



Australian Society of Medical Imaging and Radiation Therapy

The national professional organisation representing medical radiation practitioners
ABN 26 924 779 836



MIAP2

2016

MEDICAL IMAGING ADVISORY PANEL 2

Policies & Procedures Manual

GUIDELINES FOR THE APPLICATION & RENEWAL OF
CERTIFICATE OF CLINICAL PROFICIENCY IN
MAMMOGRAPHY and ADVANCED BREAST IMAGING
CERTIFICATE

Australian Society of Medical Imaging and Radiation Therapy

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Contents

CONTENTS	2
INTRODUCTION	4
CERTIFICATE OF CLINICAL PROFICIENCY IN MAMMOGRAPHY	4
LEGISLATION	4
MIAP2	4
CERTIFICATION POLICY	5
CERTIFICATION ELIGIBILITY	5
CCPM APPLICATION	5
ACADEMIC & CLINICAL MODULES	5
LATE APPLICATIONS	5
OVERSEAS APPLICATIONS	5
CCPM RENEWAL	7
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS FOR RENEWAL	7
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES	7
CLINICAL INVOLVEMENT IN MAMMOGRAPHY	8
TIMING OF APPLICATIONS FOR RENEWAL OF A CCPM AND VALIDITY DATES	9
LATE APPLICATIONS FOR RENEWAL OF A CCPM	ERROR! BOOKMARK NOT DEFINED.
LATE RENEWALS WILL BE ASSESSED ON A CASE BY CASE BASIS.	ERROR! BOOKMARK NOT DEFINED.
EXTENSIONS	9
APPLICATION PROCEDURES	10
CERTIFICATION LENGTH	11
CERTIFICATES	11
CERTIFICATION RENEWALS	11
ACADEMIC TRAINING PROVIDERS	ERROR! BOOKMARK NOT DEFINED.
BREAST SCREEN VICTORIA	13
THE UNIVERSITY OF SYDNEY	13
BREAST SCREEN NEW SOUTH WALES	13
BREAST SCREEN SOUTH AUSTRALIA	14
BREAST SCREEN WESTERN AUSTRALIA	ERROR! BOOKMARK NOT DEFINED.
BREAST SCREEN QUEENSLAND	14
APPEALS	15
CERTIFICATION PROCEDURES	16
ASSESSMENTS	16
INCORRECT APPLICATIONS	16
EXTENSION APPLICATIONS	16
CURRENT APPLICATION FORMS	16

ADVANCED BREAST IMAGING CERTIFICATION PROCEDURES ----- 17

ADVANCED BREAST IMAGING CERTIFICATE (ABIC) ----- 17

ELIGIBILITY----- 17

APPLICATION ----- 17

PRESCRIBED CRITERIA (TO BE ASSESSED BY MIAP2)----- 18

EVALUATION PROCESS----- 19

APPEALS----- 19

FAQS ----- 20

DO I HAVE TO HOLD A CCPM TO PRACTICE MAMMOGRAPHY IN AUSTRALIA? ----- 20

DO I HAVE TO JOIN THE 3-YEAR CERTIFICATION PROGRAM? ----- 20

WHY DO I HAVE TO RENEW MY CERTIFICATION? ----- 20

GDM GRADUATES ----- **ERROR! BOOKMARK NOT DEFINED.**

Introduction

CERTIFICATE OF CLINICAL PROFICIENCY IN MAMMOGRAPHY

Diagnostic imaging has undergone significant technique and procedural change in the last 20 years. The advancing role of radiographers in this speciality has led to the implementation of a certification programme. This ASMIRT programme aims to recognise the additional skills; training and experience radiographers possess to perform mammographic examinations.

The programme, consisting of an academic and clinical module, is aimed at practitioners who wish to extend their knowledge and capabilities in mammography.

Certification of the Mammography Practitioner

The Medical Imaging Advisory Panel 2 (MIAP2) set and maintains the standards for certification of mammography practitioners.

Legislation

All radiographers in Australia under the terms of the Medical Radiation Practice Board (MRPBA) must operate within their "scope of Practice" This means that additional training and expertise may need to be acquired to operate equipment or perform procedures competently.

Graduates from the Graduate Diploma of Mammography – Charles Sturt University (CSU) are not radiographers, however the program that these practitioners have undertaken, has been recognised as an equivalent alternative pathway for eligibility for a CCPM. Graduates from the 2014 – 2016 programs will be eligible for a CCPM.

MIAP2

The Medical Imaging Advisory Panel 2 (MIAP2) is made up volunteers who donate their time, knowledge and experience to ASMIRT and the progression and development of medical imaging – specifically in the area of mammography and ultrasound.

Certification Policy

Certification Eligibility

CCPM Application

The CCPM comprises an Academic and a Clinical component.

This CCPM Certification is awarded to persons who have successfully completed both the Academic and Clinical Component. Both these components must be completed by the candidate within a 3-year period. This CCPM is valid for a 3 year period and aligns with the Certificate of Compliance.

Academic & Clinical Modules

These are programs run by training centres accredited by the ASMIRT MIAP2 panel. A listing of these training providers can be found in Academic Training Providers (see pages [11-12](#)).

Application for initial CCPM must be made within three (3) years of completion of academic and clinical modules

Late Applications

Any later applications may be considered on a case by case basis.

Overseas Applications

Applicants who have completed a mammography course overseas will be assessed on an individual basis. Consideration will be given to the course content and structure, clinical involvement and continuing professional development undertaken.

An application must be made to ASMIRT's Medical Imaging Advisory Panel 2 and accompanied by the appropriate documentation as set out below. Documentation must be translated (where necessary) and be certified/notarised copies.

Please do not send original documents.

The accompanying documents should include, but are not limited to:

- Copy of award / certification
- Detailed syllabus of the course undertaken
- Employment history relevant to breast imaging with supporting documentation
- Evidence of Continuing Professional Development (CPD) relevant to breast imaging

Once the application is processed and accepted, the ASMIRT CCPM will expire every three (3) years in line with the applicant's Certificate of Compliance.

Table 1. CCPM Certification Requirements.

	Eligibility Requirements	Time to Acquire	Certification Duration	Extension
CCPM Application	Clinical & Academic Modules	Clinical & Academic Modules must be completed within a 3-year period. Initial Application submission must occur within 3-years of completing the Academic & Clinical modules	3-year expiry for CCPM to fall in line with the Certificate of Compliance.	N/A
CCPM late application	Any later applications may be considered on a case by case basis. If the application is successful, a renewed CCPM will be issued and be valid for three (3) years in line with the Certificate of Compliance.			
Overseas Application	Applicants who have completed a mammography course overseas will be assessed on an individual basis. Consideration will be given to the course content and structure, clinical involvement and continuing professional development undertaken. Applicants will need to undertake the overseas assessment process in the first instance.			

CCPM Renewal

Renewal of the CCPM requires the following:

- Possess a CCPM
- Complete the relevant application;
- Demonstrate clinical involvement in mammography from date of previously issued CCPM by supplying from Employer/s, letter/s on appropriate letter head and/or email/s from work email address/es.
- See minimum required hours and list of accepted activities of clinical involvement further within this document;
- Provide evidence of Continuing Professional Development (CPD) by ensuring their ASMIRT CPD log is up to date with adequate description of each activity listed. To assist in the application process, practitioners can print their CPD and highlight the mammography relevant CPD. See list of accepted CPD activities further within this document and example of adequate description in CPD log below.
- Required fee

Continuing Professional Development (CPD) Requirements for Renewal

A minimum of 20 credits, relevant to breast mammography, of the total 50 credits (40%) required by the ASMIRT CPD program per year is necessary. It is calculated that 2.5 credits are approximately one (1) hour depending on CPD activity type. These credits must be accrued over the three (3) year period from the issue date of or prior to the expiry date of the CCPM and within the radiographer's current CPD cycle. Maternity leave will accrue 5 credits per year towards the minimum yearly credits.

Continuing Professional Development (CPD) activities

Many practitioners will be undertaking the ASMIRT Continuing Professional Development (CPD) program. The CPD guidelines can be used as a reference for activities to be undertaken for renewal of the CCPM. However, only activities relevant to mammography will contribute to the CCPM renewal.

Credits / Hours over three (3) years may be accrued from a variety of means. Examples are:

- Conference attendance – time spent listening to papers only;
- Seminar attendance;
- Workshop / symposium participation – emphasis on participation involving transferable knowledge skills;
- Clinical program participation – emphasis on participation, in-service education applicable;
- Clinical program presentation – recognition of both preparation and presentation time;
- Chair a session of conference / symposium or workshop;
- Academic program undertaken;
- University program lecture – preparation and delivery;
- Corporate program participation – time listening to papers / presentations;
- Candidate for examination (eg Fellowship);
- Setting / marking exam papers;
- Article published in peer reviewed journal;
- Internal / external report/s;
- Original textbook chapter/ book;
- Information technical item production eg CD, Video, etc;
- Reading professional publications per article / chapter – record of details and learning outcome;

- Committee member of professionally relevant committee outside routine job requirements – active member;
- Chair/ Secretary of professional relevant committee;
- Special interest group involvement;
- Conference organisation;
- Supervision of radiographers participating in training or assessing clinical; competence Mentor to consolidate / improve professional performance of colleague or contribute to a retraining program, and
- Staff appraisal / promotion interview – includes preparation.

Suitable evidence of CPD activities undertaken must be supplied with an application for renewal of the CCPM. This documentation may include:

- Certificates of attendance;
- Registration receipts;
- Employer/Supervisor verification reports;
- Professional development portfolio production, and
- Self-directed learning activity statements.

Clinical Involvement in Mammography

The applicant must have been employed in a clinical mammography setting for at least one (1) year fulltime or two (2) years part-time of the past three (3) years and produce evidence of clinical involvement in mammography for an average of 150 hours per year over the three-year period (average of ½ day/week).

Examples of Clinical Involvement in Mammography:

- Performing screening and diagnostic mammography which may include work-up views, Breast Screen assessment and stereo core biopsy;
- Performing all aspects of quality assurance tasks and testing for the mammography unit/s and associated acquisition work station/s and image viewing/reading area/s;
- Undertaking all duties as clinical tutor and supervisor within clinical mammography education and mentoring including (but not limited to) Image Quality Reviews (IQR), Reject/Retake analysis and tutor/supervisor reports;
- Production of the documents relevant to all clinical procedures for minimum standards of performance and best practice within mammography specific to your department, organisation, or company.

Evidence should only be letter/s on appropriate letter head and/or email/s from work email address/es from Employer/s detailing time worked and tasks/duties undertaken within mammography. This is how the clinical involvement requirements for the CCPM renewal are confirmed.

The following will not be accepted so please do not send:

- Lists of Patient / Practitioner imaging details;
- Any identified Patient / Client information;
- Pay slips or time sheets;
- Unverified lists of activities, and
- Photocopies of books and articles read.

Timing of Applications for Renewal of a CCPM and Validity Dates

Applications for Renewal of a CCPM should be ideally submitted one to two months prior to the expiry date of the original CCPM (three years from the date of issue or in line with expiry date of the Certificate of Compliance) if possible. The renewed certificates will be valid for a further three-year period in line with the Certificate of Compliance.

Renewal submissions must be received by the Secretariat no later than 6 months after expiry of previous CCPM. If this timeline is not adhered to, the CCPM will be deemed as expired and participants will be required to reapply and complete the academic and clinical modules again.

Extensions

Practitioners who are unable to fulfil the requirements of renewing their CCPM Certification before the renewal due date are able to apply for a CCPM Certification Extension. An extension to the renewal period may be considered upon the written request of the applicant. A period of not more than six months may be granted based on the circumstances. MIAP2 will recommend activities to be undertaken during the extension period. Evidence of completion of these requirements should be submitted to MIAP2 for further consideration. Supporting documentation must be attached to the application for review by MIAP2 (Doctor's certificates, letter from employer, Statutory Declaration etc).

Extension applications will be assessed on a case-by-case basis by MIAP2. The extension period granted is at the discretion of MIAP2.

Table 2. CCPM Certification Renewal Requirements.

	Eligibility Requirements	Time to Acquire	Certification Duration	Extension
CCPM Renewal	Documentation including Signed and Dated Employer's letter with evidence of clinical involvement in mammography. Updated CPD	This 3-year period must have occurred immediately prior to application submission.	As for original CCPM Application. 6-month grace period for lapsed applications	N/A
Lapsed CCPM renewal	Undertaken academic and clinical modules again.	Must be completed within a 3-year period.	As for original CCPM application.	N/A

Application Procedures

CCPM Applications/Renewal Applications should be submitted electronically to info@asmirt.org.

The documentation must contain scanned copies/electronic versions of:

1. Application Form and relevant fee.
2. If a new application, evidence of certificates showing completion of Academic and Clinical modules.
3. For renewals - Employers letter containing evidence of evidence of clinical involvement in mammography.
4. CPD log highlighting activities relevant to mammography.

Any submitted Documentation that is not clearly labelled and identified will not be considered.

All original documentation must be retained by the applicant for the duration of the entire certification program and any renewal periods.

Only current Application Forms will be accepted. Forms available at <http://www.asmirt.org/mammography.php>

Applicants who submit hard copies will be asked to resubmit electronically.

Certification Length

CCPM Certification certificates have a 3-year expiry from date of issue by MIAP2. Renewed CCPM Certification certificates will coincide with the original date of issue and will also have a 3-year expiry.

Certificates

Certificates of Clinical Proficiency in Mammography (CCPM) will be presented in an electronic format accessible through the ASMIRT member's portal. Hardcopy certificates are available if requested for a fee.

Certification Renewals

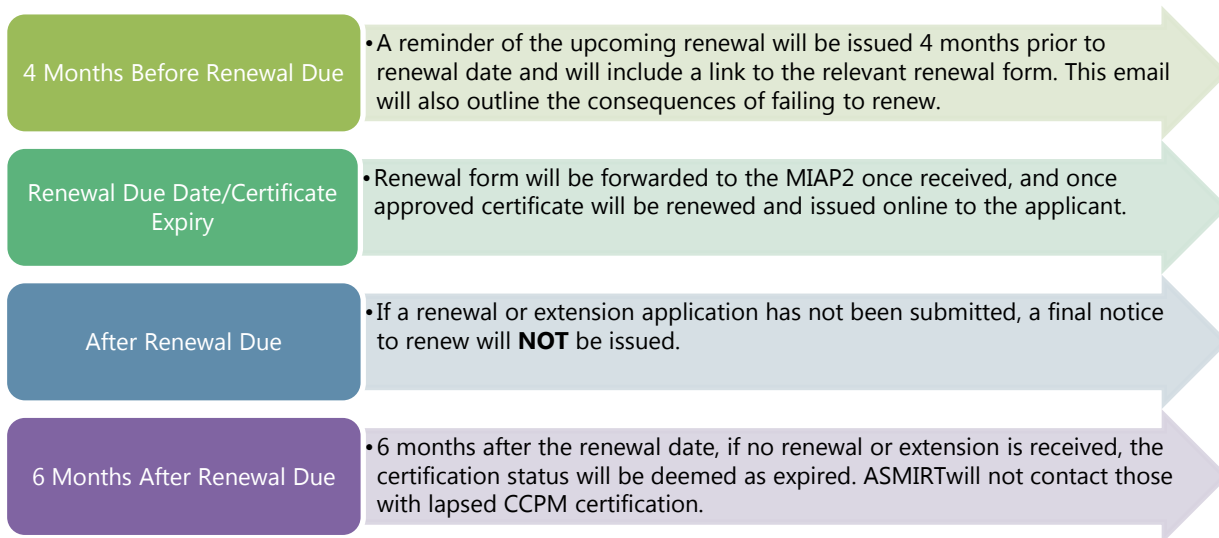
Notification of a forthcoming Certification expiry will be emailed 4 months prior to the expiry date. This email will contain a link to the MIAP2 policies and procedures/renewal guidelines and application form. Renewals will **ONLY** be sent to practitioners who are current financial members of the ASMIRT (this includes Professional Members and Non-Member CPD participants) and is dependent on registered email address being maintained by the member.

If the practitioner fails to return the renewal application form for CCPM Certification, a final notice will **NOT** be issued. Practitioners must ensure that their details are current and up to date in their member profile. Those who are not members or enrolled in the ASMIRT's CPD program with lapsed CCPM certification will **NOT** be contacted by the ASMIRT with a renewal notice.

If practitioners neglect to renew their CCPM Certification within 6 months of the expiry date, their certification will be deemed lapsed by MIAP2.

Practitioners with lapsed CCPM Certification are expected to follow the procedures outlined under Certification Eligibility. Lapsed certification cannot be re-instated without the candidate correctly following all of the outlined criteria for a CCPM Certification application (see Page 5 of this document).

Figure 2.
Outline of the Renewal Process for CCPM Certification.



Academic Training Providers

Breast Screen Victoria

Academic and Clinical Modules accredited to 31st October 2019

Attention: Ms Jayne Mullen
Breast Screen Victoria
Tutor - Radiographer Training Centre
PO Box 72
East Bentleigh VIC 3165

Ph: (03) 9928-8767 or (03) 9928 8760
Email: jmullen@breastscreen.org.au

The University of Sydney

Conditional until 30th Nov 2016

Academic Module only, accredited to 30th October 2016

Attention: Dr Jillian Clarke
Discipline of Medical Radiation Sciences
The University of Sydney
PO Box 170
Lidcombe
NSW 1825

Ph: (02) 9351 9516
Email: Jillian.Clarke@sydney.edu.au

Breast Screen New South Wales

Extension until 30th April 2017

Clinical Module only, accredited to 30th October 2016

Attention: Ms Harj Bariana
Director Clinical Services/ Designated Radiographer
Breast Screen NSW Sydney West
PO BOX 143
Westmead NSW, 2145

PH: (02) 9845 8473
FX (02) 9845 7246
Email: harj.bariana@health.nsw.gov.au

Breast Screen South Australia

Academic and Clinical Modules accredited to 31st October 2019

Attention: Ms Bronwyn Knight
Advanced Clinical Educator
Address: Breast Screen SA
167 Flinders Street
Adelaide SA 5000

Phone: (08) 8274 7125

Email: bron.knight@sa.gov.au or trainingmodulesbssa@sa.gov.au

Breast Screen Western Australia

Extension until 30th April 2017

Combined Academic and Clinical Modules+ Standalone Clinical Module accredited to 30th October 2016

Attention: Ms Janet Brook
Breast Screen WA, Women's Cancer Screening Service
9th Floor East point Plaza
233 Adelaide Terrace
Perth WA 6000

Ph: (08) 9237 6903

Email: Janet.brook@health.wa.gov.au

Breast Screen Queensland

Clinical Modules accredited to 31st October 2019

Attention: Mrs Chrissa Michael
Clinical Course Coordinator
Breast Screen Queensland North Brisbane Service
Women's Cancer Screening Services
Level 1 W1.018
15 Butterfield Street
Queensland Health Building
Herston, QLD 4006

Ph: (07) 3328-9646

Fax: (07) 3328-9487

Email: Chrissa.Michael@health.qld.gov.au

Appeals

Appeals against the findings and recommendations of the MIAP2 shall be decided and resolved by Board of Directors of the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT)

All appeals must be in writing and addressed to:

Executive Officer

Australian Society of Medical Imaging and Radiation Therapy
P.O. Box 16234
Collins Street West
Victoria 8007

and must be made within 3 months of the date of notification of the MIAP2 decision.

Appeals should clearly set out:

- The reasons for the appeal
- Provide new or additional relevant documentation/information for assistance in the appeal process.

Appeals not containing additional information or based on reasons other than those related to the application assessment process are unlikely to succeed.

The appeal process will be conducted to the following guidelines:

The written appeal and any additional/relevant information plus the original documentation will be referred to MIAP2;

- MIAP2 will complete a re-evaluation and convey the findings to the Board;
- Appeals not amended will then be referred to the Board of ASMIRT who will:
- Fully discuss the appeal ensuring that no deviation to the guidelines has occurred;
- Ensure that any new information supplied by the applicant has been considered by MIAP2;
- Seek advice and any recommendation from the MIAP2 chairperson, and
- Resolve a decision on the appeal
- The Executive Officer shall convey the result of the appeal to the applicant setting out the reasons for their decision and (if applicable) any change from the MIAP2 decision.

The decision of the Board of Directors will be final.

Certification Procedures

Assessments

CCPM Certification applications and renewal applications are received by the Secretariat and forwarded to the MIAP2 Chair for assessment. This process can take up to 2 weeks from the date that the Secretariat receives a practitioner's application. An initial application will be dated from the date that the Academic or Clinical Module was completed (most recent certificate). Renewal applications will be dated from the original date that the CCPM certificate expired.

CCPM applications and renewal applications will not be processed unless the application forms and supporting documents have been submitted.

Incorrect Applications

Practitioners who provide incorrect information on any application form will be emailed and / or have their application returned to them with notification querying the information provided and a list of information that needs to be reviewed by the practitioner prior to resubmission.

Extension Applications

Applications for extensions to CCPM renewals are received by the Secretariat and forwarded to the MIAP2 Chair for review and assessment. This process can take up to 4 weeks and practitioners will be notified by email of the outcome, and extension time granted if applicable. An extension to the renewal period may be considered upon the written request of the applicant. A period of not more than six months may be granted based on the circumstances. MIAP2 will recommend activities to be undertaken during the extension period. Evidence of completion of these requirements should be submitted to MIAP2 for further consideration.

Current Application Forms

Practitioners must ensure that current application forms are submitted to the ASMIRT, or applications will not be accepted.

Advanced Breast Imaging Certification Procedures

The Advanced Breast Imaging Certificate (ABIC) is a permanent award in recognition of outstanding professional contribution in the specialty area of Breast Imaging.² Radiographers must demonstrate a significant commitment to the specialised field of Breast Imaging through employment, involvement at a high level in Breast Imaging techniques and a range of associated activities. Successful applicants will have a thorough knowledge and understanding of Breast Imaging at an advanced level and be participating in Continuing Professional Development (CPD).

These guidelines are designed to assist in the application and evaluation process of an application for an ABIC awarded by the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).

Advanced Breast Imaging Certificate (ABIC)

Eligibility

To be eligible to apply for the ABIC, radiographers must meet all of the following mandatory criteria:

- Be currently employed in the field of Breast Imaging
- Have a minimum of five years (full time equivalent) experience in the field of Breast Imaging
- Hold a valid Certificate of Clinical Proficiency in Mammography (CCPM) for a minimum of two years
- Be participating in the ASMIRT Continuing Professional Development (CPD) programme or an equivalent CPD programme
- Fully satisfy the prescribed criteria for assessment by submitting detailed evidence

Application

The completed application package must include:

- A completed application form
- Evidence of employment history
- A copy of current CCPM
- Evidence of participation in the ASMIRT Continuing Professional Development (CPD) programme
- A written application addressing the prescribed criteria as detailed below with supporting evidence of all items submitted
- The prescribed application fee

1 'Guidelines for Applications for the Advanced Breast Imaging Certificate of ASMIRTs dated 1st April 1999 replaced July 2003, updated Nov 2005, updated June 2013, Sept 2016

2 Education Policy for Breast Imaging updated Sept 2016 Australian Society of Medical Imaging and Radiation Therapy

Prescribed Criteria (to be assessed by MIAP2)

The Medical Imaging Advisory Panel 2 will assess applications for the Advanced Breast Imaging Certificate on each of the following prescribed criteria:

(A) Demonstrated professional expertise in Breast Imaging

(B) Possession of postgraduate qualifications or postgraduate developmental experience relevant to Breast Imaging

(C) Demonstrated levels of performance and innovation resulting in recognition by peers, industry or other client groups

- Each category (A, B and C) must be fully addressed in a written application and detailed supporting evidence for each example must be provided. (Evidence may include: certificates, supervisor's reports, testimonials, references, etc). Items submitted should be grouped in the appropriate category and be documented in chronological order.
- The above criteria will be demonstrated by submitting a minimum of five examples from each category. A minimum of 10 points from each category must be achieved for consideration of the award. Applicants are strongly advised to submit as many examples as possible and should not feel restricted to the examples given below.

(A) Demonstrated professional expertise in Breast Imaging [minimum of five (5) examples to be provided & minimum 10 points achieved]

- High standard of expertise in producing mammograms, with a history of excellent performance demonstrated through references and/or client compliments and feedback
- Ability to discuss modifications to basic Breast Imaging techniques in order to produce improvements in difficult cases
- Appreciation of the principles underlying Breast Imaging techniques, as well as developing and emerging new technologies and modalities
- Highly developed skills in Quality Control and "trouble shooting" demonstrated through a quality assurance role
- Ability to instruct and tutor staff effectively in Breast Imaging techniques demonstrated through a mentoring or supervisory role
- Involvement in workplace on committees, QA groups, advisory bodies etc. to provide professional advice
- Other

(B) Possession of postgraduate qualifications or postgraduate developmental experience relevant to Breast Imaging [minimum of five (5) examples to be provided & minimum 10 points achieved]

- Ultrasound qualifications/courses/experience
- Management role/courses
- Supervisory courses
- Training or Clinical Instructor courses
- Quality Assurance courses
- Undertaking formal role of Course Coordinator, Tutor or Supervising Radiographer
- Undertaking a research project relevant to Breast Imaging

- Other

(C) Demonstrated levels of performance and innovation resulting in recognition by peers, industry or other client groups [minimum of five (5) examples to be provided & minimum 10 points achieved]

- Involvement in professional body
- Representation of the employer or profession on external committees or advisory bodies
- Original in-service presentations and participation in organised training sessions for radiographers
- Active involvement in conferences and seminars relevant to Breast Imaging (giving lectures/leading
- Workshops/participating as a panellist)
- Reports (written or verbal) on conferences/seminars attended
- Articles/papers published
- Recognition as a resource person who collects, collates and imparts knowledge i.e. Recognition as a specialist or consultant
- Preparation of significant internal reports (reports/critical appraisals on equipment, project plans, manuals, departmental management and design)
- Talks to community/professional groups
- Invitation/s by industry to demonstrate clinical application of their product/s
- Other

Evaluation Process

At least three Breast Imaging members of the Medical Imaging Advisory Panel 2 will assess each application individually using the ABIC Checklist³. This checklist is designed to ensure consistency in evaluation of applications and includes a weighting system⁴ for the assessment of the examples and supporting evidence provided. If consensus cannot be reached, the application will be considered by all Breast Imaging members of the Medical Imaging Advisory Panel 2, where a majority decision will apply.

The Medical Imaging Advisory Panel 2 will recommend to the Board of Directors of ASMIRT that an ABIC be issued to successful applicants.

Unsuccessful applicants will be notified in writing and may re-apply after 12 months from the date of their notification letter. Feedback will be provided to all applicants upon request and will be directly related to the prescribed criteria.

Appeals

- [See Page 15](#)

³ ABIC Checklist 2002, updated Nov 2005, updated June 2013, Sept 2016

⁴ [Weighting System](#)

0 -example not provided

1 -example provided, minor level of achievement demonstrated

2 -example provided, average level of achievement demonstrated

3 -example provided, high level of achievement demonstrated

A total of at least 34 must be obtained to satisfy the requirements.

FAQs

Do I have to hold a CCPM to practice mammography in Australia?

No, however undertaking the academic and clinical modules or a GDM course of study and obtaining your CCPM Certification is an indication of your knowledge and commitment to your speciality within the Medical Imaging profession. There are some organisations which require a CCPM prior to employment. This Certification is not a qualification like a Master's degree which has no clinical requirement, but rather a program that ensures a level of knowledge that is measurable and common across Australia.

Do I have to join the 3-year Certification Program?

No, this is not a requirement as you may decide that after acquiring the Academic and Clinical Modules is adequate to demonstrate your abilities. There is however a limited time after acquiring the Academic and Clinical Modules to join the program. If you choose not to join the Certification Program within the 3-year time period and change your mind down the track, you may be required to undertake the Academic and Clinical modules again.

Why do I have to renew my Certification?

The program is designed to ensure that you maintain a certain level of clinical involvement in mammography within a time period to maintain your skill and knowledge base. We encourage practitioners to maintain their Certification to demonstrate their specialist professional practice standard. If you choose not to renew your Certification after the 3-year time period, you will need to complete the process from the academic and clinical modules again.