

Continuing Education Credit
Program and Audit Guidelines

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Saskatchewan Association of
Medical Radiation Technologists
www.samrt.org



Continuing Education Credit Program and Audit Guidelines

All Saskatchewan Association Medical Radiation Technologists (SAMRT) full practice and non-practice members must participate in the continuing education program.

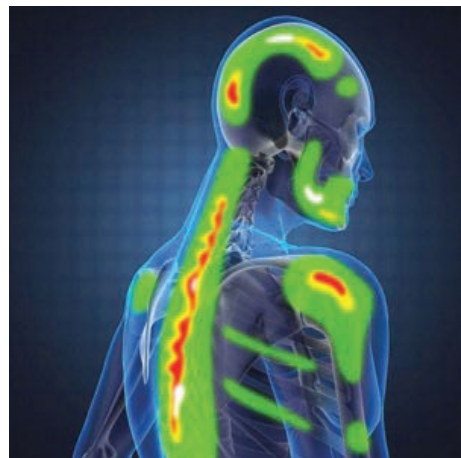
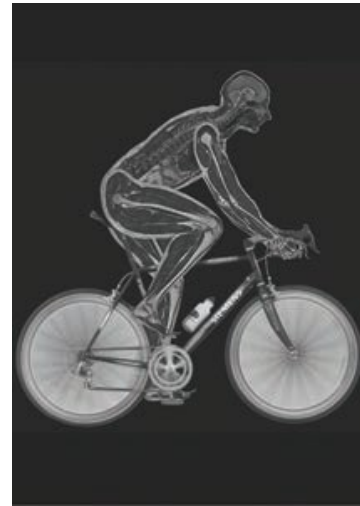
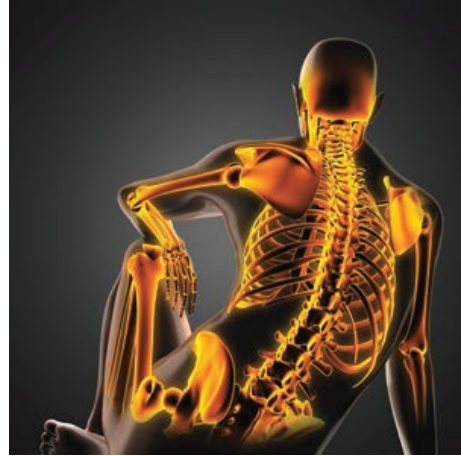
Members must accumulate a minimum of ten (10) Medical Radiation Technology (MRT) specific continuing education credits per year. The credits do not have to be specific to one's discipline.*

Members are asked on the annual renewal to declare that they have earned the minimum amount of continuing education credits during the period of December 1 – November 30. It is fraudulent to declare credits if you cannot verify you have attained them. Contact the office if you do not have sufficient credits.

Members are not required to send their continuing education records to the SAMRT office, but must keep the records in the event they are among the 10% of membership who are audited annually.

Upon being audited, one must provide proof of having completed a minimum of ten (10) MRT specific education credits.

**MRT includes: Radiological, Radiation, Nuclear Medicine and Magnetic Resonance Imaging.*



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Learning Activity	Credit Value	About the Credit	Document required for Audit
Professional Conference or Workshop		All lectures, workshops or seminars offered by the SAMRT and CAMRT are considered medical radiation technology specific credits.	
a. Attendance at Conference/workshop	Based on lecture duration	1 credit for 45 - 60 minute lecture 2 credits for 90 minute lecture 1/2 hour credits are subject to approval by SAMRT office	Certificate of attendance from the lecture or conference * If a certificate of attendance is not available: Submit summary including: <ul style="list-style-type: none"> • Date of attendance • Title of lecture, session or telehealth • Name of presenter • Brief description (approx. 100 words)
b. Conference Chairperson	10 credits	Chairperson - individual in charge of planning the conference.	Certificate, letter or agenda from conference
c. Conference Committee Member	5 credits	Committee Member- 5 credits to be allocated by the conference chairperson(s) depending on individual involvement.	Certificate or letter from Conference Chair
Individual and Group Activities			
a. In-service, Education Session, Guest Lectures, Rounds, Webinar	1 credit per 45-60 minutes of lecture	Any type of in-service or lecture, typically in-house (e.g., patient rounds, equipment orientation). Transfer, Lift, Reposition (TLR) and Cardiopulmonary resuscitation (CPR) can be used if it is one's first time being certified. Recertification cannot be used.	Certificate signed by manager OR Summary including: <ul style="list-style-type: none"> • Date of attendance • Title of lecture, session or telehealth • Name of presenter • Brief description (approx. 100 words)
b. Journal or Article Reading	1 credit	Reading Material must be less than 3 years old.	<ul style="list-style-type: none"> • Date of journal or article • Title of the journal or article • Author • Brief description (approx. 100 words)

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Learning Activity	Credit Value	About the Credit	Document required for Audit
c. Directed Reading	1 credit	Reading Material must be less than 3 years old. Review document requirements for details.	Certificate of successful completion OR A copy of completed quiz signed by manager
d. Literature Review	5 credits	Must review at least 5 articles in a related subject area.	Submit a summary statement about what you learned and how it might improve your practice or be implemented as a new process in a department. Paper should be approximately 1,000 words or two pages.
Professional Development Courses			
Professional Development Courses		Credit to be given upon successful completion of professional development course.	Proof of successful completion. A copy of the invoice will not be accepted.
a. Courses available from the CAMRT	Credits per the CAMRT		
b. University Educational/Institute Class (Must be MRT related)	40 credits	Must be offered through a recognized institution or program and relevant to your profession.	
c. Challenging and succeeding a CAMRT Exam	5 credits		
Professional Contributions			
Professional Contributions			
a. Writing a published article	10 credits	Article must be published in a professional journal or newsletter (e.g., CAMRT, SNM, SAMRT).	Proof of published article.
b. Preparing a presentation	5 credits	Credits are granted to an individual for preparing the presentation for the first time.	Provide one of the following: a) copy of the agenda which includes name of event, date, your name and presentation topic or b) a certificate signed by the event organizer or c) a copy of the presentation
c. Presenting at a Conference or In-service	5 credits	The lecture must be a minimum of 45 minutes. Credits are granted to an individual doing a presentation for the first time.	
d. Creating exhibits/ posters/ handouts for conference or In-service	5 credits	Credits are granted to an individual for the creation for the first time.	

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Professional Involvement			
a. Provincial/ National/ International Council or Representative	10 credits	Includes councilor representation on any body related to your profession. (e.g., SAMRT, CAMRT).	Certificate or letter from Chair
b. Committee Members	5 credits	Includes representation on any committee related to your profession.	
The following templates are available on the SAMRT website: Continuing Education Certificate Template Rounds Template CE Credit Record Template			
For items not listed on this document, please contact the SAMRT Office for pre-approval of credits.			
Activities that are not approved for MRT CE Credits			
a. Training/mentoring/teaching			
b. Lean and Lean Improvement			
c. Re-certifications (e.g., TLR, CPR,TOG); Hand washing course			
d. Workplace Hazardous Material Information System (WHMIS)			
e. Emergency Preparedness Plan (EPP)			
f. Meetings (credits are awarded for committee involvement, not specific meetings)			
g. CE Program Coordinator			
h. Surveys			
i. Leadership			
j. Personal Protective Equipment (PPE) sessions			

CONTINUING EDUCATION AUDIT EXPECTATIONS:

An audit is conducted annually on ten (10) percent of the membership. Being audited in one year does not mean you will not be audited again the next year. Members are required to submit verification in three areas as declared on the SAMRT annual renewal:

1. Continuing Education (CE) Credits:

Submit proof of earning a minimum of ten (10) continuing education credits from the period of December 1st to November 30th. Refer to the table for specifics on the required supporting documentation.

2. Medical Radiation Technology Practice Hours:

To verify that you have worked the minimum amount of required medical radiation technology practice hours, your manager/human resource representative must fill out the SAMRT Verification of Hours document available on the SAMRT website

3. Proof of Professional Liability Insurance (PLI)

Submit verification that you are currently a member with the CAMRT. Please include a copy of your CAMRT membership card or a copy of your receipt that shows you have purchased PLI.