Registration of Diagnostic Radiographers and Radiation Therapists

8 April 2016
Briefing Content

1. Allied Health Professions Act and Council’s Role
2. Registration Framework for Diagnostic Radiographers & Radiation Therapists
3. Supervisory Framework for Diagnostic Radiographers & Radiation Therapists
4. Application Process
5. Q & A
Purpose of the Allied Health Professions (AHP) Act

1. Protect public health, safety and interest through regulating the allied health professionals.
2. Establish one regulatory body to regulate the allied health professions (Allied Health Professions Council).
Functions of AHPC

1. To **approve** or **reject applications** for registration;
2. To **issue practising certificates** to registered AHPs;
3. To **determine** and **regulate the standards** of practice, competence, conduct and ethics of registered AHPs;
4. To **coordinate** and **supervise** activities of committees and professional boards appointed;
5. To **accredit programmes** and **providers** of **training of persons** seeking to become registered AHPs;
6. To **accredit programmes** and **providers** of the **continuing professional education** of registered AHPs;
7. To keep and **maintain the registers**;
8. To generally do such acts, matters and things as are necessary or authorised to be carried out for the purposes of the Act.
Registration of Allied Health Professionals

Regulated AHPs from April 2013:
1. Occupational Therapists;
2. Physiotherapists; and
3. Speech-Language Therapists

Next AHP group to be regulated (Target 15 April 2016):
1. Diagnostic Radiographers
2. Radiation Therapists
Registration Framework

Criteria for registration:

1. Possess basic professional qualification;
2. Bona fide;
3. Employment offer in Singapore; and
4. Good standing/reputation/character

Other considerations:

1. Qualifying Examination if basic professional qualification is not on list of recognised qualifications;
2. Tested English language proficiency;
3. Registration with overseas regulatory authority;
4. Work experience;
5. Work Testimonials.
Types of Registration

1. **Full Registration (F)**
   - Qualification on list of recognised qualifications / Passed QE;
   - At least 1 year of practice experience as at 15 April 2016;
   - Can practise generally without supervision.

2. **Restricted Registration (R)**
   - Qualification **not** on list of recognised qualifications / Have not taken or passed QE;
   - At least 1 year of practice experience as at 15 April 2016;
   - To practise independently only in a branch or area of profession or with specified employer and/or specified types of establishment.
3. **Conditional Registration (C)**
   - Less than 1 year of practice experience in Singapore as at 15 April 2016;
   - New entrants;
   - To practise under supervision (complete stipulated period of supervised practice).

4. **Temporary Registration (T)**
   - For purpose of teaching, research, postgraduate study or critical areas of service needs;
   - Granted for specified duration.
Types of Registration

1. For DR/RTs who are currently practising the profession in Singapore it is anticipated that most will be F registered and less will be R, C or T registered.

2. DR/RTs with no professional practice or less than 1 year practice in Singapore will be granted C or T registration first. Upon satisfactory completion of supervised practice under C-registration, they will be eligible for either F or R registration.
Registration Timeline

COMMENCEMENT OF REGISTRATION

• Target: 15 April 2016

GRACE PERIOD – 15 APRIL 2016 TO 14 APRIL 2017

• 1-year ‘grace’ period to bring existing practitioners into the registers

NEW ENTRANTS MUST BE REGISTERED BEFORE THEY START WORK

• New entrant DR and RT who desire to practise for the first time in Singapore must be registered before they can start work as DR and RT from 15 April 2016 onwards

EXISTING PRACTITIONERS (DR AND RT)

• All who are already practising in Singapore are to apply for registration early to facilitate the mass registration.
Meena graduated from Nanyang Polytechnic with a Diploma in Diagnostic Radiography in 2010, working as a Diagnostic Radiographer (DR) in a hospital in Singapore. She has 6 years of working experience in Singapore as a DR when registration starts. Her work testimonials are good.

Meena should apply for registration as soon as registration starts in April. While her application is being processed by the Council, Meena can continue to practise as a DR in Singapore.

**Expected Registration Outcome**

1. The Diploma in DR from Nanyang Polytechnic is found on the Council’s *List of Recognised Qualifications* for DR.
2. She has more than one year of *professional practice experience in Singapore* with no adverse reports and did not stop working in the last three years.
3. Meena will be granted *Full Registration*.

**Note:** List of Recognised Qualifications will only be publicised closer to the date of implementation.
Case example 2 – Practitioners with **less than 1 year of experience** as at 15 April 2016 (i.e. *already practising the profession in Singapore on or after 15 April 2015*)

E.g. new practitioners who started work between 15 April **2015** (last year) – 14 April 2016 may be:

i. **Granted either F or R registration** after they have completed **12 months of supervised practice** (within the grace period from 15 April 2016 to 14 April 2017) **with no adverse reports** (if the applicant is able to demonstrate that they were working under supervision);

ii. **Granted C registration** to complete the stipulated period of supervised practice.

**Note:**

a) Those who do not meet the general requirements for F or R registration will be placed on conditional registration with conditions to meet the requirements within the stipulated period of C-registration.

b) Supervised practice must be under a fully registered and actively practising supervisor with at least 3 years of practice experience in Singapore.
Case example 3 – Practitioners with no prior practice experience as at 15 April 2016 (i.e. started practising the profession in Singapore on or after 15 April 2016)

Ahmad will graduate from Nanyang Polytechnic with a Diploma in Diagnostic Radiography in April 2016. He has a job offer from a hospital and will be starting work as a Diagnostic Radiographer only in June 2016.

→ Since Ahmad has no prior practice experience in Singapore, he is considered a new practitioner and must register with the Council before he can start working as a Diagnostic Radiographer.

**Expected Registration Outcome**
1. The Diploma in Diagnostic Radiography from NYP is found on the Council’s List of Recognised Qualifications.
2. He has no prior practice experience.
3. He has a job offer from a local employer and has a qualified supervisor.
4. He will be granted **Conditional registration**. Upon completing the one year supervised practice period satisfactorily, he will be granted full registration.
Case example 4 – Practitioners with no prior practice experience in Singapore as at 15 April 2016

Carlo is a foreigner, seeking for a DR employment. He has no prior practice experience in Singapore as at 15 April 2016.

Q1. What if Carlo does not have an offer of employment in Singapore?
He is not eligible for registration.

Q2. What if Carlo’s basic professional qualification is not found on the Council’s list of Recognised Qualifications?
He will be advised to:
   i. Take and pass the QE to be eligible for C-Reg or
   ii. Take and pass the NEA Exam to be eligible for T-Reg.

He cannot work as a DR until he is registered with the Council.

Q3. What if Carlo decides not to take the QE or he took the QE and did not pass after the maximum 2 attempts?
He will not be registered as his basic qualification is NOT found on the Council’s List of Recognised Qualifications. He cannot work as a DR in Singapore.
Supervisory Framework

1. All Conditionally and Temporarily registered practitioners must be supervised.
2. Supervised period: 1 to 2 years (Full time).
3. Employers must be able to comply with the AHPC’s Supervised Practice Guidelines.

Eligibility Criteria for Supervisors

1. Currently practising Radiographer / Radiation Therapist.
3. Must be Fully registered (or eligible for Full registration during grace period).
Supervisory Level and Intensity

**Level of Supervision**
There will be 3 Levels of supervision. Supervision intensity reduces as a registrant progresses successfully from Level 1 to 3.

**Supervision Intensity**

<table>
<thead>
<tr>
<th>Components</th>
<th>L1 Supervision (Most intense)</th>
<th>L2 Supervision (Moderately intense)</th>
<th>L3 Supervision (Least intense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Month [1]</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; - 6&lt;sup&gt;th&lt;/sup&gt; Month</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Month onwards</td>
</tr>
<tr>
<td>Minimum Contact Time</td>
<td>4 hours/week</td>
<td>4 hours/fortnight</td>
<td>4 hours/month</td>
</tr>
</tbody>
</table>

[1] For L1 supervision, audit of at least 2 case records / week is required for the first month, but may be extended based on the discretion of the supervisor.

Progression is based on good performance
# Supervisor to supervisee ratio

<table>
<thead>
<tr>
<th>Ratio</th>
<th>No. of L1 DR/RT</th>
<th>No. of L2 DR/RT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination of L1 and/or L2 supervisees which one supervisor can supervise each time</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

No limits for L3 supervisees
Supervisor Assessment Reports

Frequency of submission of assessment reports

1. On 1\textsuperscript{st}, 5\textsuperscript{th} and 11\textsuperscript{th} month for registrants on 1 year of supervised practice; and
2. An additional 23\textsuperscript{rd} month for registrants on 2 years of supervised practice.
3. \textbf{Supervision log} is to be submitted with the supervisory report.
4. \textit{Document all supervision activities as the records may be challenged or examined if the supervisee is assessed as not competent or if there is harm done on a patient.}
## Supervisory Framework and ELP Requirements during the grace and after grace period

<table>
<thead>
<tr>
<th></th>
<th>Grace Period</th>
<th>After Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisors</td>
<td>Can engage external supervisors outside the organisation</td>
<td>Must have minimum of 2 Supervisory Grade Staff of the same profession inside the organisation</td>
</tr>
<tr>
<td>English Language</td>
<td>To fulfil ELP requirement if the basic professional qualification's medium of instruction is not in English</td>
<td>To fulfil ELP requirement if basic professional qualification is not obtained from Singapore, UK, Canada (except Quebec), Australia, South Africa, New Zealand, USA and Ireland</td>
</tr>
<tr>
<td>Proficiency (ELP)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Existing practitioners with **2 years or less of clinical practice in Singapore** as at commencement date and medium of instruction was not in English, will be required to demonstrate ELP.
# English Language Proficiency (ELP) Requirements

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>International English Language Testing System (IELTS)</td>
<td>Academic module – Score of 6</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>Internet-based test - 60 marks</td>
</tr>
<tr>
<td>Occupational English Test (OET)</td>
<td>Grade B and above</td>
</tr>
</tbody>
</table>
Application during the grace period

To smoothen the mass registration work during the grace period, AHPC will be **staggering and scheduling institutional submissions as follows:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>April/May 2016</td>
<td>1. TTSH 2. NNI 3. NHG</td>
</tr>
<tr>
<td>May/Jun 2016</td>
<td>1. SGH / SKH 2. NCC 3. NDC 4. NHCS</td>
</tr>
<tr>
<td>Jun/July 2016</td>
<td>1. Private Institutions/ Operators</td>
</tr>
<tr>
<td>July/ Aug 2016</td>
<td>1. CGH 2. KTPH 3. MINDEF</td>
</tr>
<tr>
<td>August/Sept 2016</td>
<td>1. KKH 2. JHS 3. NUH 4. NYP</td>
</tr>
</tbody>
</table>

**Note:**
1. Processing will only take place when all required supporting documents are complete and in order.
2. It is a criminal offence to make any false statement, declaration or provide false documents to the Council.
Application Process

1. Practitioners can submit via Professional Registration System (PRS) either by themselves or through the HR personnel (for some institutions)
   a) Access the PRS via AHPC’s website (Pre-Application icon on the bottom left hand side)

2. Answer “yes” for the 4th question under pre-application (only during grace period)

3. Complete the registration submission using the individual userid and password received.

4. Instruction Manuals on the PRS are available on our website.

5. Provide a correct and active email address that you check regularly.
Required Supporting Documents

A. Documents to be sent from Source directly to AHPC

1. Letter of Verification
   a) Existing practitioners whose employers have conducted source verification → employers to provide information of the source verification process and proof of verification

2. Transcripts of examination results for every year of education (if applicable)

3. Original testimonial from the Dean, Registrar or Lecturer
   a) Required for fresh graduates only

4. Certificate of Good Standing (CGS)
   a) Required of applicants who have been registered or licensed in another country within the past 3 years
Required Supporting Documents

B. Photocopies to be uploaded into system by applicant

1. NRIC/ Work Pass/ Passport
   a) Singaporeans and Singapore PR should be submitting copy of their NRIC

2. Letter of employment offer
   a) Required for new entrants and applicants returning to practice

3. Basic and postgraduate qualifications certificates

4. Certificate of registration with overseas regulatory authorities (if applicable)

5. Results of licensing or national exam
6. Results of English language proficiency test
   
   a) Existing practitioners: with equal or less than 2 years of experience in Singapore and medium of instruction not in English;
   b) New entrants (during grace period): where medium of instruction for basic professional qualifications are not in English;
   c) New entrants (after grace period): basic professional qualifications not obtained from Singapore, Australia, Canada (except Quebec), New Zealand, Republic of Ireland, South Africa, United Kingdom, and the United States of America.
Required Supporting Documents

B. Photocopies to be *uploaded into system by applicant* (cont’d)

7. Results of Qualifying Examination

8. R1 license from NEA

9. Certificate of Service (Work testimonial)
   a) Existing practitioners: required from current employer. Those who are new in the current job → immediate past employer
   b) New entrants: with professional practice experience only. To be obtained from the last employer
Required Supporting Documents

C. Documents from Current/Prospective Employer

1. Undertaking by Supervisor (Form SF2)
   a) Existing practitioners: those with less than 1 year of experience as at 15 April 2016
   b) New entrants: All applicants practising in Singapore for the first time and those who are returning to practice (i.e. not practising for the last 3 years prior to the application)

2. Supervisor Assessment Reports (Form SF3/SF4)
   a) Applicable to those with less than 1 year of practice experience as at 15 April 2016
   b) Form SF4 is required with the 11th month supervisor assessment report
### Mandatory Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Employment offer from prospective employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Upload Document</td>
<td><img src="#" alt="Browse..." /> <img src="#" alt="Attach" /></td>
</tr>
<tr>
<td>Document Title</td>
<td>Form SF2 – Undertaking by Supervisor</td>
</tr>
<tr>
<td>*Upload Document</td>
<td><img src="#" alt="Browse..." /> <img src="#" alt="Attach" /></td>
</tr>
<tr>
<td>Document Title</td>
<td>NRIC or Work Pass or Passport</td>
</tr>
<tr>
<td>*Upload Document</td>
<td><img src="#" alt="Browse..." /> <img src="#" alt="Attach" /></td>
</tr>
<tr>
<td>Document Title</td>
<td>Passport size photograph against a white background</td>
</tr>
<tr>
<td>*Upload Document</td>
<td><img src="#" alt="Browse..." /> <img src="#" alt="Attach" /></td>
</tr>
</tbody>
</table>

### Additional Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Academic Transcript</th>
</tr>
</thead>
</table>
Fees Payable

1. Registration Fee : SGD 200

2. Practising certificate (PC)
   a) Application Fee : SGD 20
   b) PC Fee : SGD 140/year

*PC fees are payable upon successful registration with the Council*
Registration Process for **EXISTING** DR & RT Practitioners

1. Registrant receives outcome notice from AHPC
2. Registrant to collect Registration Certificate and Practising Certificate in person

To note:
1) Certificate of Service
2) Submit application and continue practice
3) Payment
4) Holding applications
5) Supporting documents (include R1)
Registration Process for **NEW PRACTITIONERS**

- **DR RT** complete online application with supporting documents
- **AHPC processes Application**

**In-principle approval for registration**

**Apply for Work Pass with MOM**

- **Organisation applies for R1 with NEA**

*If work pass is required (Non-Singaporean worker).*

*Only for those who use ionising irradiating apparatus*

- **Registrant R1, Thermoluminescent Dosimeter (TLD) and approved work pass verified by AHPC**

**Registrant receives Registration and Practicing Certificates in person**

**Registrant commences practice**
Offences under the AHP Act

Offences under Part IV of AHP Act

1. False assumption of title
2. Making false representation
3. Liability of registered allied health professional for enabling another to act in contravention of Section 29 and 30 of the AHP Act
4. Suspended persons not to practise prescribed professions during period of suspension
5. Fraudulently obtaining, using or altering registration, or practising certificates

Penalty
Any person who is guilty of an offence shall be liable on conviction to a fine not exceeding $25,000 or to imprisonment for a term not exceeding 6 months or to both.
Complaints & Discipline under AHP Act

The Council looks into and follows up with complaints against registered allied health professionals in the following areas:

1. Conduct which brings disrepute to his profession;
2. Conviction of any offence in Singapore or elsewhere which makes him unfit for his profession;
3. Professional services provided is not of the quality which is reasonable to expect of him; or
4. Physical or mental fitness to practise
Thank you

For more information, visit our website:

www.ahpc.gov.sg