



Health Professions Council of South Africa

Professional Board for Radiography and Clinical Technology

Policy on Restoration of Practitioners who have not been practicing their profession

1. Background

This policy guideline is intended as a recommended protocol for the Radiography and Clinical Technology professions to follow. The Board uses policy guidelines as an internal management tool in formulating decisions that relate to issues in the practice of Radiography and Clinical Technology. Section 19A of the Health Professions Act, 1974 (Act 56 of 1974 as amended stipulates):

- (1) A relevant professional board or a committee of a professional board to whom the function has been delegated may authorise the registrar to suspend the registration of any person-
 - (a) who has failed to notify the registrar of his or her present address, within a period of three months from the date of an inquiry sent by the registrar by certified mail, which is returned unclaimed, to the address appearing in the register in respect of such person;
 - (b) who has failed to pay his or her prescribed annual fee on a date when it became due in terms of section 61 A;
 - (c) who has been found guilty of unprofessional conduct and on whom a penalty referred to in section 42(1)(b) of the Act is imposed;
 - (d) who has failed to comply with the requirements in respect of continuing professional development as prescribed under section 26; or
 - (e) who on the basis of a complaint lodged with the council or information available at the disposal of council is posing an imminent threat or danger to the public in terms of his or her professional practice.

- (2) The registrar must issue the notice of suspension and forward it to the person implicated in subsection (1) by way of certified mail, fax or electronic transmission to the address appearing in respect of him or her in the register.
- (3) As from the date of issue of the notice referred to in subsection (2) and its receipt by the person concerned-
 - (a) any registration certificate issued in terms of this Act to the person concerned must be deemed to be suspended; and such person must immediately cease to practice the health profession in respect of which he or she is registered or to perform any act which he or she in his or her capacity as a registered person is entitled to perform, until such time as the suspension of his or her registration is lifted.
- (4) The suspension of any person in terms of subsection (1) must be revoked by the registrar upon-
 - (a) the payment of any annual fee which was not paid and payment of a restoration fee and other penalties as may be prescribed;
 - (b) the expiry of the suspension period;
 - (c) such person complying with requirements in respect of continuing professional development as prescribed under section 26; and
 - (d) such person complying with such other requirements as the relevant professional board may determine.

2. Application and scope of policy

Pursuant to the above provisions, this policy applies to the following professions:

DR	Radiographer
EE	Electro-Encephalographic Technician
KT	Clinical Technologist
KTG	Graduate Clinical Technologist
RLT	Radiation Laboratory Technologist
RSDR	Restricted Supplementary Diagnostic Radiographer
SDR	Supplementary Diagnostic Radiographer
SEE	Supplementary Electro-Encephalographic Technician

SKT Supplementary Clinical Technologist
SRLT Supplementary Radiation Laboratory Technologist

3. Rationale for policy review, adoption and implementation

The HPCSA restoration guidelines stipulate that in the event of a name of a person being erased from the register, an application for restoration form (Form 18) must be duly completed and returned together with any requirements from the Professional Board and the restoration fee to Council which is as follows:

The restoration fee payable is calculated in terms of the regulations promulgated in the Government Gazette Notice No. R1560 of 31 October 2003 thereby amended on 11 November 2005 Notice No. R1089:

The restoration fee payable by a practitioner if he/she applies for the restoration of his/her name to the register from which it was removed under section 19 (1) (d) of the Act-

- a. within a period of six months after the suspension date, shall be equivalent to twice the applicable annual fee for the current year, plus all outstanding fees, if any;
- b. after a period of six months, but within 12 months of the date of suspension, shall be equivalent to four times the applicable annual fee for the current year, plus all outstanding fees, if any.
- c. after a period of more than 12 months of the erasure /suspension date, shall be equivalent to five times the applicable annual fee for the current year, plus all the outstanding fees if any.

4. Guidelines applicable to the Radiography and Clinical Technology professions

The Professional Board established the need to regulate the period of supervision which practitioners must be subjected to. The Board has developed a template to be used by the Supervising practitioners who are responsible for the supervision of those who applied for restoration of their names onto the register to record the nature of activities the practitioner was exposed to during the period of supervision. The Supervisor and the Supervisee have a joint responsibility to ensure that the hours of supervision are properly recorded. Such supervision shall be as follows:

- a. Practitioners who have not been practicing in the profession for 0-5 years after graduating must comply with the following:
- Complete 12 months of supervised practice and complete a Logbook in an HPCSA-accredited training facility, which must be equal to the final year of Radiography students or Clinical Technology students in the profession registered. The supervisor needs to submit a supervisory report after six months and a copy of the Logbook to HPCSA.
 - Pass both written and practical assessments (refer to foreign examination guidelines).
 - A practical equivalent to that of the final year HEI students
 - Completing 60 CDP points for the prescribed 1-year CPD period.
 - Upon successful completion of the assessment and criteria for restoration for practitioners who never registered with the HPCSA for more than 10 years after obtaining an initial qualification, the practitioner will be required to conduct the mandatory community service for at least one (1) year as prescribed in Section 24 (a) of the Health Professions Act 56 of 1974. After successful completion of community service (where applicable) can apply for independent practice
- b. Practitioners who have not been practicing in the profession for 6-10 years after graduating must comply with the following:
- Complete 18 months of supervised practice and complete a Logbook in an HPCSA-accredited training facility, which must be equal to the final year of Radiography students or Clinical Technology students in the profession registered. The supervisor needs to submit a supervisory report after six months and a copy of the Logbook to HPCSA.
 - Pass both written and practical assessments (refer to foreign examination guidelines).
 - A practical equivalent to that of the final year HEI students
 - Completing 90 CDP points for the prescribed 18 months CPD period.
 - Upon successful completion of the assessment and criteria for restoration for practitioners who never registered with the HPCSA for more than 10 years after obtaining an initial qualification, the practitioner will be required to conduct the mandatory community service for at least one (1) year as prescribed in Section 24 (a) of the Health Professions Act 56 of 1974. After successful completion of community service (where applicable) can apply for independent practice

- c. Practitioners who have not been practicing in the profession for more than 10 years after graduating must comply with the following
- Complete 24 months of supervised practice and complete a Logbook in an HPCSA-accredited training facility, which must be equal to the final year of Radiography students or Clinical Technology students in the profession registered. The supervisor needs to submit a supervisory report after six months and a copy of the Logbook to HPCSA.
 - Pass both written and practical assessments (refer to foreign examination guidelines).
 - A practical equivalent to that of the final year HEI students
 - Completing 90 CDP points for the prescribed 2-year CPD period.
 - Upon successful completion of the assessment and criteria for restoration for practitioners who never registered with the HPCSA for more than 10 years after obtaining an initial qualification, the practitioner will be required to conduct the mandatory community service for at least one (1) year as prescribed in Section 24 (a) of the Health Professions Act 56 of 1974. After successful completion of community service (where applicable) can apply for independent practice

NOTE: To consider restore of registration, registration can be considered when the following conditions are satisfied:

- With the completion of the required supervisory practice.
- With the Logbook completed.
- Supervisory report(s).
- Writing the required examination.
- Passing the OSCE.
- Completing required CPD points.
- The above can be done concurrently, but all requirements to be adhered to for restoration.

This policy on restoration of practitioners ensures that the newly reinstated Radiographers and Clinical Technologists are fully engaged in the profession, including participation in continuing education activities as soon as their certificate of registration has been reinstated.

5. Applications received for restoration of names after erasure from the register of the Professional Board for Radiography and Clinical Technology should follow the following procedure:

- a. In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) **for a period of less than two years**: Such applications should be dealt with administratively and restored to the register on receipt of duly completed forms and penalties paid.
 - i. Completion of required restoration form and payment of applicable fees.
 - ii. Such practitioners would be restored to the register in the category supervised practice for a period of six months (approximately 1000 hours). The supervisor needs to submit supervisory reports on a quarterly basis.
 - iii. Submission of duly completed weekly performance report log sheets (**Annexure A**).
 - iv. Submission of supervisory reports (**Annexure B**) be submitted at the end of the supervision regarding competency of health professionals or whether a further period of supervision is needed. Upon submission of successful supervisory report, health professional may request to work Independently again;
 - v. A summary of CPD activities completed during the 6 months.
- b. In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) whilst the **practitioner was actively practicing his/her profession abroad**, taking into account that practitioners might have been studying abroad, but had not been engaged in any relevant clinical activities, such applications be dealt with administratively and restored to the register on receipt of duly completed forms, penalties paid as well as a recent Certificate of Good Standing and evidence regarding experience and appointments held and must specify the exact nature and extent of work performed and the periods during which the appointments were held. The practitioner will be restored under the same category that they were registered under prior to their erasure.
- c. In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) for a **period of more than two years, but have been actively practicing their profession and are CPD compliant** (within South Africa), would be restored administratively under the same category that they were registered under prior to their erasure but submitted to the Department: Legal Services for investigation.
- d. In cases where a practitioner's name was erased from the register, **but had been practising his/her profession abroad**, the following would be required for restoration of his/her name to the Register:

- i. Completion of the required restoration form.
 - ii. Payment of applicable fees.
 - iii. A certificate of good standing (not older than three months) issued by the country/institution/body or regulatory authority where he/she worked.
 - iv. A detailed Curriculum Vitae detailing the work experience with proof of registration/work experience in that country.
 - v. Proof of compliance with the CPD requirements of that country/institution/body/regulatory authority or a summary of CPD activities with accompanying certificates completed during the period of erasure.
- e. In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) for a **period of more than two years and who had not been practising their profession**, would be submitted to the Board for consideration of the following conditions:
- i. Completion of required restoration forms and payment of fees.
 - ii. A detailed motivation letter for the restoration.
 - iii. An updated curriculum vitae.
 - iv. Documentary evidence of all related activities engaged in since the date of erasure.
 - v. Practitioners' names have been erased for 2-4 years.
 - Complete 6 months of supervised practice in an HPCSA-accredited unit.
 - vi. Practitioners' names have been erased for greater than 4 years.
 - Write a board examination. (Refer to foreign examination guidelines)
 - Complete 12 months of supervised practice.
 - vii. Submission of duly completed weekly performance report log sheets (**Annexure A**)

- viii. Frequency of supervisory reports (quarterly/biannually/annually etc.) (**Annexure B**)
- ix. Compliance with Continued Professional Development.
- x. Practitioner's name to be included in the CPD Audit after a period of one year after restoration of his/her name to the register.
- xi. Once all requirements have been met, the practitioner may apply to have his name restored to the register for independent practice.

6. NOTES

"Supervised practice" means practising a health profession under the supervision of an appropriately qualified health practitioner at an approved facility as determined by the board;

"Supervision" means the overseeing of the professional acts of a person registered in the category of supervised practice by a supervising practitioner and the acceptance by that supervising practitioner of liability for such professional acts;

During the period of supervised practice, the applicant will not be allowed to be self-employed or practicing in their own private practice.

"Supervisor" means the independent practitioner who expressly accept liability for the professional acts of another practitioner. The supervisor undertakes to guide the supervisee in order to enhance their knowledge, skills and professionalism while they are practicing the profession within the confine of their scope.

Supervisor:

1. Must be a practitioner in good standing and continuous registration with the HPCSA for at least 2 years.
2. Must be registered in the same category the supervised practitioner wishes to practice as independent practitioner.
3. Must accept responsibility and liability for supervising the practitioner (in writing).
4. Must certify that the facility meets the requirements for all domains of supervised practice using board specific form.
5. Must obtain appointment letter or written approval from the Board to be supervisor.

6. Must submit reports in the prescribed format (Supervisory Reports) when required by the Board.
7. Must monitor and facilitate the supervision process e.g., communicating with the HPCSA, submission of reports and any other necessary documentation.
8. Must inform the Board in writing of any transfers from the initial institution and change of principal supervisor and detailed reasons be furnished to the Board for approval.

Approved by the Board on: 12 April 2023

ANNEXURE A



PROFESSIONAL BOARD FOR RADIOGRAPHY AND CLINICAL TECHNOLOGY

SUPERVISOR'S REPORT FORM

Supervisor's Details

Name and Surname: _____ Registration No: _____

Name of Clinical Facility: _____

Practitioner's Details

Name and Surname: _____ Registration No: _____

Name of Clinical Facility: _____

Report

NB: Practitioners are expected to perform a six-month supervised practice or the equivalent of a total of 1000 practice hours. An attendance register/ Logbook should be attached to this form.

Supervised practice start date: _____ Completion date: _____

Number of hours completed: _____

Responsibilities: _____

CPD Activities Attended: _____

Supervisor's final comments on competencies of the practitioner:

Supervisor's Signature: _____ Date: _____

*Official stamp of the
Clinical Facility where
supervised practice was
performed.*

Office Use

Date of suspension: _____ Restoration date: _____

ANNEXURE B



HEALTH PROFESSIONS COUNCIL OF HPCSA RADIOGRAPHY AND CLINICAL TECHNOLOGY BOARD

<u>Weekly Performance Report</u> <u>Log Sheet</u> Week dates: from: to:	Time: Fromto	Total hours	Activities performed	Supervisor's signature
<u>Comments by the Supervisor:</u>				
Total number of Hours performed this week		Practitioner Signature:	Practitioners Name:	DR/KT Number:
			Supervisors Name:	DR/KT Number:
Confirmation Signature by the Supervisor:				

Note:

- Practitioners under Supervised Practice are required to complete six months supervised practice equivalent to 1000 production hours;
- Weekly Performance Report Log Sheet should be completed weekly and kept in a portfolio, these will be submitted with the supervisor's report at the end of the supervision period;
- An audit will be conducted on all report log sheets received before the report is submitted for approval.
- Supervisors are responsible to ensure that correct information is provided on this log sheet.