i>Email</i> <i>Telephone</i></p> <p><i>For internationally educated applicants, CAMRT requires the documents be in either English or French. If the documents are in another language, they will need to have notarized translation completed. This is communicated to applicants on the CAMRT website at the appropriate steps. We also provide this information on our website and on request by email or telephone. Specifics are included in third party response document on the IEMRT assessment that is attached.</i></p>	<p>Level 1 No indication of translation requirements Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction Available to applicants</p>	Level 3	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Canadian Free Trade Agreement)?	<p>Yes</p> <p><i>Our website provides information on three streams for new registration: Canadian-Educated Applicants; Internationally-Educated Applicants; and MRTs from Other Jurisdictions. The requirements for registration are the same, but how these requirements are met differ. We have an agreed upon Canadian Free Trade Agreement (CFTA) form that each regulator fills out and sends when requested. This form simplifies practice hours requirement proof in the application process. NSAMRT does not currently receive documents of credentials from other regulators so these must still be provided by applicants as does proof of good character through criminal record and vulnerable sector checks.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website Any additional requirements approved by government are explained on website</p>	Level 2	3

8	Does your organization make accommodation for applicants with physical or mental disability?	<p>No</p> <p><i>CAMRT provides accommodation requests to applicants upon request; this is communicated on their website</i> http://www.camrt.ca/certification-4/entry-to-practice-certification/graduates-of-canadian-accredited-programs/special-needs-accommodations/</p> <p><i>The CAMRT administers the National Certification Examinations for each discipline that is required for all applicants. They provide accommodations for disabilities according to their policy. See uploaded document for Q6.</i></p> <p><i>NSAMRT does not currently have accommodations policy as no component of the application policy is timed or an assessment. Forms are filled out and submitted on the applicants' own timeline and support given as requested.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1 Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p>Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or</p>	Level 1	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>The national association, CAMRT, develops, monitors and delivers the national certification exams as approved by the regulators. They also do the assessment of IEMRTs for educational and clinical equivalency and currency.</i>			
9c	Please indicate the types of activities that they assist with.	<p><i>Data collection</i></p> <p><i>Data storage</i></p> <p><i>Credential assessment</i></p> <p><i>Verification of documents</i></p> <p><i>Examinations</i></p> <p><i>Recognition of prior learning</i></p>			
9d	Can you describe how they adhere	<i>Participation on board</i>			

	to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?		has an agreement with the certifying organization		
9e	Are you informed of all decisions made by third parties on applicants?	No			
9f	Does the third party have an internal review process for unsuccessful applicants?	No <i>CAMRT currently has representation on the NSAMRT board. Multiple MRTs regulators have brought forth the need to revisit and update current practice. At the Alliance of Medical Radiation Technologists Regulators of Canada (AMRTRC) it is an agenda item to formalize agreement re IEMRT assessment and exam development and delivery. This will be an agenda item for 2019. NSAMRT currently has reached out to CAMRT to develop formal agreements for IEMRTs assessment and national exam development and delivery. First meeting in scheduled for Jan 2019.</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print material</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	Yes <i>Internet: Information is available on our website, including forms and information packages. Telephone: We provide support to our applicants by clarifying the registration requirements, required supporting documentation, and their application status.</i>	Level 3 Multiple types of support exist, well defined and accessible		

		<p><i>Other: We will e-mail applicants that are missing supporting documentation or have an incomplete application to remind them of what they still need to submit.</i></p> <p><i>Other: IEMRTs are also provided access to the following; - free self assessment tool</i> https://www.camrt.ca/certification-3/internationally-educated-medical-radiation-technologists-iemrts/making-the-decision-to-live-and-work-in-canada/</p> <p><i>- Course online @ University of Toronto (cost is \$399 + HST) to familiarize with health care practice in Canada</i> http://www.iehpcanada.utoronto.ca/</p> <p><i>- Direction to bridging programs that are available</i> https://www.camrt.ca/certification-3/internationally-educated-medical-radiation-technologists-iemrts/bridging-programs/</p> <p><i>-Available courses for exam prep</i> https://www.camrt.ca/certification-3/internationally-educated-medical-radiation-technologists-iemrts/exam-preparation-courses/</p> <p><i>-Free course for exam prep</i> https://www.camrt.ca/certification-3/graduates-of-canadian-accredited-programs/exam-preparation-resources/</p> <p><i>- Academic portion of NSAMRT refresher programs can be used for IEMRTs for exam prep</i> https://nsamrt.ca/education/refresher-program</p> <p><i>Print Material: Applicants that do not meet the currency requirements are provided with a Refresher Program Guide for nuclear medicine or radiological technology.</i></p> <p><i>Other: we will e-mail applicants that are missing supporting documentation or have an incomplete application to remind them of what they still need</i></p>			
11	Where practical, do you provide unsuccessful applicants with information on	<p>Yes</p> <p><i>Applicants who do not meet our currency requirements are provided with a refresher Program Guide and supporting forms.</i></p>	<p>Level 1 Only upon request</p> <p>Not documented</p> <p>Level 2</p>	Level 1	8(d)

	programs and services they can participate in to facilitate successful registration in the future?	<i>Applicants who have been unsuccessful with the national exam are provided with information available from CAMRT and NSAMRT to assist with preparing for the exam. CAMRT provides applicants who are not considered substantially equivalent with information for upgrading to meet the requirements.</i>	Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed		
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	1 Very reasonable 2 3 4 5 Very unreasonable <i>Automatic email on our info line states NSAMRT will respond within 5 working days and our phone line that states they will respond within 3 working days</i> info@nsamrt.ca phone 902-832-3167	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 3	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	Level 1 Upon request, limited documentation and no standard timeline Level 2 Some documentation Level 3 Well-documented process with clearly established timelines	Level 2	8(b), 8(c), 10
13b	Do you have a formal policy for this process?	No			
	Do you have a standard timeline	Yes			
13c	Do you provide applicants who are not granted	<i>Current legislation is silent on appeals process. NSAMRT has a policy on appeals for denial of an application. It is available on the website</i>	Level 1	Level 1	

	registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	https://nsamrt.ca/sites/default/files/review_of_registration_decision.pdf	Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3 Yes – well documented process		
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	Yes <i>To date, we have only rejected applications for those that do not meet our currency requirements. This is typically identified before the applicant submits an application and therefore is very rare for us to reject an application. We have not had an appeal to date as those that do not meet the currency requirements complete a re-entry program and are then granted registration or do not apply.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	Level 1 Documents indicated and communicated verbally Level 2 List of required documents indicated on website Process to verify document authenticity Level 3 N/A	Level 1	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	No <i>The NSAMRT does not have a documented process in place for verifying document authenticity. The authenticity of documents supplied by international applicants is verified according to the CAMRT's process.</i>			
15	Do you provide information on the steps in the registration process including supporting	Yes <i>On the website, the steps to registration are outlined. In addition, we will provide this information via phone and via email when inquiries are made.</i>	Level 1 General information Not broken into steps	Level 3	7(c), 16(3)(a), 16(3)(b)

	documentation required at the various steps?		<p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>		
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>If an applicant cannot provide documentation as outlined, then the file is sent to the credentials committee to discuss equivalent options that would be acceptable per NSAMRT policy. In the case of Canadian-educated applicants for whom this has been an issue, an alternative document or process has been successful. For IEMRTs, alternatives are also considered as outline in our response regarding third party assessors.</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3 Yes – process clearly documented</p>	Level 1	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents</i></p> <p><i>Verification of credentials</i></p> <p><i>Identifying and participating in gap training programs</i></p> <p><i>Access to qualifying exam</i></p> <p><i>Language proficiency or professional technical language</i></p> <p><i>Other</i></p> <p><i>As outlined in the third party response all the above can be a challenge for IEMRTs. In addition, costs can pose an issue. Costs of assessment is not typically a barrier but costs of</i></p>	N/A	N/A	6, 9(b), 16(3)(c)

		<i>notarizing, getting documents and translating documents can become a barrier.</i>			
18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicants	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>Those that maybe considered confidential in nature see attached policy</i>			
18d	Do you charge a fee?	Yes <i>There is no set fee but we do maintain right to charge costs of postage and copying etc as per attached policy.</i>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	No <i>Our ACT is form 1960's with small amendment in 1980's it is silent on many areas around registration including appeal or internal review of registration decisions. See Act attached in previous question.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 1	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	No <i>Our legislation and bylaws are grossly out of date and are silent on many areas of current practice around registration. NSAMRT cannot update current bylaws without government approval. As we are awaiting proclamation of our new Act, it is not reasonable to revisit our current bylaws.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 1	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision.</i> <i>We have not rejected an application as the criteria for registration is clearly laid out. Those that do not qualify for licensure do not apply and IEMRTs would not be applying until they have successful been assessed through CAMRT. However, if an applicant were to have their</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented	Level 1	7(a), 10(1)

		<i>registration denied, an explanation would be provided along with their right to appeal this decision and the process they would follow to do this.</i>	Level 3 Specific timeline Documented and communicated		
22a	Do you have an internal review process and procedures document (policy document)?	<i>No</i>	Level 1 Yes Not documented Level 2 Yes	Level 1	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>No</i>	Documented Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>We do not currently have an internal review process. This requires development.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 1	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>None</i>			
23c	Specify the format for the internal review submission	<i>Other</i>			
23d	What is the timeline for submitted	<i>No process so not applicable.</i>			

	supporting evidence?				
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	No <i>Again, no process so not applicable.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	No	Level 1 Yes Level 2 Yes Specific timeline Level 3	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	N/A	Level 3 Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	No <i>As there is no set process the above questions cannot be answered. We are aware this process needs to be developed based on the new legislation.</i>			
25	Have individuals who make internal review decisions received appropriate training?	No <i>When a process is developed anyone asked to be part of a review process will be given appropriate training.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	No <i>Currently we do not have any documentation of this process. As process documents are drafted, however, this will be made explicit.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 1	7(a), 10(5), 16(3)(n)

27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade / Canadian Free Trade Agreement?	No	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction)?	<p>No</p> <p><i>Current legislation is silent on this. However, policy within NSAMRT allows for and recognizes Labour Mobility Applicants</i></p>	N/A	N/A	Chapter 7, CFTA

30	Do you review the requirements of the other provincial regulatory bodies regularly?	<p>Yes</p> <p><i>Through the AMRTRC (National body of provincial MRT regulators) we discuss changes to and rational for our criteria to ensure there are consistent requirements across the country.</i></p>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	<p>No</p> <p><i>We have developed code of ethics and standards of practice in 2018, new continuing professional development program in 2017 but they will not become active documents until our new ACT is proclaimed and will not affect any labour mobility applicants.</i></p>	N/A	N/A	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT/CFTA notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<p>No</p> <p><i>We have been in a queue awaiting government approval since August of 2013.</i></p>			

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSAMRT has agreed to work towards before the commencement of its next FRPA Review.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<p>Enhance website to include the following information:</p> <ul style="list-style-type: none"> • full registration fee schedule for all applicants • links for international applicants (i.e. ISANS, Nova Scotia Works, the FRPA Review Office) • visual pathway to licensure for: <ul style="list-style-type: none"> ○ new members ○ inter-provincial and territorial transfers; and ○ internationally trained applicants 	1-3, 5, 14, 15	16(3), 7(a), 7(c), 7(d), 7(f), 9(a)	<p>Full registration fees for all applicants is already on our website - completed</p> <p>Links for IEMRTs is already on the website -completed</p> <p>Link to visual pathway is on website for new members and internationals. -completed</p> <p>Will build one for CFTA applicants in 2019 and post to website.</p> <ul style="list-style-type: none"> • Assign work to credentials committee (feb 2019 done) • Credentials committee to create 2019 workplan (March 2019) • Assign CFTA flow chart which will be based on revised CFTA registration practices (March 2019) • Draft to committee for approval (Sept 2019)
2	<p>Develop a formal process surrounding any prescreening requirements being imposed – in particular, any assessment of currency requirements - and publish on the website.</p>	1-3, 5, 15	6, 7(a), 16(3)	<p>Will develop policy on currency assessment and criminal records check and post to website</p> <ul style="list-style-type: none"> • Assign work to credentials committee (feb 2019 done) • Credentials committee to create 2019 workplan (March 2019) • Meet in spring 2019 discuss content of policy

				<ul style="list-style-type: none"> • Assign policy for drafting (March 2019) • Draft to committee for approval (Sept 2019) • Send to board for approval Sept 2019) • Enact policy for registration in 2020
3	Work with ISANS to develop benchmarks for English language proficiency and publish on the NSAMRT website. Provide information on how English language proficiency will be assessed and/or documented.	2, 3, 5	16(3), 7	<p>This is already established on a national level and information on accepted standards is linked on our website. Will develop NSAMRT policy to reflect adoption of national standards.</p> <ul style="list-style-type: none"> • Assign work to credentials committee (feb 2019 done) • Credentials committee to create 2019 workplan (March 2019) • Meet in spring 2019 discuss content of policy • Assign policy for drafting (March 2019) • Draft to committee for approval (Sept 2019)
4	Update website to include a list of accredited degree and diploma programs.	5	7(d), 16(3)(b)	Link is already on website-completed
5	Update streamlined policy for applicants who are already registered in another Canadian jurisdiction to ensure compliance with Chapter 7 of the CFTA. This policy should be amended so that no original credentials documents are requested (exam results and degree/diploma) after it has been determined that a member is currently registered in good standing in another jurisdiction. Requirements that assess good character and recent	7	3 Chapter 7, CFTA	<p>Will work on updating registration practices around CFTA applicants. Will work with other regulators to increase consistency across jurisdictions over next two years.</p> <ul style="list-style-type: none"> • Assign work to credentials committee (feb 2019 done) • Credentials committee to create 2019 workplan (March 2019) • Meet in spring 2019 discuss CFTA registration process and policy

	practice as an MRT are permissible.			<ul style="list-style-type: none"> • Assign policy for drafting (March 2019) • Draft to committee for approval (Sept 2019) • Send to board for approval (Sept 2019) • Enact policy for registration in 2020 <p>Also nationally will add to Spring meeting agenda item for discussion. Will compile comparison of how CFTA applicants processed and work to increase consistency in sharing of documents.</p>
8	Work with CAMRT to ensure their assessment of applicants meets FRPA standards. Advocate for an internal review process that must be made available to all applicants who are unsuccessful in assessments required to qualify for registration.	9	16(3)(i)	<p>MOU is in process of being developed. Expect completed in next 12 months</p> <ul style="list-style-type: none"> • First video conference held in Jan 2019 • CAMRT is in process of completing rough draft for end of March 2019 • NSAMRT Review draft April 2019 • Meeting in person in Ottawa in April 2019 to review and edit draft • CAMRT will do agreed edits • Send revised draft in June 2019 • NSAMRT continue to review and edit. • NSAMRT send final draft to legal for review (fall 2019) • Send legal edits to CAMRT • Document updated and signed Dec 2019 • Internal review process portion of MOU will be posted to website.

9	Update template rejection letter to include a section which provides unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future.	11	8(d)	This will occur with work on MOU with CAMRT <ul style="list-style-type: none"> This will be done with MOU work above
10	Develop a formal policy for providing written responses to applicants, including standard timelines.	13a	8(b), 8(c), 10	Credentials committee will develop policy on timelines around application including responses <ul style="list-style-type: none"> Assign work to credentials committee (feb 2019 done) Credentials committee to create 2019 workplan (March 2019) Meet in spring 2019 discuss application timelines Assign policy for drafting (March 2019) Draft to committee for approval (Sept 2019) Send to board for approval Sept 2019) Enact policy for registration in 2020
11	Develop a formal policy requiring internal review of registration decisions. This policy should include the following information: <ul style="list-style-type: none"> when and how applicants who have not been granted registration will be provided with information regarding an internal review process timeframes for all stages of the internal review process 	13	8(b), 8(c), 10	Credential committee will build process and policy documents for this over next 12 months <ul style="list-style-type: none"> Assign work to credentials committee (feb 2019 done) Credentials committee to create 2019 workplan (March 2019) Meet in spring 2019 discuss review process and policy Assign policy for drafting (March 2019)

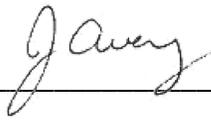
	<ul style="list-style-type: none"> • how the applicant will be able to make submissions respecting the review, including the format and timeline for these submissions • the timeframe in which a decision will be made on the results of the internal review and that this will be provided to the applicant in writing with reasons • a process for ensuring that those appointed as decision-makers in an internal review receive appropriate training • a prohibition that states that no-one who acted as a decision-maker in a registration decision may act as a decision-maker in the internal review of that decision <p>This policy can be developed, published and applied in the interim as the NSAMRT waits for its new legislation.</p>			<ul style="list-style-type: none"> • Draft to committee for approval (Sept 2019) • Send to board for approval Sept 2019) • Enact policy for registration in 2020
14	Develop a process for verification of document authenticity.	14b	9(a), 16(3)(a), 16(3)(b), 16(3)(e)	<ul style="list-style-type: none"> • Assign work to credentials committee (feb 2019 done) • Credentials committee to create 2019 workplan (March 2019) • Meet in spring 2019 discuss document verification process and policy • Assign policy for drafting (March 2019) • Draft to committee for approval (Sept 2019)

				<ul style="list-style-type: none"> • Send to board for approval Sept 2019) • Enact policy for registration in 2020
15	Develop a formal policy regarding acceptance of alternative information if required documents cannot be obtained for reasons beyond the applicants' control.	16	9(b), 16(3)(c)	This is done and on website - completed
16	Initiate process to amend section 16 of the new Medical Imaging and Radiation Therapy Professionals Act, to allow for the right to appeal a decision not to issue a temporary license.	20	10	This is not something NSAMRT wishes to change in the Act. Regulations/Bylaws will flush out better who would be granted a temporary license. They would be new Canadian educated graduates until they write first exam. If they fail exam they lose license. There is no plan of providing temporary licenses to IEMRTs. Denial of a full license can be appealed.

17	<p>Develop policies to supplement the draft regulations to ensure compliance with FRPA:</p> <ul style="list-style-type: none"> • 8(1)(f) – must clearly establish the documentation required from the applicant and the criteria by which this requirement will be assessed, as well as the standard of assessment. • 8(1)(h) and (i) –clearly establish the requirements for registration where they are currently are subject to the discretion of the Board. Requirements for practice hours, competence assessment etc. must be clearly identified. 		7(c), 7(d), 9(a)	<p>8(1)(f) as this documentation may change with time it would not be placed in regulation or bylaw but in policy. Credentials will develop policy to outline this</p> <p>(h) We have a full CPD program developed that will be rolled out when new legislation becomes law along with the accompanying polices and processes. The CPD program is approved by the board and then this same standard is applied to all registrants and monitored by the credentials committee.</p> <p>(i) Specifics will be laid out in policy not in regulations and these policies, with the exception of currency hours, already exist.</p> <p>The board approves programs and polices they will not be involved in individual application decisions.</p> <p>By putting into policy rather than regulation we will be more effect in responding to changes in practice that will in the future require updates to our standards and assessment criteria. We want to be able to be more nimble in responding. If all that detail is in the regulation we cannot change anything without governmental approval which takes years and is expensive and leaves us trying to regulate with outdated legislative documents. Similar to the situation we are in now.</p>
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Disclaimer

The Nova Scotia Association of Medical Radiation Technologists hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

April 1st 2019
Date

Appendix

- ✓ Copies of blank application form
- ✓ Redacted rejection letter
- ✓ Access to registration records policy
- ✓ Application fees
- ✓ Examination timelines
- ✓ Good conduct requirement
- ✓ Insufficient application information
- ✓ Re-entry to practice (refresher)
- ✓ Review of registration decision
- ✓ Third party questionnaire
- ✓ Website checklist



NEW GRADUATE APPLICATION

Application of registration as a medical radiation technologist (MRT) for a person who has completed a program in medical radiation technology in Canada and has not yet been employed as a MRT.

FOR ADMINISTRATION USE ONLY

Date application received _____
Approved/Declined _____ Date _____
If Declined Reason _____
NSAMRT Registration # _____

APPLICATION FOR REGISTRATION

Prefix Surname _____
Full Given Names _____
Previous Surname(s) _____ Date of Birth (m/d/y) _____
Name used in practice _____
Mailing Address _____
Postal Code _____ Telephone (with area code) _____ E-mail _____
CAMRT Registration # _____

DISCIPLINE

Indicate discipline(s) for which you are applying
Magnetic Resonance Nuclear Medicine Radiography Radiation Therapy

REQUIREMENTS

Under the Medical Radiation Technologists Act cited as R.S.N.S, 1967, chapter 180, Letters Patent By-Laws you must be registered with the Nova Scotia Association of Medical Radiation Technologists (NSAMRT) **and** the Canadian Association of Medical Radiation Technologists (CAMRT).

In order to work as a medical radiation technologist in Nova Scotia the following documents are required with your application;

- Proof that you have successfully completed your medical radiation technology program in the specified discipline(s). You can provide such proof by providing a copy of your certificate, diploma, or degree or an original transcript from your program.
- Proof that you have successfully completed the CAMRT entrance to practice exam in the selected discipline(s) or the examination of the Ordre des Technologues en Imagerie Medical en Radiooncologie et en Electrophysiologie Medicale du Quebec (OTIMROEPMQ). You can provide such proof by providing a copy of CAMRT/ OTIMROEPMQ exam status from CAMRT/ OTIMROEPMQ website or equivalent proof of success.
- Copy of government issued photo ID
- Proof of name change if current name does not match submitted documents

LANGUAGE FLUENCY

You are required to be able to speak and write English with reasonable fluency.

- Are you able to speak and write with reasonable fluency in English so that you can offer professional services to patients in that language? Yes No



CITIZENSHIP

You are required to be a Canadian citizen, **OR** a permanent resident, **OR** authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of medical radiation technology.

- Canadian Citizen: attach copy of birth certificate, proof of Citizenship
- Permanent Resident of Canada: attach a copy of your certificate of landing or permanent resident card
- Authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of medical radiation technology: attach your work permit

SIGNED CERTIFICATE

1. I understand that ***before*** I commence work I must have confirmation from NSAMRT of registration to practice.
2. I agree to comply with Medical Radiation Technologists Act cited as R.S.N.S, 1967, of the NSAMRT.
3. I understand that I must hold a current license of registration with the NSAMRT in order to practice medical radiation technology in my discipline in Nova Scotia and that I cannot use the titles Medical Radiation Technologist-Radiography or MRT(R), Medical Radiation Technologist-Radiation Therapy, (Medical Radiation Technologist – Radiation Therapist) or MRT(T), Medical Radiation Technologist – Nuclear Medicine or MRT(N) or Medical Radiation Technologist – Magnetic Resonance or MRT(MR) unless I hold the corresponding license.
4. I understand that it is my responsibility to pay annual renewal fees and to submit the annual application for renewal to the Registrar of NSAMRT on or before Nov 1st each year.
5. I understand that it is my responsibility to update my account or notify the NSAMRT by mail, fax or e-mail within 10 business days of any change of name, home address, home telephone number, mailing address, or employer.
6. I understand that my name, registration number, registration status, business address and business telephone number is information which is available to the public.
7. I understand that by signing this application I am agreeing that NSAMRT can share information on my licensing status, credentials and complaints or limitations related to my licensing with other MRT regulators for duration of my MRT career.

“I certify that all the information in the above application and related documents is true. I acknowledge and understand that any false or misleading statement, representation or declaration in or in connection with my application, by commission or omission, is cause for revocation of any certificate of registration that may be issued to me by the NSAMRT. I also acknowledge and understand that the NSAMRT collects, uses and discloses personal information about me for regulatory purposes in accordance with the Medical Radiation Technologists Act cited as R.S.N.S, 1967 and for the purposes described in the NSAMRT’s Privacy Policies, including for the purpose of, labour mobility, human resource planning and demographic, research and other studies. I authorize the NSAMRT to contact any authority, institution, association, body or person in any jurisdiction to verify the statements in my application and related documents and authorize any such authority, institution, association, body or person to release to the NSAMRT any information relevant to the information set out in this application and related documents. I also agree this authorization is for an unlimited time period.”

Applicant’s Signature

Date



LETTER OF UNSUCCESSFUL REGISTRATION

[Full Name]

[Address]

[City, Province, Postal Code]

Dear [Enter Name],

The Credentials Committee has reviewed your application and has deemed that you do not meet the following criteria for registration:

- Education and currency
- Legal authorization to work in Canada
- Language fluency
- Good conduct

Reasons:

In accordance with Association Policy you can request a reassessment by the Credentials Committee within 30 days of receiving this letter by providing a written request to the Registrar. You may provide any additional documentation and/or appear before the committee with or without legal counsel.

If you require further information, please contact the office for assistance.

Sincerely,

Registrar



TITLE: Access to Registration Records	Number: CR005-01
Committee: Credential	Date Approved: Sept 20 th 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: Registrants and Public	Issuing Authority: NSAMRT Board
	Approval: 

Policy:

The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application. The Registrar may refuse to give an applicant anything that may be subject to legal privilege or that, in the Registrar’s opinion, jeopardizes the safety of any person.

Rationale:

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants for registration may request access to all documents relevant to their application for registration. This policy outlines the process for requesting documentation and possible outcomes

Procedure:

1. Applicants who make a written request to the Registrar may receive information and a copy of each document the College holds that is relevant to their application.
2. Records include all the documents that relate to the application, such as, but not limited to:
 - Documents provided by the applicant as part of their application,
 - Documents that describe the College’s rationale for its decision,
 - Documents related to any assessment of qualifications completed or received by the College,
 - Documents related to accommodation requests, and
 - Documents related to reviews and appeals.

3. The College reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. In these circumstances, the College will inform the individual of the approximate cost to provide the documents and will proceed upon payment of this cost by the individual.
4. Documents released will be clearly stamped "COPY".
5. The College will make every effort to respond to the request within 10 business days and to assist the individual with understanding the information.
6. If the Registrar is of the opinion that the release of any of an applicant's documents may jeopardize the safety of any person the applicant will be provided only those documents that are not considered to jeopardize the safety of any person.
7. If the Registrar is of the opinion that any of the documents are subject to legal privilege, the applicant will be provided only those documents that are not considered to have legal privilege.
8. In the event that the College refuses to provide access to all of the applicant's documents it holds, the College will provide reasons for denying access.

Outcome:

1. Applicant provided with all documents concerning their registration;
2. Applicant provided with documents that do not jeopardize the safety of another person or are subject to legal privilege and the Registrar has provided reasoning for withholding documents.



TITLE: Registration Related Fees	Number: PO-013-01
Committee: Policy Committee	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: External and Registrants	Issuing Authority: NSAMRT Board
	Approval: 

Policy: Fees will be reviewed annually and will be coordinated with the annual budget development process. Payment of fees shall be by personal or certified cheque, company cheque, money order, Visa, or MasterCard.

Rationale: Fees must reflect requirements for NSAMRT to be financially stable. Annual dues supports the operations of the NSAMRT while the application fees support the cost of processing and reviewing licensing requests. Annually financial stability is reviewed to ensure fee structure and methods of payment are appropriate to long term organization stability.

Procedure: Pursuant to the Fee Bylaw, the following conditions apply to payment of fees:

- 1.1 All annual fees are due and payable on or before November 1st.
- 1.2 A member who fails to pay an annual license fee on or before December 31 ceases to be licensed effective January 1.
- 1.3 A registrant who pays an annual fee on or after Jan 1st shall pay a lapsed member fee of \$100.00 in addition to the annual fee and must complete reinstatement process.

Application Fees

- 2.1 A non-refundable application fee of \$100.00 must accompany each application for registration.
- 2.2 Subsection 1.2 and 1.3 above does not apply to a student member who applies for non-active membership.
- 2.3 The annual fee for a full practising license with NAMRT is \$450.00.
- 2.4 The annual fee for CAMRT is \$225



TITLE: Examination Timelines	Number: CR006-01
Committee: Credentials	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: External and Registrants	Issuing Authority: NSAMRT Board
	Approval: 

Policy: All registrants must successfully complete CAMRT entrance to practice exam in the selected discipline(s) or the examination of the Ordre des Technologues en Imagerie Medical en Radiooncologie et en Electrophysiologie Medicale du Quebec (OTIMROEPMQ)

Rationale:

Successful completion of a NSAMRT-approved examination is one of the key indicators that applicants to the NSAMRT have demonstrated adequate entry-level knowledge. The Association fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the NSMART makes registration requirements publicly available. This policy outlines the process to verify that applicants have met the examination requirements for entry to practice.

Procedure:

The National Entry to Practice Exam administered by the CAMRT or OTIMROEPMQ provincial exam are the only approved examinations.

Examination Eligibility

The CAMRT/ OTIMROEPMQ will determine the eligibility of each candidate to write the examination.

1. Candidates who have successfully completed an approved MRT program at a Canadian educational institution within the 5 years prior to the date of the exam will be deemed eligible to write the examination upon CAMRT/OTIMROEPMQ receiving confirmation in writing, directly from the university, that the candidate:
 - a. has convocated; or
 - b. has successfully completed all requirements of the MRT program and is recommended for convocation.

2. Candidates will have a maximum of 4 attempts to successfully challenge the national entrance to practice exam.
3. Internationally education candidates that have been assessed by CAMRT to meet educational requirements, language requirements, work eligibility, and currency requirements are eligible to write the CAMRT National Entry to Practice Exam.

Successful Completion

4. An Applicant is required to demonstrate their successful completion of the exam by providing a copy of their exam certificate or exam results document to the College. These results may be provided by the applicant to the College as a photocopy, or PDF document.

TITLE: Good Conduct Requirement	Number: CR-007-01
Committee: Credentials	Date Approved: Sept 20 th 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: External and Members	Issuing Authority: NSAMRT Board
	Approval: 

Policy:

The Association fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the Association makes registration requirements publicly available. This policy outlines the process to verify that applicants have met the good conduct requirements for entry to practice.

Rationale:

Registrants are expected to adhere to the values shared by society in general and the profession specifically and to not have demonstrated conduct that would make them unsuitable for practice. The purpose of the good character requirement includes the protection of the public, the maintenance of high ethical standards, and the maintenance of public confidence in the profession.

Procedure:

1. Applicants/registrants must provide evidence as to whether they have been convicted of, or pleaded guilty to, any offence arising in any jurisdiction, including:
 - a. Any criminal offence;
 - b. Drug offences that may impact their capacity, competence or character;
 - c. Traffic offences that may impact their capacity, competence or character, excluding minor offenses such as parking or speeding; or
 - d. Any offence relating to the practice of medical radiation technology.

2. Applicants/registrants must provide evidence as to whether they have been found liable in any civil proceeding that may impact their capacity, competence or character.
3. Applicants/registrants who have been or are registered or licensed in medical radiation technology or another profession in another jurisdiction, they must provide evidence whether they:
 - a. Have a finding of professional misconduct, incompetence, incapacity, or other finding; or
 - b. Are the subject of any current misconduct, incompetence, or incapacity proceeding or a similar proceeding.
4. Applicants/registrants must notify the Association if they have a pending court date or are under criminal investigation; the nature of the offence does not need to be disclosed
5. Applicants/registrants must demonstrate that nothing in their previous conduct affords reasonable ground for the belief that they will not practice medical radiation technology safely

Demonstration of Good Conduct

1. Applicants/registrants may demonstrate good conduct by signing a declaration on their application that they are not currently the subject of a criminal investigation, have a pending court date, or have been convicted of a crime or offence;
2. Applicants/registrants who have worked in other jurisdictions as a regulated health professional must arrange to have a regulatory history form sent directly to the Association from every jurisdiction they have practiced in for past 10 years
3. At renewal, registrants must make a declaration that they are not currently the subject of a criminal investigation, have a pending court date, or have been convicted of a crime or offence
4. At renewal, registrants who have worked in other jurisdictions as a regulated health professional must make a declaration that they have not had a finding or are facing a proceeding of professional misconduct, incompetence, incapacity, or other finding

Where Previous Misconduct is Suspected

Any applicant/registrant whose previous conduct affords reasonable grounds for the belief that he or she will not practice medical radiation technology safely and ethically may be referred to the Credentials Committee for a conduct review. The applicant will be asked to submit a written explanation to the Committee for their consideration.

Applicants/registrants may meet the good conduct requirement by providing sufficient evidence to the Association that the previous conduct will not prevent them from practising medical radiation technology safely and ethically. Specifically, applicants/registrants may be required to:

1. Respond in writing to any allegations of poor conduct and provide evidence that they are able to practise medical radiation technology safely and ethically;
2. Sign a self-declaration that indicates that they will practice medical radiation technology safely and ethically and, if applicable:
 - a. Indicate on the self-declaration any offences of which he or she has been found guilty, findings of professional misconduct, incompetence or incapacity;
 - b. Provide police or other records relevant to the information on the self-declaration for consideration by the Credentials Committee; and
 - c. Have the Committee determine whether or not they afford reasonable grounds for the belief that the applicant will not practice medical radiation technology safely and ethically.
3. Enter into an Undertaking with the Association, the terms of which may include such things as:
 - a. Requiring the applicant/registrant to submit a letter of explanation and apology to the Association for the conduct;
 - b. Requiring the applicant to successfully complete additional training specified by the Committee

Committee Review

In making its decision, the Committee will consider any relevant factors, including such factors as:

- The strength of the evidence that the individual engaged in the conduct;
- Whether the individual made an error in judgment;
- Whether there were mitigating circumstances;
- The nature, duration, and frequency of the conduct, including such things as the degree of dishonesty or breach of trust, the motivation of the individual, whether the conduct was isolated or repeated, any concealment of the conduct, etc.;
- The attitude or remorse expressed by the individual regarding the conduct;
- Any consequences already suffered by the individual for the conduct;
- Any potential risk to the public posed by the conduct;
- Any undertaking with the Association agreed to by the individual;
- Rehabilitative efforts taken and the success of such efforts;
- The applicant's conduct since the proven misconduct;
- External verification of remorse.

Outcome:

After considering the evidence, the Committee may:

1. Determine that the evidence provided does not render the applicant/registrant unsuitable to practise, and therefore deem that the applicant has met the good conduct requirement; or
2. Determine that, given the evidence provided, the applicant should be granted registration if terms, conditions, or limitations are imposed on their registration to protect public safety; or
3. Determine that, given the evidence provided, the registrant should have terms, conditions, or limitations imposed on their registration to protect public safety; or
4. Determine that, given the evidence provided, the applicant should be granted registration if the applicant successfully completes additional training specified by the Committee; or
5. Determine that, given the evidence provided, the registrant's registration should be suspended until the registrant successfully completes additional training specified by the Committee; or
6. Determine that, given the evidence provided, the applicant has demonstrated conduct which affords reasonable grounds for the belief that the applicant will not practice medical radiation technology safely and ethically. In such a case, the applicant does not meet the good conduct requirement and is not eligible for registration; or
7. Determine that, given the evidence provided, the registrant has demonstrated conduct which affords reasonable grounds for the belief that the registrant will not practice medical radiation technology safely and ethically. In such a case, the registrant does not meet the good conduct requirement and their registration will be revoked.



TITLE: Insufficient Application Information	Number: CR-010-01
Committee: Credentials	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: Public	Issuing Authority: NSAMRT Board
	Approval: 

Policy:

The Association fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the Association makes registration requirements publicly available and provides the opportunity for alternative evidence when original documentation is not available to an applicant. This policy outlines what additional documents may be considered.

Rationale:

Extremely exceptional circumstances, which may include but are not limited to war, natural disaster, or political persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support their application for registration. Applicants who can provide persuasive evidence that they have tried and been unsuccessful in obtaining required documentation may ask the Credentials Committee to consider alternative evidence to meet the requirement.

Procedure:

1. If documentation is unavailable from its original source, the application will be referred to the Credentials Committee for review. The applicant may be requested to provide:
 - a. persuasive evidence regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration requirements; and
 - b. Alternative documentation/evidence to meet the requirement(s).

2. Alternative evidence that may be considered by the Committee and will be adapted to the individual circumstances of the applicant includes, but is not limited to, an appropriate combination of the following:
 - Copies of documents from the applicant or other available resources;
 - Signed affidavits attesting to requirements completed;
 - Professional portfolio;
 - Documentary evidence from an instructor(s);
 - Education and fieldwork reference(s) and or academic referee(s);
 - Interviews, including by registrants with the same background as the applicant;
 - Peer assessment(s);
 - Prior learning or other skills/competency assessment(s).
3. This evidence should ideally be provided from the original source(s) directly to the Association, but all evidence the applicant is able to provide will be considered.

An applicant for registration may meet the requirement by:

1. Providing sufficient evidence to satisfy the Credentials Committee that:
 - a. Original documentation could not be obtained; and
 - b. Evidence that the applicant has met the requirement(s) that would otherwise be demonstrated by the original documentation which could not be obtained.

Outcome:

1. If the Committee is satisfied that:
 - a. An applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided, and
 - b. Alternative information provided supports that the applicant has met the requirement(s),

They may be deemed to have met one or more of the requirements.

2. If the Committee:
 - a. is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
 - b. is not satisfied that alternative information provided supports that the applicant has met the requirement(s) he/she may be directed to:
 - Provide additional information; or
 - Undertake additional education; or
 - Undertake a supervised period of practice (for exemptible requirements); or
 - Provide, as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement.

3. If the Committee is not satisfied:
 - a. That an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided, he/she may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.



TITLE: Re-entry to Practice (Refresher)	Number: CR-007-01
Committee: Credentials	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: External and registrants	Issuing Authority: NSAMRT Board
	Approval: 

Policy:

The Association fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the Association makes registration requirements publicly available. This policy outlines the process to re-enter professional practices for applicants who do not meet the currency requirements.

Rationale:

Recent graduation or recent practice within the scope of practice of the profession helps to ensure applicants possess current knowledge, skills and judgment to provide the public with safe, effective and ethical care. Applicants who do not meet the currency requirements must undergo a Re-entry Program acceptable to the Association to ensure they are competent to provide safe, ethical, and effective services to the public. These program aim to balance prior learning and individual learning goals with standard and fair procedures.

Procedure:

1. Applicants seeking registration or renewal who do not meet the currency requirements established by the Association must complete a Re-entry Program with the following components:
 - a. Successfully complete required academic component of the re-entry program. Evidence will be passed exam for refresher program offered through NSAMRT. If program is delivered by another organization then confirmation in writing of successful completion from that organization is required.

- b. Complete a minimum of 240 supervised practice hours. The supervising medical radiation technologist must meet the following requirements:
 - i. Be registered with the Association of Medical Radiation Technologists of Nova Scotia in good standing on the General Register;
 - ii. A minimum of three years' experience working as a medical radiation technologist with at least one year in the province of Nova Scotia;
 - iii. Not be placed in conflict of interest by providing supervision to the applicant;
 - iv. Have previous experience with supervision or clinical education;
 - v. Be willing to provide appropriate supervision for the duration of the Re-entry Program.

Evidence of completion will be a final evaluation provided by the supervisor, including completed supervised practice hours, and signed by the applicant and the supervising technologist;

- c. Review applicable legislation and Association documents. The supervising therapist must indicate on the evaluation form that the applicant is knowledgeable of these documents;
 - d. Successfully complete a learning contract with their supervisor. The applicant will submit the completed learning contract, signed by both the applicant and the supervising therapist, to the Association;
- 2. Applicants applying for the Re-entry Program must arrange their own supervised practice and receive approval from the Registrar before commencement of the program;
 - 3. Applicants must meet all other registration requirements before commencement of the program;
 - 4. The Registrar will review and approve applications for re-entry in a timely manner.

Outcome:

- 1. Applicant successfully completed a re-entry program approved by the Credentials Committee and will be granted general registration; **or**
- 2. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and requires additional supervision; **or**
- 3. Applicant does not successfully complete a re-entry program approved by the Credentials Committee and is not eligible for registration.

TITLE: Registration Appeals Process	Number: CR007-01
Committee: Credentials	Date Approved: Sept 20 2018 Date(s) Reviewed (Revised): <i>Date To Be Reviewed:</i>
Distribution: External and Registrants	Issuing Authority: NSAMRT Board
	Approval: 

Policy:

The Association aims to be transparent, objective, impartial and procedurally fair with its registration practices. As such, applicants may request a review of their registration decision. This policy outlines the process for the review of a registration decision.

Rationale:

To be procedurally fair while protecting the public interests, the Association follows an established process for review of registration decisions that is consistent with the Medical Radiation Technology Act and the Fair Registration Practices Act. A collaborative registration review may be used according to the Regulated Health Professions Network Act if the Association and the applicant both agree to use this process.

To ensure public protection, applicants must demonstrate that they meet the requirements for registration as dictated by the Medical Radiation Technology Act and the Registration Regulations. Applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the Association by the issuing body.

Procedure:

1. Within 30 days of receiving notification that their application has been denied by the Credentials Committee, the applicant may request a reassessment by the Credentials Committee by providing a written request to the Registrar;

- a. The applicant may submit additional documentation for the Committee to review;
 - b. The applicant may request to appear before the Committee with or without legal counsel;
2. The Committee will reconvene within 30 days to reassess the registration decision;
3. The Committee will provide a written decision with rationale to the applicant by registered mail within 5 business days;
 - a. The decision of the Committee is final.
4. The Committee are not able to change the registration criteria as determined by the Medical Radiation Technology Act and the Registration Regulations.
5. Where the Association and the applicant agree to use the collaborative registration review under the Regulated Health Professions Network Act, the collaborative registration review will be considered the review process of the Association and replaces the above process;
 - a. The applicant must provide written notification of their intent to use the collaborative registration review within 30 days of receiving notification that their application was denied.

Outcome:

The Credentials Committee, or the collaborative registration review committee, after the review process, may:

1. Direct the Registrar to grant registration where they are satisfied that the applicant meets the requirements for registration;
2. Direct the Registrar to grant registration with conditions, limitations, or restrictions as they consider appropriate;
3. Further consider the application pending the applicant completing further training, upgrading, or other examinations as they consider appropriate;
4. Direct the Registrar to refuse registration where they are not satisfied that the applicant meets the requirements for registration.

Questions for Third Party Organizations

Per Section 16(3)(i) of the FRPA, Nova Scotia regulatory bodies are required to provide information on the role of third-party assessors in the registration process.

The FRPA Review Officer expects that if a Nova Scotia regulatory body relies on a third party to assess qualifications, it will take reasonable measures to ensure that the third party makes the assessment in a way that is transparent, objective, impartial and procedurally fair.

QUESTIONS

Please provide links to policy and other relevant documentation where possible.

1. Describe the information provided to applicants regarding your assessment practices.
 - a. How is this information communicated (e.g. website, downloadable documents, etc.)?
The information regarding CAMRT's Assessment Process on foreign trained medical radiation technologists is provided on CAMRT's website [here](#) and in written (via mail) at the request of the applicants.
 - b. What steps have you taken to ensure the information is organized, easy to find and written in plain language?
The information was written by the Manager of Certification and the Director of Education at the CAMRT and reviewed by the Director of Director of Advocacy and Communication. Recently, the all pages related to the assessment process of IEMRTs were edited and re-organized to ensure the information is organized, easy to find and written in plain language.
2. How often do you review registration information on your website for clarity, accuracy and completeness?
We conduct a thorough review of information on CAMRT's website once a year. Apart from that, we review certain parts of the information on a daily basis as we refer clients to the respective parts of the website that they need.
3. What fees are involved in the assessment process and how is this information provided to applicants?
The CAMRT assessment fee for IEMRT applications is \$300 (non-refundable). This information is on our [website](#) as well as on the application for assessment form that applicants complete as one of the required documents for the assessment process.
4. Are the criteria used for assessing applicants documented and publicly accessible?
 - a. If so, by what means?
The criteria are documented in the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012) enclosed to this message.
5. Are the criteria clearly linked to the requirements/standards for entering the profession/trade?
The criteria are linked to the requirements for entry-to-practice of the MRT occupation. Documents required for the CAMRT assessment process are used to determine substantial similarity for entry-to-practice competency to that required from a Canadian accredited program. To see the entry-to-practice competency required in Canada, click the link to the [CAMRT competency profiles](#)

6. Do you provide information to applicants regarding the method(s) by which they will be assessed (e.g. written and practical examinations, structured interviews)?
- a. How is this information provided? Please provide relevant links and documentation.
We provide detailed information to applicants regarding the methods by which they will be assessed for entry-to-practice in the MRT occupation.
This information is provided on our website as well as in written (via email) or over the phone upon request:
[Writing the CAMRT Certification Exam](#)
[Exam Preparation Resources](#)
7. Does your organization require that assessors consistently apply qualifications assessment criteria, policies and procedures to all applicants?
The CAMRT requires that assessors consistently apply qualifications assessment criteria, policies and procedures as outlined in the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012).
- a. Do assessors:
 - i. follow documented guidelines about how to conduct the assessment?
Assessors follow the General Guiding Principles for Organizations that Conduct assessments on IEMRTs documented in the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012).
 - ii. use the same tools to reach assessment decisions for each applicant?
Assessors use the same tools to reach assessment decisions for each applicant as outlined in the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012).
8. How do you determine the validity of the assessment methods that you use?
- a. Does your website publish pass scores?
The assessment methods used were developed in collaboration with (a) all existing organizations in Canada that conduct assessments of foreign trained medical radiation technologists and (b) all stakeholders on behalf of which CAMRT will conduct IEMRT assessments. Those methods are documented in the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012).
The CAMRT publishes certification exam pass scores as follows:
 1. Annual overall pass scores for Canadian educated and IEMRTs are published in the [CAMRT Annual Report](#)
 2. Annual pass scores for each Canadian Accredited MRT program are published [under each respective discipline](#).
9. Do you screen applicants in advance of a formal assessment process? If so, describe the pre-screening process.
CAMRT does not screen applicants in advance of the formal assessment process.
- a. Do you track the number of applicants that are excluded through the pre-screening process?
Not applicable.
 - b. Do you monitor the barriers applicants encounter during pre-screening which may prevent them from advancing to the application process? If so, what barriers do you identify?
Not applicable.
10. What is your process for verification of documentation authenticity?
CAMRT assesses documentation provided by applicants for authenticity as follows:
- 1) CAMRT requires notarized copies of diploma and transcript for the assessment process. All applications received are verified for stamp and signature by an Notary service.



- 2) CAMRT requires validation of clinical supervisors on Clinical Assessment Checklists documenting post-graduation work experience. All applications received are verified for official stamp and/or seal of facility of employment or supervisor's business cards stapled to application.
- 3) In addition, where necessary, CAMRT contacts the educational institution from which IEMRT applicant graduates to confirm validity of curriculum, program length, etc.

11. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control?

CAMRT deals with such cases on a one-to-one basis. For example, sometimes an applicant may not be able to obtain a copy of his curriculum, due to the fact that the program he finished closed a long time ago. In cases like this, it is CAMRT procedure is to accept a copy of the national guidelines for curriculum development in the discipline in question or a detailed course description prepared by the applicants themselves.

12. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant?

The CAMRT has a policy on language/translation requirements for documents provided by IEMRT applicants for the assessment process.

- a. If so, please attach or provide a link to the policy.
If documents are in a language other than English or French, notarized translations must also be submitted as described under [Documents Required for the CAMRT Assessment Process](#).
[CAMRT Language fluency requirements](#).

13. Do you provide written decisions on an application for assessment, including reasons for rejection of an application?

The CAMRT provides written decisions on all applications for assessment, including reasons for rejection where applicable and recommendations for further steps.

- a. Please provide a sample/redacted decision letter.
A sample decision letter is attached to this message.

14. Is information provided about what applicants can do to close any gaps in their qualifications?

- a. If yes, please provide an example (e.g. sample/redacted decision letter).

The CAMRT provides information about what applicants can do to close any gaps in their qualifications where applicable. A sample decision letter is attached to this message.

15. Do you have formal policies in place for:

- a. Accommodating individuals with physical or mental disabilities,
CAMRT Special Accommodations Policy can be found [here](#) under "Special Accommodations".
- b. Specifying the timeframe for responding to applicants and making an assessment decision,
The timeframe for responding to applicants and making an assessment decision is described on CAMRT's website [here](#) under "Review Process" and "Timeframe". We also send written communicate to all applicants informing them about the length of time which the assessment process will take after receipt of a full application for assessment from each applicant.
- c. Ensuring that a decision-maker on an internal review / appeal was not involved in making the original decision, and
The original decision belongs solely to the discipline MRT experts conducting assessments. They document how applicants meet or fail to meet each skills requirement and link it to the CAMRT Competency Profile for entry-to-practice. The review Process is described on CAMRT's website [here](#).
- d. Providing access to records relating to the assessment of an applicant to the applicant upon request?



Upon completion of the assessment process, each applicant receives a written decision. When an applicant requests access to records related to the assessment process, the CAMRT works with the applicant to ensure he obtains access to the required documents.

Are these policies accessible to applicants? If your answer is yes to any of the above in question 15, please attach or provide links to all relevant documentation.

Links are provided where applicable above.

16. Describe your internal review/appeal process.

- a. Are applicants given the opportunity to make submissions in the internal review / appeal process?
- b. Is there a timeframe for requesting an internal review / appeal and for submitting additional evidence?
- c. What is the timeframe for a decision to be made on an internal review / appeal?
- d. How are applicants informed of the internal review process (including applicable timeframes)?

The CAMRT does not conduct internal reviews or have a formal appeal process. All assessments are conducted by the MRT discipline experts who provide recommendations for further steps when applicants have gaps in their training that must be addressed before obtaining approval to access the national entry-to-practice certification exam.

IEMRTs who are not approved to take the exam are given the chance to provide additional evidence for their qualifications without undergoing an appeal process. If they are not able to provide additional evidence due to lack of training in the areas identified as gaps, the discipline experts performing the assessments recommend further steps on how the applicant can obtain the training/experience that presents a gap resulting in not granting approval to access the CAMRT entry-to-practice certification exam.

17. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

The CAMRT provides each new discipline expert conducting assessments with training as per the National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists (2012) enclosed to this message.

18. Does your organization endorse any international, Mutual Recognition Agreements?

- a. If so, please list the agreements.

No, it does not. All foreign trained medical radiation technologists undergo the very same assessment process and entry-to-practice certification exam process, regardless of where they trained.

19. What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?

The challenges related to the IEMRT assessment processes in Canada may vary from one country to another. Some difficulties related to the gathering of documents required for the assessment process include time-frames/length of process, cost, inability to reach educational institution/previous employers in country of origin, inability to obtain required language proficiency test results, etc.

The biggest constraint for seems to be cost (documents translation, obtaining documents from educational institutions, documents notarization, language test).

Web Design Best Practices Checklist for Nova Scotia Regulatory Bodies

Use these best practice examples to learn how your organization can enhance what it is doing to provide fair, equitable and accessible pathways to licensure and meet its obligations under the Fair Registration Practices Act (FRPA).

Decide on a plan of action. Once you have assessed your website in accordance with these guidelines, decide what best practices your organization will adopt to improve the accessibility of your website for internationally trained applicants.

VISUAL DESIGN AND ACCESSIBILITY	
Site is responsive to all 'smart' devices: <ul style="list-style-type: none"> e.g.: desktop, tablet or smart phone. 	<input checked="" type="checkbox"/>
Content displays on popular/current versions of Chrome, Firefox, Internet Explorer, Safari, etc.	<input checked="" type="checkbox"/>
Keywords are used in menu items.	<input checked="" type="checkbox"/>
Main menus have fewer than 5 items.	<input checked="" type="checkbox"/>
Images provide additional clarity to content: <ul style="list-style-type: none"> e.g...: icons for simplicity and clarity: <ul style="list-style-type: none"> static visuals (to avoid visual chaos and distractions). hover effects are often used to provide visual clues to users about links and key content. The movement should only happen in response to a user action (e.g. a click, or moving the mouse over an element on the page). 	<input checked="" type="checkbox"/>
Information provided is succinct: <ul style="list-style-type: none"> content should start as a summary and provide links to more in-depth information. users should always have a clear expectation of what they will get when they click on a link. 	<input checked="" type="checkbox"/>
Headings are appropriately styled to give a visual guide to their importance: <ul style="list-style-type: none"> H1 headings = largest H2 headings = smaller H3 headings = smaller still 	<input checked="" type="checkbox"/>
Limited, industry-specific colours have been used.	<input checked="" type="checkbox"/>
Text colour has sufficient contrast with background colour.	<input checked="" type="checkbox"/>
Font, font sizes and font colours are consistently used.	<input checked="" type="checkbox"/>

Nothing makes sound (unless you click on a short video).	<input checked="" type="checkbox"/>
Captions are provided to audio or video files. N/A no current audio or video files	<input type="checkbox"/>
FUNCTIONALITY	
All internal hyperlinks work.	<input checked="" type="checkbox"/>
All external hyperlinks work.	<input checked="" type="checkbox"/>
All forms function as expected.	<input checked="" type="checkbox"/>
No JavaScript errors are generated.	<input checked="" type="checkbox"/>
CONTENT AND NAVIGATION	
A specific drop-down menu or heading is available for internationally educated individuals.	<input checked="" type="checkbox"/>
<p>'Information Architecture' principles—e.g. with the goal of organizing structure and labelling content in an effective way— have been applied: Site is under review and some content does not meet all criteria</p> <ul style="list-style-type: none"> • every click gives the visitor confidence that they are moving towards the correct information. • users can get the information they're looking for in minimal clicks. • content is organized with a pathway or link to pathway as a visual aid for applicant • well-researched personas are used when considering content, layout, navigation—e.g.: female; single; mother of 2; fulltime employment at Superstore; internationally educated; looking for employment in field of study; does not have time to weed through website jargon. 	<input type="checkbox"/>
<p>Pathway to licensure is clearly articulated: Bullets identified as missing are on NSAMRT workplan for 2019</p> <ul style="list-style-type: none"> • visual, step-by-step pathway to licensure is provided. • information is provided on documentation required at each stage of the registration process. • information on assessment criteria and methods to be used is documented. • required standards (against which applicants will be assessed) are published online. • information on internal review/appeals process is provided. • information on how applicants can track application status is provided. • information on language proficiency requirements. • information on document translation and specific instruction is provided. • information on how applicants can access information is provided—preferably in the format of an automated, on-line form. 	<input type="checkbox"/> Partial
Cost of application/licensure is clearly articulated, preferably in a table format.	<input checked="" type="checkbox"/>
Bulleted lists are used where possible.	<input checked="" type="checkbox"/>

Wording is clear and consistent.	<input checked="" type="checkbox"/>
Plain language principles have been applied: <ul style="list-style-type: none"> for reference, see the Perfectly Plain: A quick-reference handbook for people who create websites, write emails, and design forms on the FRPA website. 	<input checked="" type="checkbox"/>
Evaluation mechanisms are in place: <ul style="list-style-type: none"> e.g. visitors can provide feedback via email or an online, fillable form. input from international applicants has been sought on website design, usability, aesthetics, etc. 	<input checked="" type="checkbox"/>
LINKS FOR INTERNATIONAL APPLICANTS	
Fair Registration Practices (FRPA) Review Office: https://novascotia.ca/lae/RplLabourMobility/FRP.asp	<input checked="" type="checkbox"/>
Labour Mobility: https://novascotia.ca/lae/RplLabourMobility/LM.asp	<input checked="" type="checkbox"/>
International Qualification Recognition (IQR) : https://novascotia.ca/lae/RplLabourMobility/IQR.asp	<input checked="" type="checkbox"/>
Nova Scotia Office of Immigration (NSOI): https://novascotiainmigration.com/	<input checked="" type="checkbox"/>
Forum of Labour Market Ministers (FLMM) Labour Mobility website: Forum of Labour Market Ministers	<input checked="" type="checkbox"/>
Immigrant Services Association of Nova Scotia (ISANS): http://www.isans.ca/	<input checked="" type="checkbox"/>
Nova Scotia Start Program www.novascotiastart.ca	<input checked="" type="checkbox"/>
Additional, profession-specific links for internationally educated individuals:	<input checked="" type="checkbox"/>