

2020



ASMIRT

Policies and Procedures

Certificate of Mammographic Practice (CMP)

Your profession. Your future.

Australian Society of Medical Imaging and Radiation Therapy
Contact us at info@asmirt.org or call us on +61 3 9419 3336

asmirt.org



Prepared by the Breast Imaging Reference group
(BIRG)

There are a number of protected titles for medical radiation practice. They include:

Medical Radiation Practitioner (MRP)

Diagnostic Radiographer (DR)

Medical Imaging Technologist (MIT)

Radiographer

Nuclear Medicine Scientist (NMS)

Nuclear Medicine Technologist (NMT)

Radiation Therapist (RT).

For the purposes of our documentation we use the broad descriptor Medical Radiation Practitioner (MRP) recognising that it covers a range of areas of practice.



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Introduction

CERTIFICATE OF MAMMOGRAPHIC PRACTICE (CMP)

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

The program, 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 Breast Imaging Reference Group (BIRG) 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 (GDM) – 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 CMP. Graduates from the 2014 – 2016 and 2019 onwards programs will be eligible for a CMP.

This Graduate Diploma of Mammography is the recommended course for medical radiation practitioners that have a nuclear medicine or radiation therapy degree or hold an allied health qualification and wish to undertake mammography.

BIRG

The Breast Imaging Reference Group (BIRG) is composed of members with expert knowledge and experience who contribute to the progression and development of medical imaging – specifically in the area of mammography and breast imaging.





Certification Policy

Certification Eligibility

CMP Application

The CMP comprises an Academic and a Clinical component.

This CMP 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. Certification for a CMP is issued upon application to ASMIRT. This CMP certification is valid for a 3-year period and requires application for renewal as per the other ASMIRT certificates in MRI, CT and Angiography.

Academic & Clinical Modules

These are programs run by training centres credentialled by the ASMIRT BIRG panel. A listing of these training providers can be found in Academic Training Providers (see pages 12-13).

Application for the initial CMP must be made within three (3) years of being eligible to apply, on satisfactory completion of academic and clinical modules.

Late Applications

Any applications submitted post three (3) years of completion of Academic and Clinical modules will be considered on a case-by-case basis.

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.

An application must be made to ASMIRT's BIRG 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 (course or subject outline) of the course undertaken
- Employment history relevant to breast imaging with supporting documentation
- Last three years' evidence of Continuing Professional Development (CPD) relevant to breast imaging

Once the application has been processed and accepted, the ASMIRT CMP will expire every three (3) years.





Table 1. CMP Certification Requirements.

	Eligibility Requirements	Time to Acquire	Certification Duration	Extension
CMP Application	Clinical & Academic Modules to be completed satisfactorily	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	N/A
CMP late application	Any applications submitted post three (3) years of completion of becoming eligible on successful completion of academic and clinical modules will be considered on a case by case basis. If the application is successful, a renewed CMP will be issued and be valid for three (3) years.			
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 ensure that they are eligible for registration as a medical radiation practitioner with the Australian Health Practitioners Regulation Agency (AHPRA) to practice in Australia and undertake the overseas assessment process for migration purposes in the first instance.			





CMP Renewal Process

Renewal of the CMP requires the following:

- Possess a Certificate of Mammographic Practice (previously CCPM);
- Complete the relevant application form;
- Demonstrate clinical involvement in mammography from date of previously issued CMP by supplying from individual employers, letters on appropriate letter head and/or emails from work email addresses;
- 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 (or alternative CPD log) is up to date with an adequate description of each mammography specific 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 the CPD log below;
- Required fee as listed in the relevant application form.

Continuing Professional Development (CPD) Requirements for Renewal

A minimum of 10 hours, relevant to breast mammography, of the total 20 hours (40%) required by the ASMIRT CPD program per year is necessary.

- These hours must be accrued over the three (3) year period from the issue date of or prior to the expiry date of the CMP and within the applicant's current CPD cycle.
- Maternity leave will accrue 2 hours per year towards the minimum yearly hours.
- CPD should be listed in the table accompanying the application form.
- Mammography related CPD activities will be listed under different CPD categories with a date, description for activity, reflections for activities, hours and total hours for each year.

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 CMP. However, only activities relevant to mammography will contribute to the CMP renewal.

Hours over three (3) years may be accrued from a variety of activities across several categories. Examples include:

- Conference attendance – time spent listening to papers only;
- Seminar attendance;
- Workshop / symposium participation – emphasis on participation involving transferable knowledge skills;





- Clinical program participation – with an emphasis on participation, mammography related in - Service education;
- 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 reports;
- Original textbook chapter/ book;
- Information technical item production eg CD, Video;
- Reading;
- Committee member of professionally relevant committee outside routine job requirements - Provided you are an active member;
- Chair/ Secretary of professional relevant committee;
- Special interest group involvement;
- Conference organisation;
- Marking of assignments in clinical or academic training;
- 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.

Continuing Professional Development (CPD) appraisal

Random appraisals of CMP CPD activities will be conducted, and randomly selected participants will be notified of this at the time of renewal reminder. This will assist participants to keep up-to-date and on-track with their credit lodgements and ensure that a professional standard is maintained.

Suitable evidence of CPD activities undertaken must be supplied for appraisal. This documentation may include:

- Professional publications per article / chapter – record of details and learning outcome;
- Certificates of attendance;
- Registration receipts;
- Employer/Supervisor verification reports;
- Professional development portfolio production, and
- Self-directed learning activity statements and/or reflections





Clinical Involvement in Mammography

The applicant must have been employed in a clinical mammography setting for at least one (1) year full-time 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 tomosynthesis, work-up views, BreastScreen assessment, breast ultrasound, and stereotactic biopsy;
- Performance of all aspects of quality assurance tasks and testing for the mammography units and associated acquisition workstations and image viewing/reading areas;
- 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 letters on appropriate letter head and/or emails from work email addresses from employers detailing time worked and tasks/duties undertaken within mammography. This supporting letter is how the clinical involvement requirements for the CMP renewal are confirmed.

An employers' letters must:

- State the date range of the applicant's employment
- State the hours of employment per week
- Indicate whether the applicant holds a Full time, Part time or casual position
- Indicate the employees' rates of repeat.
- Be signed by the Department Chief, Head of Department, Chief or Superintendent
- Radiographer or similar
- Be prepared on official, formal organisational letterhead paper

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

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

Certification Length

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





Certificates

The Certificate of Mammographic Practice (CMP) will be presented in an electronic format accessible through the ASMI RT 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 BIRG policies and procedures/renewal guidelines and application form. Renewals will be sent to practitioners and is dependent on the registered email address being maintained by the practitioner.

If the practitioner fails to return the renewal application form for the CMP Certification, a final notice will **NOT** be issued. Practitioners that are ASMI RT members must ensure that their details are current and up-to-date in their member profile. Those who are not members or enrolled in the ASMI RT's CPD program will need to ensure that they contact the secretariat to ensure the currency of contact details.

Extensions

Practitioners who are unable to fulfil the requirements of renewing their CMP Certification before the renewal due date are able to apply for a CMP 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. BIRG will recommend activities to be undertaken during the extension period. Evidence of completion of these requirements should be submitted to BIRG for further consideration. Supporting documentation must be attached to the application for review by BIRG (Doctor's certificates, letter from employer, Statutory Declaration etc).

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

Table 2. CMP Certification Renewal Requirements.

	Eligibility Requirements	Time to Acquire	Certification Duration	Extension
CMP 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 CMP Application. 6-month grace period for lapsed applications	Application can be made to BIRG if applicant cannot meet renewal requirements. Up to 6-month extension can be granted by BIRG on consideration, with recommendations of activities to undertake to meet requirements.





Application Procedures

CMP Applications/Renewal Applications should be submitted electronically to certification@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 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.

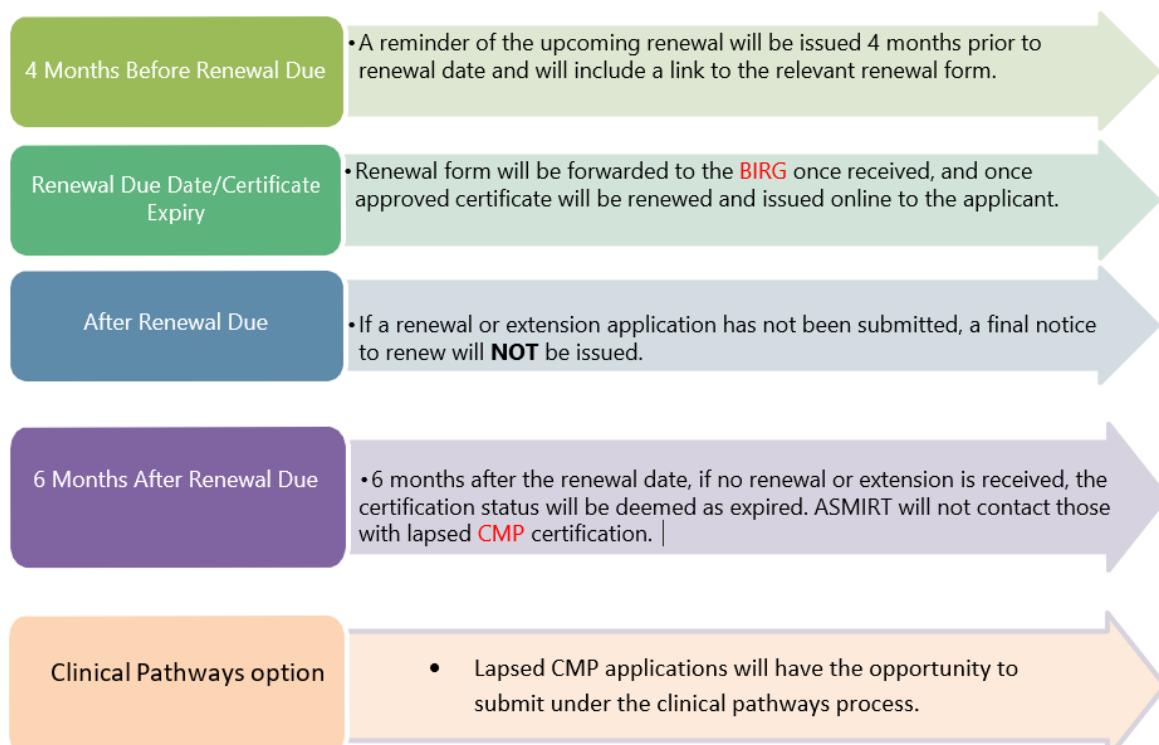
All original documentation must be retained by the applicant for the duration of the entire certification program and any renewal periods and for appraisal purposes.

Only current Application Forms will be accepted. Forms available at

<https://www.asmirt.org/training-and-events/education/certification#a4>

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

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





Academic Training Providers

BreastScreen Victoria

Academic and Clinical Modules credentialed to 31st October 2022

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

Ph: (03) 9928-8767 or (03) 9928 8760

Email: jmullen@breastscreen.org.au OR rtc@breastscreen.org.au for all enquiries

The University of Sydney

Academic Module only, credentialed to 31st October 2022

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

BreastScreen New South Wales

Clinical Module only, credentialed to 31st October 2022

Attention: Ms Beverlee MacDonell-Scott
BreastScreen NSW Lead Radiographer
Cancer Institute NSW
Level 9, 8 Central Avenue
Australian Technology Park
Eveleigh NSW 2015
PO Box 41, Alexandria NSW 1435

PH: 0417 371 568

Email: Beverlee.Macdonellscott@health.nsw.gov.au



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BreastScreen South Australia

Academic and Clinical Modules credentialed to 31st October 2022

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

Phone: (08) 8274 7125

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

BreastScreen Western Australia

Combined Academic and Clinical Modules + Standalone Clinical Module credentialed to 31st October 2022

Attention: Mrs Carolyn Madeley
Chief Medical Imaging Technologist
Breast Screen WA, Women's Cancer Screening Service
Level 9, 233 Adelaide Terrace
East Perth WA 6000

Ph: (08) 9323 6703

Email: carolyn.madeley@health.wa.gov.au

BreastScreen Queensland

Clinical Modules credentialed to 31st October 2022

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

Charles Sturt University

Graduate Diploma of Mammography Program credentialed to 31st October 2022. Course concludes Dec 2020

<https://study.csu.edu.au/courses/medical-science/graduate-diploma-mammography>



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Appeals

Appeals lodged in response to the findings and recommendations of the BIRG shall be reviewed and resolved by the Board of Directors of the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). All appeals must be in writing and addressed to:

Chief Executive

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

and must be made within 3 months from the date of notification of the BIRG 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 according to the following guidelines:

The written appeal and any additional/relevant information in addition to the original documentation will be referred to BIRG;

- BIRG 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:
- Consider the appeal ensuring that no deviation to the guidelines has occurred;
- Ensure that any new information supplied by the applicant has been considered by BIRG;
- Seek advice and any recommendation from the BIRG chairperson, and
- Resolve a decision on the appeal;
- The Chief Executive shall convey the result of the appeal to the applicant setting out the reasons for their decision and (if applicable) any change from the BIRG decision.

The decision of the Board of Directors will be final.





Certification Procedures

Assessments

CMP Certification applications and renewal applications are received by the Secretariat and forwarded to the BIRG Chair for assessment. This review process may take up to 4 weeks from the receipt date of a practitioner's application. The commencement date of an initial application certificate will be from the date that the Academic or Clinical Module was completed (most recent certificate). Renewed applications will contain a date effective from the original date that the CMP certificate expired.

CMP 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 CMP renewals are received by the Secretariat and forwarded to the BIRG Chair for review and assessment. This process may require 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 specific circumstances. BIRG will recommend activities to be undertaken during the extension period. Evidence of completion of these requirements should be submitted to BIRG for further consideration.

Current Application Forms

Practitioners must ensure that current application forms are completed accurately with supporting documentation and submitted via email (preferred) or mail to the ASoMIRT, or applications will not be accepted.





Clinical Pathway Processes

CMP Certification that has not been renewed within 6 months of the expiry date, will be deemed lapsed by BIRG.

As of 1 July 2018 for practitioners who have previously held a CMP that has lapsed and for those who have not initially applied for a CMP and wish to gain their CMP, provisions have been made through Clinical Pathways to attain this certification.

Practitioners who are deemed to have a lapsed CMP Certification can have their circumstances reviewed by the BIRG to determine their eligibility for certification. There are 4 sets of criteria to cover different circumstances. These are outlined in the Clinical Pathway Processes table 3 below.

Radiographers cannot go through the clinical pathways if they have not successfully completed both the Clinical and Academic components.

CRITERIA

Applicant who is practicing mammography with a current CPD program, but did not initially apply, or has a lapsed CMP certificate	Applicant who is practicing mammography but has NO current CPD program,	Applicant who is NOT practicing mammography but has current CPD program,	Applicant who is NOT practicing mammography and has NO current CPD program,
Statement by current supervisor who holds a valid CMP confirming clinical competence and clinical role /hrs	Statement by current supervisor who holds a valid CMP	One week directly supervised practice within the workplace	Two weeks directly supervised practice within the workplace
Evidence of continuous practice in mammography	Evidence of continuous practice in mammography	Three months further indirect supervision in the workplace	Six months further indirect supervision in the workplace
Evidence of last three years of CPD	Outline of intended steps to be taken to bring CPD up to date within a 6-month timeframe	Evidence of last three years of CPD	Outline of intended steps to be taken to bring CPD up to date within a 6 month
If a supervisor does not hold a CMP, then a disc of 25 de-identified images should be sent for review	If a supervisor does not hold a CMP, then a disc of 25 de-identified images should be sent for review	Statement from supervisor confirming clinical competence following the three months	Statement from supervisor confirming clinical competence following the six months
Clinical assessment by min of 2 BIRG members		Clinical assessment by BIRG members	Clinical assessment by BIRG members
		Review of images	Review of images

If the candidate is deemed not clinically competent in mammography following review of outcomes by the BIRG, they will be advised to repeat both Clinical and Academic components of an ASMI RT approved CMP course.





FAQs

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

No, however undertaking the academic and clinical modules or a GDM course of study and obtaining your CMP Certification is an indication of your knowledge and commitment to your specialty within the Medical Imaging profession. There are some organisations which require a CMP 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. It is a requirement that all those in BreastScreen undertake the formal training. Those practitioners undertaking roles as supervisors, tutors or Designated /Chief radiographer roles are required within BSA to hold a current CMP.

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

No, this is not a requirement as you may decide that 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. (See lapsed and never applied pathway options)

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 may not be eligible to seek certification later on (see lapsed CMP applicants). If you do not meet the lapsed pathway options you may need to complete the Academic and Clinical modules again.





CLINICAL PATHWAYS - Frequently Asked Questions

Can I apply for the Clinical Pathways if I am a Radiographer who has undertaken a credentialed Academic and Clinical Course but never applied for my CMP with ASoMIRT?

If you have successfully completed a full academic and clinical program and never submitted, then YES, you are eligible to apply for your CCPM. There are 4 Clinical Pathways available.

Can I apply for the Clinical Pathways if I am a Radiographer performing Mammograms for over 5 years, but I have never undertaken a credentialed Academic or Clinical Course?

No, in order to be eligible for these pathways, you must have undertaken and successfully completed a credentialed Academic and Clinical Course.

Can I apply for the Clinical Pathways if I am a Radiographer who has undertaken a credentialed Academic and Clinical Course and received my CCPM but have forgotten to renew it?

YES, you are eligible to renew your expired CCPM using one of the 4 Clinical Pathways available.

How much CPD do I need?

You must have a minimum of 3 years CPD related to Mammography (20 credits per year). These will have been obtained within the most recent three years.

Can I retrospectively review my Education files and use any Mammography CPD that I have obtained?

Yes, you can supply any CPD activity related to Mammography within the last three-year period.

I fit into Clinical Pathway 2 (Applicant who is practicing Mammography but has no current CPD program) How much evidence of continuous practice in Mammography, do I need to supply?

You will need to demonstrate employment in a clinical mammography setting for at least one (1)

year full-time 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 $\frac{1}{2}$ day/week). You will also have to provide a supporting letter detailing your quality and practice.

How do I go about outlining the intended steps to be taken to bring CPD up to date within a 6-Month timeframe?

You will need to submit a CPD plan to the BIRG detailing how you are going to obtain the required Mammography related CPD credits (60 credits) in the next 6 months.





How do I obtain Mammography related CPD credits?

There are many ways to obtain Mammography related CPD points by using the ASMIRT web page. The Program continues to build on the sound educational principles that individuals learn best when the learner is motivated, and when the learning:

- is highly self-directed;
- is related to the learner's identified needs;
- builds on existing knowledge and experience;
- encourages active participation;
- associates learning with current practice;
- involves reflection and evaluation of the learning.

If my current supervisor does not hold a current CMP, how many images do I have to supply to be reviewed?

A DVD / USB containing 25 sets of de-identified images will need to be submitted along with the renewal application for review by the BIRG.

When do my submissions need to be finalised and submitted for review?

The recommendation is that you finalise your application as soon as reasonably practicable.

