

# Application for accreditation as an Assistant Practitioner

## Guidance Notes

May 2009

## General Principles

The introduction of the career progression framework to the radiography profession, coupled with changes to career development structures within the NHS has led to the need for individuals to be accredited as Assistant Practitioners in order for their qualifications and practice to be recognised within the NHS.

In order for individuals to receive accreditation it is necessary for them to demonstrate knowledge, skills and achievement at the relevant level as identified in the Society & College of Radiographers Curriculum Framework.

Demonstration of the necessary competences is most readily achieved by attaining relevant qualifications and awards approved by the College of Radiographers as fit for purpose and practice. However, the College also recognises that individuals develop through portfolios of activities and informal or work-based learning. It is the College's intention to recognise development of this nature for accreditation purposes where appropriate.

## Application Process

Individuals seeking accreditation should contact the Accreditation Department at the SCoR for a registration form or download the form from the website at [www.sor.org](http://www.sor.org)

The registration form should be returned with the appropriate application fee (if applicable) and relevant documentation. Individuals in membership of the Society at the time of application will have their application assessed as a benefit of membership and no additional fee is payable. The evidence submitted by the applicant will be scrutinised by a **minimum of two SCoR nominated assessors** who will report their findings to the Approval and Accreditation Board.

Individuals seeking accreditation as Assistant Practitioners will be required to provide evidence of:

- Educational qualifications relevant to the practice of radiography and the Core Dimensions of the NHS Knowledge & Skills Framework
- Attainment of knowledge and skills relevant to their practice mapped against occupational and professional standards
- Clinical practice, demonstrating that they meet the performance criteria detailed in the relevant occupational standards
- Current and past employment status
- Current job description and where appropriate this should be mapped against the NHS Knowledge & Skills Framework and clearly identify the scope of practice of the applicant
- Supporting references (at least two related to current employment) and testimonies, which should confirm the scope of practice of the individual.

In considering the application, the assessors or the Education and Training Board may require the submission of additional evidence.

In the event of an application being unsuccessful, the reason for such a decision being reached will be communicated to the applicant by letter. Applications that are withdrawn or unsuccessful are not entitled to refund of any fees paid.

Continuity of accreditation is dependent on continuing practice and effective engagement in CPD activity. Re-accreditation processes will apply every two years (see page 3 for details).

**On successful application, details of the individual to include; name, geographical location of their workplace and accredited scope of practice will be entered onto the SCoR voluntary register.**

### **Learning and Development Framework**

The skills, attributes, knowledge and understanding relevant to the practice of the Assistant in either Radiotherapy & Oncology or Clinical Imaging, including Breast Screening) are detailed in the Learning & Development Framework. The Learning and Development Framework is available as a .PDF download from [www.sor.org](http://www.sor.org) (Professional Documents).

### **Occupational Standards relevant to the Assistant Practitioner**

The SCoR, in partnership with the Department of Health and Skills for Health developed Occupational Standards relevant to the practice of the Assistant. It is expected that applicants can demonstrate that they achieved the necessary skills and knowledge for their area of practice. See below:

#### *Mammography*

For those seeking accreditation as assistant practitioners in mammography, the individual should provide evidence of their education and training, detailing how they have achieved the knowledge and skills relevant to the Occupational Standard:

#### **M2 Position woman and produce basic radiographic images of the breast**

#### *Clinical Imaging*

For those seeking accreditation as assistant practitioners in clinical imaging, the individual should provide evidence of their education and training, detailing how they have achieved the knowledge and skills contained within the following Occupational Standards, relevant to their scope of practice.

- CI. A1 Appendicular Skeleton**
- CI. A2 Chest & thorax**
- CI. A3 Spine & pelvis**
- CI. A4 Abdomen**
- CI. A5 Plain film mobile – under direct supervision**
- CI. F Static Image Intensifier equipment – under direct supervision**

### *Radiotherapy*

For those seeking accreditation as assistant practitioners in radiotherapy, the individual should provide evidence of their education and training, detailing how they have achieved the knowledge and skills contained within the following Occupational Standards, relevant to their scope of practice.

- R1 Acquire images, data and reference material for radiotherapy processes.**
- R4 Produce treatment plan for external beam radiotherapy using a planning computer**
- R6 Perform simple treatment dose calculations for external beam radiotherapy**
- R11 Deliver external beam megavoltage radiation**
- R12 Deliver external beam kilovoltage radiation**

The Occupational Standards can be found at [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Criteria for assessment**

The criteria that will apply to the assessment of the individual applicant is included as an annex for information. Applicants should ensure that they are using the current version of the guidance notes (available in PDF format from [www.sor.org](http://www.sor.org)). Queries should be addressed to the Accreditation Department of the Society and College of Radiographers.

### **Re-accreditation**

It is expected that Assistant Practitioners, in common with registered practitioners, will seek re-accreditation on a biennial basis. Assistant Practitioners applying for continuity of accreditation or re-accreditation must be able to demonstrate that they have maintained the competences required by their original accreditation and maintained their membership of the Society of Radiographers, or pay a re-registration fee.

The applicant must also supply evidence of CPD and confirm current scope of practice, supported by 2 references. Where the scope of practice has changed, details of the education & training undertaken to support the extended scope must be provided.

## Notes for guidance on the completion of application forms

**Contact details:** This is the address to which **all** correspondence will be sent. Please keep the SCoR advised of any change of address or personal details.

**Society Membership No. / Application Fee;** Applicants who are in membership at the time of application will have their application assessed as a benefit of membership. Non-members are required to pay the appropriate assessment fee. The scale of fees is can be obtained from the Accreditation Department at [approval@sor.org](mailto:approval@sor.org)

Successful candidates who have applied as non-members of the Society of Radiographers are not entitled to any refund of accreditation fees on subsequent application for membership.

The application form should be accompanied by a portfolio including the following documentation:

**Curriculum Vitae:** A recent CV should accompany the application which may also include some of the following information:

**Qualifications:** Qualifications relevant to clinical imaging or radiotherapy should be stated with the name of the institution offering the award and the date on which each of the qualifications was granted. Photocopies of all relevant certificates should be included.

**Summary of education and training:** This is particularly applicable to applicants who have not undertaken a course approved by the College of Radiographers. Applicants should detail where and how they have gained the appropriate skills and knowledge as outlined in the relevant Occupational Standards. Those applicants who have undertaken work based learning for all or part of their course should include relevant evidence e.g. testimonies and other documentation to include study days and in-service training events.

**Details of present post:** Applicants should state the name and address of their current employer e.g. Trust or Board. A current job description and KSF outline and Curriculum Vitae should accompany the application in order to verify the scope of practice being claimed.

**References / witness statements:** At least TWO references associated with the applicant's present post **must** accompany the application. Referees should note that the purpose of these references is to confirm the scope of practice of the individual and that, in supplying the reference on behalf of the employer, the employer is aware of and supports the individual's scope of practice.

**Scope of Practice:** Applicants should indicate, by ticking the appropriate boxes, the activities for which they wish to be accredited. Sufficient evidence of appropriate education and training **must** be provided for each area of activity claimed, including some evidence of their ability to reflect on their practice and an action plan or recent department appraisal form.

Applications will be considered using the following pro- forma. Applicants are reminded to supply sufficient information for an assessment to be made. Incomplete submissions will not be considered and will be returned to the applicant, or additional information requested.

Accreditation Department  
Society and College of Radiographers

August 2005  
Updated May 2009

## Criteria and Supporting Evidence for Accrediting Individual Assistant Practitioners

<b>Details of individual</b>  Name Address	Date received	Assessor initials
<b>Employer Details</b>  Name Address		
<b>Official Use:</b>		

<b>Area for assessment:</b>						
<ul style="list-style-type: none"> <li>• <b>Educational and professional qualifications relevant to the practice of radiography</b></li> </ul>						
<b>Qualification(s)</b> <i>List below</i>	<b>Where achieved</b>	<b>Date achieved</b>	<b>Cert seen?</b> (√)	<b>Qualification SCoR approved?</b> (√)	If qualification is <b>NOT</b> SCoR approved has the course of study been submitted for accreditation?	If yes check Course Validation Criteria

**Areas for assessment:**

- **Attainment of knowledge and skills relevant to their practice mapped against occupational and professional standards**
- **Clinical practice, demonstrating that they meet the performance criteria detailed in the relevant Occupational Standards**

Criteria	Evidenced by ( <i>tick as appropriate</i> )				Within individual's evidence of scope of practice
	Awarding Body certificate (Verified)	Additional unit certificate (Verified)	Witness testimony	Work based programme	
NVQ certificate L3 [D&T and Care]					
<b>Radiotherapy</b>					
R1 Acquire images & data					
R4 Treatment parameters					
R6 Dose calculations					
R11 MV external RT					
R12 kV external RT					
<b>Clinical Imaging</b>					
CI A1 Appendicular skeleton					
CI A2 Chest & Thorax					
CI A3 Spine & Pelvis					
CI A4 Abdomen					
<b>Breast Screening</b>					
M2.					

<b>Areas for assessment:</b>		
<ul style="list-style-type: none"> <li>• <b>Current and past employment status</b></li> <li>• <b>Current job description and where appropriate this should be mapped against the NHS Knowledge &amp; Skills Framework</b></li> <li>• <b>Supporting references (at least two related to current employment) and testimonies</b></li> </ul>		
<b>Criteria</b>	<b>Documentation attached Yes/no</b>	<b>Meets evidence requirements Yes/no</b>
CV and/or employment record		
Current Job description		
Map against KSF		
References		
Testimonies		
<b>Recommended for approval by Approval and Accreditation Board?</b>		