



## What you must know about ... professional accountability

As regulated health professionals, registrants of the College of Medical Radiation and Imaging Technologists of Ontario (CMRITO or 'College') are accountable to the public of Ontario to provide safe, effective and ethical medical radiation and imaging technology services. CMRITO registrants do this every day by ensuring that their practice meets the requirements and standards of the profession.

In this publication, "registrants" refers to all registrants of the CMRITO, which includes registrants in each of the five specialties (radiography, radiation therapy, nuclear medicine, magnetic resonance and diagnostic medical sonography), and "profession" refers to the profession of medical radiation and imaging technology. Only CMRITO registrants may use the protected title of the profession "medical radiation and imaging technologist".

Each MRIT is accountable for their decisions and actions. They are also accountable for understanding and complying with the professional, legal and ethical requirements that govern the practice of medical radiation and imaging technology in Ontario. MRITs should therefore always aspire to a high level of professionalism.

This publication gives an overview of many of the ways MRITs are required to demonstrate their professional accountability to their patients and their regulatory college – CMRITO. It also includes a helpful checklist for MRITs to see at a glance what they are required to do and when.

### **Professional accountability**

In Ontario, the practice of MRITs is governed by a number of provincial and federal laws<sup>1</sup>. Two key provincial laws that govern the practice of MRITs are the *Regulated Health Professions Act, 1991* (RHPA) and the *Medical Radiation and Imaging Technology Act, 2017* (MRIT Act).

CMRITO is accountable to regulate the practice of the profession of medical radiation and imaging technology to serve and protect the public interest. CMRITO protects the public of Ontario by ensuring that only qualified MRITs are registered and able to practice in Ontario, and that they are practising competently and safely. Under the legislation, CMRITO holds its registrants accountable for their

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<sup>1</sup> Other provincial laws, such as the *Healing Arts Radiation Protection Act*, *Health Care Consent Act*, and the *Personal Health Information Protection Act*, also govern the practice of MRITs, as does certain federal legislation such as the *Nuclear Safety and Control Act* and *Radiation Emitting Devices Act*.

practice and conduct and has processes to address issues or complaints related to incompetence, professional misconduct and incapacity.

MRITs are accountable to ensure they are practising in accordance with the legislative framework and the CMRITO Standards of Practice. MRITs can find further information on the legislative framework and specific legislation that directly impacts the practice of the profession in Ontario in the [CMRITO Jurisprudence Course](#), which is available for free on the CMRITO website.

## WHAT MRITs ARE ALWAYS REQUIRED TO DO

While practising the profession in Ontario, MRITs are always required to do the following:

### 1. Adhere to the requirements set by legislation, regulations and other applicable laws, such as those governing:

1. scope of practice
2. authorized acts
3. orders for diagnostic and therapeutic procedures

All MRITs must perform procedures, including authorized acts, only while engaging in the practice of medical radiation and imaging technology. The scope of practice statement for the profession is set out in the MRIT Act. In addition, MRITs must ensure that an appropriate order from a regulated health professional with ordering authority is in place prior to performing every procedure, treatment or intervention.

More information on this essential requirement can be found in the CMRITO publication [What you must know about ... performing procedures](#).

### 2. Adhere to the CMRITO Standards of Practice

The CMRITO [Standards of Practice](#) describe what each registrant is accountable and responsible for in practice. Under the College's Standards of Practice, MRITs are expected to be:

**Competent:** meaning to have the necessary knowledge, skills and judgement to practice safely, effectively and ethically, and to apply that knowledge, skill and judgement to ensure safe, effective and ethical outcomes for the patient. This means that registrants must maintain competence in their current area of practice, must refrain from acting if not competent, and must take appropriate action to address the situation.

**Accountable:** meaning to take responsibility for decisions and actions, including those undertaken independently and those undertaken as a member of the team. This means that registrants must accept the consequences of their decisions and actions and act on the basis of what they, in their clinical judgement, believe is in the best interests of the patient.

Registrants must take appropriate action if they feel these interests are being unnecessarily and unacceptably compromised. This includes not implementing ordered procedures or treatment plans that, from their perspective, appear to be contraindicated, and in this event, taking appropriate action to address the situation.

**Collaborative:** meaning to work with other members of the health care team to achieve the best possible outcomes for the patient. This means registrants are responsible for communicating and coordinating care provision with other members of the health care team and taking appropriate action to address gaps and differences in judgement about care provision.

### **3. Adhere to the CMRITO Code of Ethics**

The [Code of Ethics](#) serves as a guide for registrants to assess their professional conduct as it relates to patients, employers, colleagues and other members of the health care team. Each registrant is personally responsible for behaving according to the ethical principles set out in the Code.

The Code describes MRITs' ethical responsibilities to the public, patients, the profession, colleagues, and other health professionals, and themselves. Under the Code of Ethics, MRITs are expected to not only respect the dignity, privacy and autonomy of their patients, but also to treat all patients equitably regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or type of illness.

### **4. Adhere to the requirements set by legislation, other applicable laws and CMRITO Standards of Practice regarding:**

1. consent
2. prevention of sexual abuse
3. confidentiality and privacy

CMRITO Practice Standard 5: Relationships with patients, sets out the following:

“Registrants must maintain clear and professional boundaries in relationships with patients and treat all patients with dignity and respect. Registrants must have the knowledge, skills and judgement to avoid placing patients at unnecessary risk of harm, pain or distress. Registrants must be able to

provide appropriate responses to patient inquiries about procedures and related issues and accept the patient's autonomy and the right of the patient or the patient's substitute decision maker to consent to or refuse service. Registrants must understand how and act to protect the confidentiality of all professionally acquired information about patients and the privacy of patients with respect to that information, while facilitating the effective delivery of health care.”

The College has adopted a policy of zero tolerance of sexual abuse. This means that any complaint or report of sexual abuse of a patient by a registrant will be investigated thoroughly. MRITs must touch patients only in those areas needed to perform the procedure and must explain clearly where and why they need to touch the patient and ensure they have consent prior to proceeding.

CMRITO provides further information and guidance to registrants on the important topics of patient consent, the prevention of sexual abuse and the zero tolerance policy, and confidentiality and privacy in the following materials:

- [Jurisprudence program, Module 5 – Abuse Prevention, Module 6 – Confidentiality and Privacy, and Module 7 – Consent](#)
- [CMRITO Standards of Practice](#)
- [What you must know about ... communicating with patients](#)
- [What you must know about ... consent](#)
- [What you must know about ... sexual abuse](#)

## **5. Not commit any acts of professional misconduct**

CMRITO has the legal authority to sanction registrants who have been found to have committed acts of professional misconduct in order to protect the public from harm. The RHPA, MRIT Act and regulations provide CMRITO with the authority and obligation to address concerns of professional misconduct, incompetence, or incapacity of its registrants.

The professional misconduct regulation made under the MRIT Act sets out the actions or omissions considered to be professional misconduct for MRITs. These include:

- failing to maintain the standards of practice of the profession
- doing anything to a patient for a therapeutic, preventative, palliative, diagnostic, cosmetic or other health-related purpose in a situation in which consent is required by law, without such consent
- practising the profession while the registrant's certificate of registration is suspended
- using a name, other than the registrant's name as set out in the register, in the course of providing or offering to provide services within the scope of practice of the profession

- practising the profession while the registrant's ability to do so is impaired by any substance
- failing to comply with a requirement or order of a committee or a panel of a committee of the College
- inappropriately using a term, title or designation indicating a specialization in the profession<sup>2</sup>

CMRITO provides further information on professional misconduct, complaints, and the discipline process in the following materials:

- [Jurisprudence program, Module 1 – Legislation](#)
- [What you must know about ... complaints](#)
- [What you must know about ... professional misconduct](#)

## 6. Use only the protected titles and abbreviations appropriate to their specialty

No one may use the title medical radiation and imaging technologist or its abbreviations without being a registrant of the CMRITO. Registrants who hold a current certificate of registration may use the specialty titles and abbreviations appropriate to their specialty as listed below:

- Medical Radiation Technologist – Radiography or MRT(R)
- Medical Radiation Technologist – Radiation Therapy or Medical Radiation Technologist – Radiation Therapist or MRT(T)
- Medical Radiation Technologist – Nuclear Medicine or MRT(N)
- Medical Radiation Technologist – Magnetic Resonance or MRT(MR)
- Diagnostic Medical Sonographer or DMS

For those registrants who are registered in more than one specialty, they may add the specialties to the end of the abbreviation for their primary specialty, for example: MRT(R), DMS or MRT(N)(MR).

Only registrants of the CMRITO who are currently registered may use the titles and abbreviations listed above. If a registrant of the CMRITO resigns, they cannot use the specialty titles or abbreviations until they reinstate their registration.

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<sup>2</sup> The complete list can be found in Ontario Regulation 855/93, professional misconduct, made under the *Medical Radiation and Imaging Technology Act, 2017*.

## 7. Keep their registration with CMRITO in good standing

As regulated health professionals, MRITs are required to keep their CMRITO registration in good standing. This includes:

- paying their annual registration fees on time
- ensuring the information that CMRITO has about them is accurate and complete
- ensuring their public register information is accurate and complete
- ensuring any additional name used in practice is listed on the public register
- ensuring their current place(s) of practice are listed on the public register
- having professional liability insurance in accordance with the provisions set out in the CMRITO by-laws
- complying with any requests from the College or orders from a College committee (such as Quality Assurance, Discipline, or Inquiries, Complaints and Reports) in a timely manner

It is a condition on every registrant's certificate of registration that the registrant shall practise only in the areas in which they are educated and experienced.

It is a condition of a specialty certificate of registration that, within every five year period after issuance of the certificate, the registrant engage in competent practice as an MRIT in at least one of the specialties in which the registrant is registered. This means that registrants who are registered in two specialties – for example, radiography and diagnostic medical sonography – can maintain both specialties on their certificate of registration provided that they are engaged in competent practice in at least one of those specialties within the five-year period.

CMRITO registrants can access and update their registration profile, employment information, email address, name in the register, receipts, and statutory notices in the secure and confidential [CMRITO Portal](#) available on the CMRITO website.

CMRITO staff are available by phone or email to respond to registrants' questions about their registration. MRITs can find further information on this professional accountability in the following materials:

- [www.cmrto.org/registrants/maintain-your-registration/](http://www.cmrto.org/registrants/maintain-your-registration/)
- *[What you must know about ... professional liability insurance](#)*
- *[What you must know about ... illegal practice](#)*

## **8. Keep current with changes in legislation, regulations, and other laws applicable to the practice of medical radiation and imaging technology in Ontario**

The provincial government amends the legislation and regulations governing the delivery of health care services and the practice of health care professionals from time to time. These amendments include changes to the health care professionals authorized to order diagnostic procedures. As a result, it is important that MRITs are aware of changes in legislation, regulations and other laws applicable to their practice, and understand how these changes affect their practice in their place of employment.

CMRITO notifies all active registrants of changes to the RHPA, MRIT Act and regulations that impact their practice by email, and through articles in the CMRITO newsletter, Insights. The easiest way for MRITs to ensure they keep current with changes in legislation, regulations and other laws applicable to the practice of the profession is to read the communications and email notices from CMRITO.

## **9. Check their email regularly and respond to any written communication from the CMRITO that requires a response**

Email is CMRITO's primary communication method. In accordance with the by-laws of the College, all CMRITO registrants are required to have an email address that is unique to them and checked regularly.

As regulated health professionals, it is essential that MRITs respond to written communication from the College that requires a response. MRITs must respond within the time specified in the correspondence, or within 30 days if no time is specified. Failure to do so is professional misconduct.

Written notice is provided to an MRIT in certain circumstances, such as when a registrant is required to submit their QA ePortfolio to the QA Committee for assessment, or when a registrant is subject of a complaint or report. This correspondence not only provides a registrant with important information about a College regulatory process, but may also provide an MRIT with the opportunity to make submissions. This is an important part of how the College provides procedural fairness and due process to registrants.

Statutory notices are sent to registrants by email and/or posted to a secure section of a registrant's CMRITO Portal profile.

## WHAT MRITS ARE REQUIRED TO DO EACH YEAR

MRITs are required to do the following on an annual basis:

### **10. Renew their registration with the CMRITO on time**

One of the most important legal obligations for all MRITs practising in Ontario is to maintain their registration. Under the RHPA, all CMRITO registrants are required to renew their registration, including paying the annual registration fee, each year in order to be legally authorized to practice the profession.

The renewal date for CMRITO registrants is the registrant's birthday. Notices are emailed to registrants 30-60 days before the due date. Registrants must renew their registration and pay their fee through the CMRITO Portal.

Registrants who fail to renew their registration and pay the fee within 14 days after their birthday are required to pay a late penalty. Under the College by-laws, CMRITO must suspend the certificate of registration of registrants who fail to renew their registration and pay the fee within three months after the due date, and they are no longer legally authorized to work as an MRIT in Ontario.

Registrants who are not currently working in Ontario, or are on a temporary leave, may resign from the CMRITO but must reinstate before they return to work. CMRITO has a streamlined reinstatement process for registrants who reinstate within two years of the date of resignation.

More information on maintaining CMRITO registration can be found at [www.cmrito.org/registrants/maintain-your-registration/](http://www.cmrito.org/registrants/maintain-your-registration/).

### **11. Truthfully complete their annual declarations respecting conduct, quality assurance and compliance as part of the registration renewal process**

Each year, as part of the annual renewal of registration, registrants are required to complete their annual declarations respecting professional conduct, compliance with the QA Program, and compliance with legislation, regulations, and other laws applicable to the practice of medical radiation and imaging technology and the conditions of registration with CMRITO.

Registrants are required to answer the annual declarations truthfully. Knowingly giving a false answer to any question is cause for revocation of the registrant's certificate of registration.

**12. Complete the QA ePortfolio, including the QA profile, self-assessments, and record at least 25 hours of continuing education and professional development activities in their QA ePortfolio**

CMRITO registrants must demonstrate their commitment to continually improve their practice through continuing education and professional development activities and participation in the CMRITO QA Program. The requirements for the CMRITO QA Program are set out in the RHPA and the CMRITO quality assurance regulation made under the MRIT Act.

The QA year runs from January 1 to December 31. Registrants are required to complete the QA ePortfolio every year and to confirm their participation in the QA Program on the annual QA declaration when they renew their registration.

Registrants can access their QA ePortfolio through the CMRITO Portal. Further information on the CMRITO QA Program can be found at [www.cmrto.org/programs/quality-assurance-program](http://www.cmrto.org/programs/quality-assurance-program).

## **WHAT MRITs ARE REQUIRED TO DO WHEN THE SITUATION ARISES**

MRITs are required to do the following when the situation arises:

**13. Update their information within seven days if there is a change in name, or personal or business information**

The College by-laws requires registrants to update their information if there is a change in name, or personal or business information (for all places of practice) within seven days of the change.

Registrants must update their information through the CMRITO Portal on the CMRITO website.

**14. Inform CMRITO of details related to any charges, offences, professional misconduct and investigations**

Registrants must provide the College with details of any of the following that occurs or arises after their registration with CMRITO:

- any outstanding charge for an offence under the Criminal Code (Canada) or the *Controlled Drugs and Substances Act* (Canada) and information about every bail condition or other restriction imposed upon, or agreed to, by the registrant in connection with the charge
- a finding of guilt for any offence, including any criminal offence and any offence related to the regulation of the practice of the profession. Offences relate to findings of guilt made by a court that are typically punishable by a fine or jail term

- a finding of professional misconduct, incompetency or incapacity, in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession
- an investigation or a proceeding involving an allegation of professional misconduct, incompetency or incapacity, in Ontario in relation to another profession or in another jurisdiction in relation to the profession or another health profession

A registrant who finds themselves in the situation of needs to inform the College of any charge, offence, finding of professional misconduct, or investigation should do so in writing by email to [professionalconduct@cmrito.org](mailto:professionalconduct@cmrito.org), attaching any documents in their possession. The report will be acknowledged and referred to the Registrar.

Further information can be found in the following material:

- [What you must know about ... mandatory reporting](#)

## **15. Comply with the mandatory reporting obligations under the RHPA regarding sexual abuse and other provincial legislation**

Mandatory reporting is considered an essential professional obligation because it is the best means of ensuring that instances of sexual abuse or other concerns are brought to the attention of the College or other responsible provincial agency. It is the responsibility of the College or agency to review or investigate any report in the context of its regulatory role to protect the public from harm.

It is mandatory under the RHPA for a registrant to file a written report to the College if the registrant has reasonable grounds, obtained in the course of their practice, to believe that a patient has been sexually abused by any registrant of the CMRITO or by any registrant of another health regulatory college.

As health professionals, MRITs also have mandatory duties to report information to named officials or agencies under other pieces of provincial legislation. For example, under the *Child, Youth and Family Services Act, 2017*, the public and professionals have a duty to report a child in need of protection if they have reasonable grounds to suspect abuse as defined under that Act.

Further information can be found in the following CMRITO materials:

- [What you must know about ... mandatory reporting](#)
- [What you must know about ... sexual abuse](#)
- [Jurisprudence program, Module 5 – Abuse Prevention](#)

## **16. Submit their QA ePortfolio for assessment upon request by the QA Committee**

Each year, the CMRITO requires a percentage of registrants to submit their QA ePortfolio for assessment by the QA Committee. Registrants are selected by means of a random selection generated by a computer program and are notified by email and through the CMRITO Portal QA Notices section that they are required to submit their QA ePortfolio for assessment.

In most cases, the QA Committee is satisfied with the registrants' QA ePortfolios. However, if necessary, the QA Committee can require a registrant to complete their QA records, require a registrant to complete one or more specified continuing education or professional development activities, or refer a registrant for a peer and practice assessment.

The QA Committee may also provide the name of a registrant and allegations against the registrant to the Inquiries, Complaints and Reports Committee if the QA Committee is of the opinion that the registrant may have committed an act of professional misconduct or may be incompetent or incapacitated. For example, failure to co-operate with the QA Committee and failure to comply with a requirement of the QA Committee is grounds for a finding of professional misconduct.

Further information on this professional obligation can be found at [www.cmrto.org/programs/quality-assurance-program](http://www.cmrto.org/programs/quality-assurance-program).

## **17. Comply with a requirement or order of a CMRITO Committee, carry out an undertaking, or cooperate with an investigator of the College**

The CMRITO professional misconduct regulation sets out a number of acts of professional misconduct related to failing to comply with a requirement or order of a Committee of the College, failing to carry out an undertaking given to the College, breaching an agreement entered into with the College, and failing to co-operate with an investigator of the College.

The RHPA requires CMRITO to consider and investigate issues related to professional misconduct, incompetence and incapacity as part of its public protection role. It is essential that MRITs cooperate with the College as it seeks to address these issues. The CMRITO is required to ensure due process by providing registrants with written notice of any active College investigations or regulatory process.

Registrants must comply with any requirement or order of a College committee, carry out an undertaking given to the College, and co-operate an investigator of the College. Failure to do so may result in further investigation.

Additional information can be found in the following materials:

- [Jurisprudence program, Module 1 – Legislation](#)
- [What you must know about ... complaints](#)
- [What you must know about ... professional misconduct](#)

As regulated health professionals, medical radiation and imaging technologists have important responsibilities to their patients and CMRITO. This document provides guidance to MRITs regarding these responsibilities and provides a helpful list of their professional accountabilities.

Registrants can also contact the CMRITO by email or phone for further information or clarification of their professional accountabilities.

# PROFESSIONAL ACCOUNTABILITIES CHECKLIST

## WHAT MRITS ARE ALWAYS REQUIRED TO DO

- 1. Adhere to the requirements set by legislation, regulations and other applicable laws, such as those governing scope of practice, authorized acts and orders for diagnostic and therapeutic procedures
- 2. Adhere to the CMRITO Standards of Practice
- 3. Adhere to the CMRITO Code of Ethics
- 4. Adhere to the requirements set by legislation, other applicable laws and CMRITO Standards of Practice regarding consent, prevention of sexual abuse, confidentiality and privacy
- 5. Not commit any acts of professional misconduct
- 6. Use only the protected titles and abbreviations appropriate to their specialty
- 7. Keep their registration with CMRITO in good standing
- 8. Keep current with changes in legislation, regulations and other laws applicable to the practice of medical radiation and imaging technology in Ontario
- 9. Check their email regularly and respond to any written communication from the CMRITO that requires a response

## WHAT MRITS ARE REQUIRED TO DO EACH YEAR

- 10. Renew their registration with the CMRITO on time
- 11. Truthfully complete their annual declarations respecting conduct, quality assurance and compliance as part of the registration renewal process
- 12. Complete the QA ePortfolio, including the QA profile, self-assessments, and record at least 25 hours of continuing education and professional development activities in their QA ePortfolio

## WHAT MRITS ARE REQUIRED TO DO WHEN THE SITUATION ARISES

- 13. Update their information within seven days if there is a change in name, or personal or business information
- 14. Inform CMRITO of details related to any charges, offences, professional misconduct and investigations
- 15. Comply with the mandatory reporting obligations under the RHPA regarding sexual abuse and other provincial legislation
- 16. Submit their QA ePortfolio for assessment upon request by the QA Committee
- 17. Comply with a requirement or order of a CMRITO Committee, carry out an undertaking, or cooperate with an investigator of the College

