

Fair Registration Practices Report

Medical Radiation Technologists (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

i. Describe any improvements / changes implemented in the last year.

In 2018, the CMRTO started the process to register members in the specialty of diagnostic medical sonography. In order to provide information to this new group of registrants about the requirements for registration a multi-faceted approach was adopted.

1. The application process for this specialty was offered as an online process. Each step in the process included detailed instructions. In order to help applicants understand the requirements for registration an application guide was developed to:

- provide step by step instructions on what each requirement for registration was,
- provide specific guidance on how the applicant could meet each requirement (eg. what documents were required)
- provide instructions on how to move through the steps in the online application form.

2. The Registrar of the CMRTO undertook to provide a series of education and information sessions at various locations across that province of Ontario where she explained the requirements and offered support to applicants. These sessions were offered twice in the calendar year. Once at the beginning of the year and again later in the year.

3. The Registrar and other CMRTO staff also developed a series of webinars to be able to reach audiences who were not able to attend the in person information sessions.

4. The CMRTO developed a series of publications specifically related to the regulation of diagnostic medical sonographers that was made available on the website and shared with various associations for circulation.

5. Extensive use was made of email communications to keep in touch with applicants through the year and provide updates on the processing of their applications.

6. The CMRTO partnered with HealthForce Ontario to provide an information session on the registration requirements for internationally educated medical graduates who may be eligible to apply for registration because of their education and experience in the area of practice of diagnostic medical sonography.

7. CMRTO staff undertook to provide workshops to students in Ontario educational programs regarding the legislation, professional obligations and registration requirements.

ii. Describe the impact of the improvements / changes on applicants.

The online application process made it accessible for applicants from across Canada and internationally.

The applicants found the online process easy to navigate and understand. Applicants are able to upload documentation in this process which saves time, and cost to the applicant.

Any applicants who experienced challenges were provided with one on one support to guide them through the process by CMRTO staff.

iii. Describe the impact of the improvements / changes on your organization.

There were some significant cost implications to the CMRTO to implement the above initiatives. Additional staff were hired and required extensive training to manage the increased volumes of applications and to support applicants.

A considerable amount of time was dedicated by senior CMRTO staff, including the Registrar, to supporting this important public protection initiative.

The work volumes for the CMRTO Registration Committee were significantly increased, which also required additional dedicated resources from staff to support the Registration Committee in their work.

b) Assessment of qualifications

i. Describe any improvements / changes implemented in the last year.

The CMRTO registration regulation in 2018 included a provision to be able to register any applicants who were able to provide evidence of competent practice in Canada in 2015, 2016 or 2017, regardless of any education or exams that the applicant may have completed. The registration regulation required that:

1. The applicant must satisfy one of the following requirements:

i. the applicant was engaged in practice in Canada within the scope of practice of the specialty as of December 31, 2017,

ii. the applicant was engaged in practice in Canada within the scope of practice of the specialty for at least 400 hours in 2017, or

iii. the applicant was engaged in practice in Canada within the scope of practice of the specialty for at least 1200 hours in the three years before January 1, 2018.

2. The applicant must provide evidence satisfactory to the Registrar or the Registration Committee of competence to practise as a medical radiation technologist in the specialty.

This grandparenting provision was in effect from January 1, 2018 until December 31, 2018. Applicants who satisfied these requirements were assessed based on the above criteria.

ii. Describe the impact of the improvements / changes on applicants.

The grandparenting provision enabled CMRTO to be able to assess and register applicants who were able to provide evidence that they have been engaged in competent practice in the specialty of diagnostic medical sonography in the time periods stated above, who may not have completed formal accredited training programs and/or any of the approved examinations in the past.

iii. Describe the impact of the improvements / changes on your organization.

In order to be able to manage the volumes of applicants and to ensure a consistent assessment process was followed, in compliance with the requirements for registration as set out in the registration regulation, the CMRTO register database was upgraded to a new platform that enabled a structured business process to be built in the system to track, monitor, standardize, and streamline the processing of applications. The system also provided a mechanism for applicants to scan documents, for staff to approve applications, to use email notifications to applicants to keep them informed, and a method for applicants to complete their registration online.

c) Provision of timely decisions, responses, and reasons

i. Describe any improvements / changes implemented in the last year.

In 2018, despite the significant increase in volumes, the Registration Committee has continued to focus on improving the turnaround time for an applicant to receive their decision, order and reasons. The Registration Committee developed a process to approve decisions for applicants electronically thereby expediting decisions for applicants. The decisions are also now emailed to the applicant, in addition to being mailed, so the applicant receives their decisions in a more timely manner.

The Registration Committee has also in 2018 increased the number of days when they are meeting to manage the increased volumes of applications from internationally educated applicants in the specialty of diagnostic medical sonography.

ii. Describe the impact of the improvements / changes on applicants.

Applicants are able to receive their decisions from the Registration Committee in a shortened timeframe from what was done in the past.

iii. Describe the impact of the improvements / changes on your organization.

The impact on staff hours has been significant to expedite the volumes of applications. The changes we have made will however be of long term benefit as we have streamlined many of our processes and made increasing use of technology to improve our turnaround times for decisions.

d) Fees

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

e) Timelines

i. Describe any improvements / changes implemented in the last year.

The increased volume of applications this year impacted our timelines in processing applications in 2018. The CMRTO received over 4,000 applications for registration in diagnostic medical sonography in 2018. As our process improvements were implemented however, we were able to improve the timelines for processing applications over the course of the year in 2018. At the end of 2018 all applications that had been received, and were eligible to be registered under the grandparenting provisions of the registration regulation, or applicants who met the ongoing requirements for registration as they had completed approved programs and examinations, had been processed and applicants had been notified.

The timelines for applicants who were not eligible under the grandparenting provisions for registration and needed to be referred to the Registration Committee were extended from the typical 3-4 months to 6-7 months. Applications from applicants who identified to the CMRTO that they had current employment in Ontario were expedited, so all these applicants were able to receive their decisions from the Registration Committee before the end of 2018.

ii. Describe the impact of the improvements / changes on applicants.

The CMRTO was able to review and approve applicants as indicated above, so that all applicants who were eligible for registration were legally able to practice the profession on January 1, 2019 if they had completed their registration process.

iii. Describe the impact of the improvements / changes on your organization.

The changes we have made to our processes will be of long term benefit in reducing timelines as we have streamlined many of our processes and made increasing use of technology to improve our turnaround times.

f) Policies, procedures and/or processes, including by-laws

i. Describe any improvements / changes implemented in the last year.

In 2018, the Council of the CMRTO committed to review and update the by-laws to improve plain language and format. Updating the by-laws was also part of the CMRTO's Transparency Implementation Plan. The goal was to take the current eight by-laws and combine them into one by-law that is more accessible and easier to understand to improve transparency. Commencing on January 1, 2018, the CMRTO began registering a fifth specialty, diagnostic medical sonography. The by-laws need to also be amended to integrate this new specialty into the College.

In September 2018, the Council of the College of Medical Radiation Technologists of Ontario (CMRTO) consulted on proposed Bylaw No. 60. Bylaw No. 60 was approved by Council on October 1, 2018.

ii. Describe the impact of the improvements / changes on applicants.

The amendments to By-law 60. do not impact on applicants until they become members. The changes from the bylaw amendments are set out below.

By-law No. 60 made changes to the electoral districts and provides for 6 electoral districts: one district for each of the five specialties of medical radiation and imaging technology, and one member-at-large elected from the entire membership. Under By-law No. 60, a faculty member is appointed from among the members of the College who satisfies the eligibility requirements.

By-law 60. also allows for flexibility in how fees are managed when a member resigns before the date on which

their annual fee is due, for example, a maternity leave. The provision provides that the College will bank the remaining portion of the annual fee for future credit if a member resigns their membership in good standing before the date on which their annual fee is due (their birthday). The credit will be applied automatically to a member's annual fee if and when they reinstate, provided that they reinstate within five years of the date of their resignation.

The changes also add flexibility with respect to the penalty for late payment of the annual fee. The new provision provides a 14-day grace period before a penalty for late payment of fees is imposed. Formerly, the late penalty is applied immediately after the member's birthday.

iii. Describe the impact of the improvements / changes on your organization.

Transparency has been a priority for the CMRTO for quite some time. In 2014, the Ministry of Health and Long-Term Care directed all health regulatory colleges in Ontario to make transparency a priority and make tangible strides to continually increase transparency in college processes and decision-making. These changes to By-law 60. supports the organizational commitment to this initiative.

g) Resources for applicants

i. Describe any improvements / changes implemented in the last year.

The development of the application guide for diagnostic medical sonographers was an additional resource for applicants, as was the implementation of an online application process.

The applicant is now able to sign into their profile on the new Member and Applicant Portal (MAP) at any time to update their contact information, upload documents, make payment (as appropriate), view a summary of their application, see the documents they have uploaded, and check on the status of their application.

ii. Describe the impact of the improvements / changes on applicants.

The online application process makes the application process more transparent and accessible for applicants.

iii. Describe the impact of the improvements / changes on your organization.

The application process being online streamlines the internal work processes and improves efficiency and effectiveness of staff.

h) Review or appeal processes

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

i) Access to applicant records

i. Describe any improvements / changes implemented in the last year.

In 2018 the CMRTO has moved to an electronic platform for managing the applications from applicants and for facilitating Registration Committee processes. Most applicants are uploading the majority of their documents. All hardcopy records that are provided by the applicant are now scanned to an electronic copy. CMRTO returns all original and notarized copies to applicants once their documents have been validated and authenticated. The CMRTO does not retain any paper copies on file and returns all original and notarised documents to applicants.

ii. Describe the impact of the improvements / changes on applicants.

The changes are positive for applicants as their original or notarised copies are returned to them.

iii. Describe the impact of the improvements / changes on your organization.

The Registration Committee continues to adopt new online processes for review and approval of applications and have seen some productivity improvements in reviewing information provided by applicants. The new format facilitates collaboration and is environmentally friendly as there is less printing and copying of material for circulation at meetings.

j) Training and resources for registration staff, Council, and committee members

i. Describe any improvements / changes implemented in the last year.

All Registration Committee members participated in an annual general orientation to the regulatory responsibilities and requirements for self-regulation of the practice of medical radiation technology in the public interest, provided by CMRTO senior management and legal counsel.

Members of the Registration Committee this year received specific training on the changes to the Registration regulation from legal counsel as well as specific training on human rights considerations with regards to applicants.

Members of the Registration Committee are kept abreast of issues, opportunities, changes and advances in regulation and credential evaluation through the distribution of a number of publications throughout the year including such items as WES News and Reviews, Grey Areas and other related articles.

CMRTO staff received training on the registration requirements, policies and procedures and internal practices to process, evaluate and manage applications.

ii. Describe the impact of the improvements / changes on applicants.

Ensuring that everyone involved in the registration process is educated about registration requirements and understands the established policies and processes, helps ensure compliance to our legislative responsibilities.

In this manner the CMRTO ensures that the registration processes are transparent, objective, impartial and fair for all applicants.

iii. Describe the impact of the improvements / changes on your organization.

Providing training and information to the Registration Committee and staff involved in registration, ensures that all engaged in registration processes are aware of their responsibilities and roles.

In 2018 the training of staff was particularly important to ensure that all staff were well versed in the registration requirements and to ensure consistency in evaluation processes, particularly in light of the large volumes of applications that were being reviewed and processed.

k) Mutual recognition agreements

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

I) Other (include as many items as applicable)

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

CMRTO's President, Wendy Rabbie, received a letter from Denise Cole, Assistant Deputy Minister, Health Workforce Planning and Regulatory Affairs Division, Ministry of Health and Long-Term Care, dated August 1, 2017 directing the CMRTO to regulate diagnostic medical sonographers under the CMRTO. CMRTO also received direction to begin the registration of diagnostic medical sonographers by January 2018.

The Registration Regulation was amended in 2017 to enable the CMRTO to regulate diagnostic medical sonographers as a fifth specialty. The CMRTO commenced the registration of diagnostic medical sonographers on January 1, 2018.

The Registration Regulation sets out the registration requirements for an applicant to be issued a certificate of registration in the new specialty. The regulation came into effect on January 1, 2018. The one-year grandparenting period ended on December 31, 2018. By January 1, 2019 all individuals practising as a DMS in Ontario were required to be registered as a member of the CMRTO in order to be authorized to practise diagnostic medical sonography in Ontario.

The following is a summary of the changes made to the CMRTO Registration Regulation made under the Medical Radiation Technology Act, 1991 in order to regulate diagnostic medical sonographers with CMRTO as a fifth specialty.

1. Registration requirements during grandparenting period

Initially, there was a one-year grandparenting period starting on January, 1 2018. The purpose of this provision was to permit those individuals working competently in diagnostic medical sonography currently or within the last three years to apply for registration as a DMS. These individuals may not have completed an approved educational program or an approved examination. Under the grandparenting provision an applicant had to have been

engaged in practice in Canada within the scope of practice:

- on December 31, 2017, or
- for at least 400 hours 2017, or
- for at least 1200 hours in 2015, 2016, or 2017.

The applicant had to provide satisfactory evidence of their competence to practise in diagnostic medical sonography. All applicants had to pay the application fee and the fee for registration required by the CMRTO by-law. The one-year grandparenting period ended on December 31, 2018.

The scope of practice is the use of soundwaves for diagnostic ultrasound for the purpose of diagnostic procedures, the evaluation of images and data relating to the procedures and the assessment of an individual before, during and after the procedures.

2. Ongoing registration requirements

Since January 1, 2019, the following registration requirements now apply to all individuals wishing to practise diagnostic medical sonography in Ontario:

1. An applicant must have successfully completed an approved program in the specialty of diagnostic medical sonography or a program considered by the Council to be equivalent. The approved programs are set out in Schedule 1.3 of the regulation and consist of the programs currently accredited by Accreditation Canada.
2. An applicant must have successfully completed one or more of the examinations approved by the Council.
3. An applicant must have engaged in clinical practice, or completed the approved program, within the last five years.
4. An applicant must meet all of the above requirements in the same area of practice within the specialty (ie. general sonography, cardiac sonography or vascular sonography).

If an applicant has not successfully completed an approved program or equivalent (for example, an internationally educated applicant), the applicant must satisfy the CMRTO Registration Committee that their educational program is substantially similar to an approved program and that the applicant is competent to practise diagnostic medical sonography. The requirements in the above paragraphs 2, 3 and 4 also apply.

All applicants must pay the application fee and the fee for registration required by the CMRTO by-law.

3. Specialty Certificate

The Registration Regulation provides that there is one specialty certificate for diagnostic medical sonography. Applicants must meet all of the requirements for registration in the same area of practice within diagnostic medical sonography (general sonography, cardiac sonography or vascular sonography each being considered an area of practice) in order to be registered in the specialty of diagnostic medical sonography.

4. Title

The title assures the public that the regulated professional is legally authorized to practise the profession in Ontario. The Registration Regulation provides that a member who is registered in the specialty of diagnostic medical sonography may use the title “medical radiation technologist – diagnostic medical sonographer” or “diagnostic medical sonographer” and the associated abbreviations, MRT(DMS) or DMS. There is one title for all the areas of practice of diagnostic medical sonography, whether the individual has met the registration requirements in general, cardiac, and/or vascular sonography.

5. Conditions of registration

The registration regulation requires all MRTs to engage in competent practice within every five year period in at least one of the specialties in which the member holds a certificate of registration. The Registration Regulation also includes a condition on each member's certificate of registration: the member shall practise only in the areas in which the member is educated and experienced. This condition applies to all CMRTO members.

2. Quantitative Information

a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	0
Female	0
None of the above	0

Additional comments:

The CMRTO does not collect statistics on the gender of applicants.

c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	2329
Female	8388
None of the above	3

Additional comments:

Clarification note: The CMRTO membership is composed of 21.7% male members and 78.2% female members.

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
4361	188	0	OTHER 489 Total 489	0	5038

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

In 2018, due to the volumes, the CMRTO is not able to provide information on the countries where applicants obtained their initial education. All applicants who would have completed their initial education in the USA, will be included in the "other international" totals.

e) Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
3311	83	0	OTHER 107 Total 107	0	3501

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

All members who would have completed their initial education in the USA, will be included in the "other international" totals.

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
9487	527	0	OTHER 706 Total 706	0	10720

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

Please note that CMRTO does not track statistics for locations of initial education for members, and that all members who would have completed their initial education in the USA would be included in the "other international" totals.

g) Applications processed

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	4361	188	0	489	0	5038
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	0	0	0	0	0	0
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	276	71	0	41	0	388
Applicants who became FULLY registered members	3311	83	0	107	0	3501
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants who were issued an alternative class of licence ³	0	0	0	0	0	0

¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

Please note that the number of applicants who met all the requirements and were authorized to become members but did not become members is a cumulative total of all eligible applicants for the last 5 years who have not yet become members. Applicants who would have completed their initial education in the USA would be included in the "other international" totals.

The rows with 0 values above reflect information that is not available.

h) Classes of certificate/license

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Specialty certificate of registration	<p style="text-align: center;">Description (a)</p> <p>In 2018 the CMRTO issued specialty certificates of registration in the specialties of radiography, nuclear medicine, radiation therapy, magnetic resonance and diagnostic medical sonography.</p>

Additional comments:

i) Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	6	0	0	137	0	143
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
---	---------	--------------------------	-----	---------------------	---------	-------

Additional comments:

Applicants who would have completed their initial education in the USA are included in the "other international" totals.

j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	21.6
Staff involved in appeals process	2
Staff involved in registration process	6.5

Additional comments:

[BACK TO INDEX](#)

3. Submission

I hereby certify that:

Name of individual with authority to sign on behalf of the organization:

Linda Gough

Title:

Registrar & CEO

Date:

2019/03/01

[BACK TO INDEX](#)