



Professional Board for Radiography and Clinical Technology

Policy on Restoration of Practitioners who have not been practicing their profession for more than two years.

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 contemplated 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
 - (b) 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 Technologist
RSDR Restricted Supplementary Diagnostic Radiographer
SDR Supplementary Diagnostic Radiographer
SEE Supplementary Electro-Encephalographic Technician
SKT Supplementary Clinical Technologist
SRLT Supplementary Radiation Technologist

3. Rationale for policy review, adoption and implementation

The HPCSA restoration guidelines stipulate that in the event of a name of a person was erased from the register an application for restoration form (Form 18) must be duly completed and returned together with any requirement 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 erasure / 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 erasure / 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.

PLEASE NOTE: Applications for restorations received from practitioners who have been erased from the register for a period exceeding two years and who were not practicing their profession in another country, have to comply with the special restoration guidelines as approved by the relevant Professional Board.

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 been out of practice for 0-5 years, practice under Supervision for 6 months (approximately 1000 hours).
- b. Practitioners who have been out of practice for 6-10 years, practice under Supervision for 12 months (approximately 2000 hours).
- c. Practitioners who have been out of practice for more 10 years, practice under Supervision for 24 months (approximately 4000 hours).

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

5. **Applications of received for restoration of names to 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 to 1000 hours). The supervisor needed 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**) on a quarterly basis regarding competency of health professional 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 practising 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 practising their profession** (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 letter motivating the reasons for restoration.
 - iii. An updated curriculum vitae.
 - iv. Documentary evidence of all related activities engaged in since the date of erasure.
 - v. A period of supervised practise to be decided upon by the Board.
 - vi. Submission of duly completed weekly performance report log sheets (**Annexure A**)
 - vii. Frequency of supervisory reports (quarterly/biannually/annually etc) (**Annexure B**)
 - viii. Compliance with Continued Professional Development.
 - ix. 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.
 - x. 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;*

Approved by the Board on: 24 June 2016

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 months 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: _____

Office Use

Date of suspension: _____ Restoration date: _____

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

ANNEXURE B



HEALTH PROFESSIONS COUNCIL OF HPCSA

RADIOGRAPHY AND CLINICAL TECHNOLOGY BOARD

Weekly Performance Report Log Sheet 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:
Confirmation Signature by the Supervisor:			Supervisors Name:	DR/KT Number:
Note: <ul style="list-style-type: none"> • 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 supervisors 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. 				

