

# OREGON BOARD OF MEDICAL IMAGING

## SPONSORS GUIDELINES for CONTINUING EDUCATION

*Read This First Before Submitting A CE Request Form.*

### OBMI Continuing Education-Activity Eligibility Criteria:

OBMI adopted the A.R.R.T. definition of a Continuing Education Activity as follows:

“... a learning activity that is planned, organized and administered to enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public or the medical profession. The most important part of this definition is that it is a ‘learning activity’.”

**ORS 688.505: “Continuing education must be pertinent to the subject area of radiologic technology for which the license or permit was issued.”**

A continuing-education activity is eligible for credit if it is a planned program relevant to the radiological-sciences professions. An application must include a course outline with the major topics and minor topics delineated. The presenter must have credentials relevant to the material presented. The course objectives shall define the level of knowledge and specific skills to be attained.

Topics must be fifty minutes in length to receive one continuing-education credit.

### A.S.R.T. STANDARDS of PRACTICE

#### Radiographer:

Clinical Practice Standards  
Quality Performance Standards  
Professional Performance Standards

### SUGGESTED AREAS/TOPICS for CE FOLLOWS A.R.R.T.

Radiation Protection  
Equipment Operation/Maintenance  
Image Production/Evaluation  
Radiographic Procedures  
Patient Care  
Supporting Modalities (Mammography, CT, MRI, CV, N.Medicine, Sonography.  
Other (Foreign med. languages, computer sciences, coding, alternative medicine as it relates to Rad.Tech.)

**Therapist:**

Clinical Practice Standards  
Quality Performance Standards  
Professional Performance Standards

Radiation Protection/Quality Assurance  
Treatment Planning/Delivery  
Patient Care/Management/Education  
Supporting Modalities (Mammography, CT, MRI, CV, N. Medicine, Sonography).  
Other (Foreign med. languages, computer sciences, coding, alternative medicine as it relates to Rad.Tech.)

**Limited Permit:**

Standards of practice have not been established by A.S.R.T.

Radiation Use/Safety  
Positioning (Pertinent to permit)  
Technical factors  
Anatomy/Pathology (Pertinent to permit)  
Universal precautions  
Patient care/medical-legal ethics  
Other (Foreign med. languages, computer sciences, coding, alternative medicine as it relates to Rad.Tech.)

**SPONSOR'S RESPONSIBILITIES:**

- Sponsors are required to submit completed Request for Approval forms to OBMI at least thirty (30) days prior to the date of the proposed educational activity. These files are to be sent electronically via e-mail with Microsoft Word attachments (Word Attachments files must be named the presentation title) and shall include the following:
- Completed Request form for each lecture or presentation;
- Course outline/description;
- Course objectives, including a statement of how the seminar relates to Radiologic Technology;
- Speaker's curriculum vitae (Summary: Education/degrees/certification/license);
- "Draft" program brochure (advertisement) for more than three presentations (may be sent via e-mail);
- Attendees must be present & attentive.

**Documenting participation:**

After seminar, sponsors will provide attendees a certificate that includes the following:

- Title of activity
- Date of attendance
- Number of CE hours
- Name of sponsor
- Signature of instructor or authorized representative of sponsor
- OBMI reference number of approved educational activity (Never put approval number on program.)

**Submit to the OBMI within thirty (30) days of presentation:**

The sign-in record of attendees and lecture evaluations from participants. Sponsors please maintain a list of attendees with their OBMI license or limited permit number for a minimum of four (4) years in the event that a participant needs to validate attendance.

**Activity Evaluation Form:** (to include the following--sponsor may add more questions. Allow each participant to complete an evaluation form for each presentation. The sponsor may submit a tallied summary of all participant responses per topic.)

- Course title
- OBMI CE Approval #
- Speaker name
- Sponsor
- Assessment items (Rating scale to have at least three options, i.e., excellent, good, or poor):
  - 1) Content conducive to my learning
  - 2) Manner and skill of presenter
  - 3) Content will assist me in my work
  - 4) Content covered the published course description
  - 5) Facilities--see/hear speaker/screen, temperature, etc.
  - 6) Overall satisfaction of presentation
  - 7) Comments: