



Canadian Association of Medical Radiation Technologists

# **APRT(T) Certification Policies and Procedures Handbook**

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**Advanced Practice  
in Medical Radiation  
Technology**



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Should discrepancies be found between this handbook and another source, the CAMRT office should be notified immediately (see section 1.2, Contact Information).

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# SECTION A

## GENERAL INFORMATION

## SECTION A – GENERAL INFORMATION

### 1.1 Introduction

#### 1.1.1 Description

1.1.1.1 The Advanced Practice Registered Technologist (Radiation Therapy), or APRT(T), certification process provides a standardized means to recognize and certify radiation therapists working to the defined advanced level in Canada. The certification process assesses a candidate's ability to carry out the role of an APRT(T) based on established competencies from a nationally validated APRT(T) Competency Profile.

1.1.1.2 The rigour of the process ensures that only those candidates who can provide firm and substantiated evidence of meeting the defined competency criteria can be designated an APRT(T). This rigour bestows value and credibility on the advanced practice title and provides significance and benefit for the practitioner, the team, the employer, and the patient.

1.1.1.3 For the individual radiation therapist, formal certification demonstrates a recognized level of education, practice and career accomplishment built through years of study and experience. The consistent standard associated with certification allows national recognition for APRT(T)s, which benefits advanced practitioners and the institutions where they are employed.

1.1.1.4 For the profession of radiation therapy, formal certification is important because it establishes an agreed upon standard for advanced practice that is recognized across the country.

#### 1.1.2 Purpose

1.1.2.1 The Canadian Association of Medical Radiation Technologists APRT(T) Certification Policies and Procedures Handbook is a detailed manual that outlines CAMRT's APRT(T) certification process. The purpose of this handbook is to provide interested candidates and stakeholders with an overview of the process and an understanding of the assessments that take place throughout and should be the primary source of information for navigating the APRT(T) certification process.

1.1.2.2 For more detailed information, interested candidates should also refer to CAMRT's website [APRT\(T\) Certification Handbooks and Guides](#) developed for each phase of the process.

#### 1.1.3 APRT(T) Competency Profile and Assessment

1.1.3.1 The certification process is based on the [APRT\(T\) Competency Profile](#), wherein, each competency describes an activity/attribute that is expected of an APRT(T). The profile, with the identified competencies, was validated by a group of senior stakeholders from across the country, then finalized by an expert Steering Committee guided by an external psychometrician. The profile is an evolving document and is consistently monitored for currency and the necessity for formal review. An individual completing advanced practice duties or in an advanced practice role does not automatically guarantee all APRT(T) competencies have been met or their success within the certification process.

1.1.3.2 Should the profile undergo a competency review process that results in changes, any candidate enrolled in the certification process will be notified of the changes but will be assessed under the competency profile at the time of their Declaration of Interest approval, unless otherwise discussed with and approved by the candidate.

1.1.3.3 The APRT(T) Competency Profile has a total of 16 competencies within three domains:

Clinical domain – 7 competencies

Technical domain – 2 competencies

Professional domain – 7 competencies

1.1.3.4 Each competency is clarified further by a series of indicators that describe measurable actions or tasks associated with that competency. Assessment of candidate competency will be accomplished by using scoring rubrics that describe how evidence/responses provided by the candidate meet the requirement for competency in that area.

1.1.3.5 The rubrics used for evaluation purposes within the certification process will not be provided to candidates. However, general information on assessment and scoring will be provided in complimentary resources such as guides and templates, where deemed appropriate by CAMRT.

1.1.3.6 The relative importance of each competency domain, as well as the relative importance of each competency within its domain, is described in a comprehensive CAMRT process document. Candidates should expect a greater weight of assessment to be given to competencies with a higher weighting on the assessment blueprint. Only information for weighting at the domain level is provided to candidates:

Clinical domain – 35%

Technical domain – 35%

Professional domain – 30%

1.1.3.7 In addition to the minimum requirements, it is incumbent on candidates to understand the competencies and experience required to obtain certification as an APRT(T) before they apply through their Declaration of Interest submission.

1.1.3.8 Inherent to the APRT(T) competencies is a candidate's clear understanding of the care pathway concept wherein the quality of care across the patient experience improves patient outcomes, promotes patient safety, optimizes the use of resources, and increases patient satisfaction.

1.1.3.9 It is the responsibility of the candidate to demonstrate all APRT(T) competencies across the entire assessment process, noting that certain certification phases are designed to focus on specific domains as described in this handbook.

1.1.3.10 For the portfolio and case study assessments, the candidate must demonstrate the required competencies at least twice to help ensure that Assessors have sufficient examples for evaluation. As well, each competency will be tested at least twice on the oral exam giving both the candidate and the Examiners multiple examples for competency evaluation.

1.1.3.11 Where Assessors do not have sufficient evidence of competency, an information request will be made in accordance with the assessment procedure for the certification process phase.

## 1.2 Contact Information

1.2.1 To request information regarding the APRT(T) certification process that is not readily available on the website or within this handbook, please contact the Manager, Professional Practice and Research at:

Professional Practice and Research Department, CAMRT  
Telephone: 613-234-0012, ext. 267, or  
Toll-free: 1-800-463-9729 (in Canada)  
E-mail: [aprt@camrt.ca](mailto:aprt@camrt.ca)

Website: <https://www.camrt.ca/mrt-profession/advanced-practice/aprtt-certification/>

1.2.2 Individuals accepted into the APRT(T) certification process are responsible for ensuring CAMRT has their correct contact information in their membership profile at all times (i.e., name, email, mailing address, and telephone numbers). Candidates can update their contact information by accessing their “Profile” when they log in to their CAMRT member’s portal on the website.

## 1.3 Acronyms

APRT-CVC	Advanced Practice Radiation Therapy Certification Validation Committee
APRT(T)	Advanced Practice Registered Technologist (Radiation Therapy)
CAMRT	Canadian Association of Medical Radiation Technologists
RTT	Registered Radiation Therapist (previously known as Registered Technologist Radiation Therapy)

## 1.4 Quick Reference – Terms, Definitions, Roles

### 1.4.1 APRT(T) Certification

1.4.1.1 APRT(T) certification will be granted upon the successful completion of all APRT(T) certification processes and confirmation that the radiation therapist has met CAMRT’s standards and requirements. Only CAMRT can issue the certification designation “APRT(T)”.

### 1.4.2 Assessment of Eligibility to Access the APRT(T) Certification Process

1.4.2.1. All applicants must have their eligibility criteria (e.g., RTT certification, work experience, education/evidence of equivalency, CAMRT membership) assessed and/or verified by CAMRT to ensure eligibility requirements have been met. More specific information about “Eligibility Criteria” is outlined in Section B of this handbook.

1.4.2.2 APRT(T) certification process applicants are determined eligible and become APRT(T) certification candidates if all eligibility criteria have been met. Applicants must declare their interest and then, if deemed eligible, register to start the process. More specific information is outlined in Section B of this handbook.

### 1.4.3 Determination of Eligibility

1.4.3.1 A determination is a decision on an applicant’s APRT(T) certification process eligibility only.

1.4.3.2 CAMRT retains the authority to review all applications on a case-by-case basis and to make the determination on eligibility. CAMRT also retains the authority to withdraw acceptance of an applicant’s eligibility and/or determine that an applicant requires additional education and/or practice experience to be eligible.

1.4.3.3 An applicant may be approved as eligible for the certification process but may be advised by the Committee (based on their in-depth experience of the certification process requirements) to acquire additional experience and education to increase their likelihood of success within the certification process. Applicants have an opportunity to obtain more education and experience between the approval

of their Declaration of Interest and the submission of their portfolio; however, eligible applicants are not obligated to accept this advice.

#### **1.4.4 Advanced Practice Radiation Therapy, Certification Validation Committee (APRT-CVC)**

1.4.4.1 A committee made up of APRT(T)s and experts in advanced practice radiation therapy and, as required, subject matter expert consultants (e.g., radiation oncologists, medical physicists, clinical specialist radiation therapists) to address issues central to the advanced practice certification process. The Committee’s complement typically includes members experienced in advanced practice, education, certification, and advocacy (see Appendix A, Terms of Reference – Advanced Practice Radiation Therapy, Certification Validation Committee).

1.4.4.2 **Committee:** from this point in the handbook, the Advanced Practice Radiation Therapy, Certification Validation Committee, will be referred to as the “Committee”.

1.4.4.3 **Chair:** from this point, the Chair of the Advanced Practice Radiation Therapy, Certification Validation Committee, will be referred to as the “Chair”.

#### **1.4.5 Advisor**

1.4.5.1 Candidates who register in the certification process will be assigned an Advisor to assist them in navigating the process. Whenever possible, candidates will be assigned an Advisor in their respective area of specialty. For additional “Advisor” information, see:

- Appendix B, Terms of Reference - APRT(T) Certification Advisor,
- Appendix C, APRT(T) Certification Advisor – Mentorship Mandate, and
- Appendix D, APRT(T) Certification Advisor – Conduct and Confidentiality Agreement.

1.4.5.2 The Coordinator (see “CAMRT Staff” below) will introduce the candidate to their assigned Advisor; and after the initial introduction, the candidate will be responsible for contacting their Advisor at the beginning of each certification phase to prepare for their submission or exam, and for any additional questions throughout the certification process.

1.4.5.3 Advisors will not be assigned if there is a potential conflict of interest with a candidate (see section 1.7, Conflict of Interest).

1.4.5.4 A candidate can request a new Advisor at any time during the certification process through a written request to CAMRT, up to a maximum of two Advisors during their certification process. The Chair will identify a new Advisor on behalf of the candidate. Once approved, the Coordinator informs the candidate with a copy to the Chair.

#### **1.4.6 Assessor**

1.4.6.1 Assessors are Committee members, or external experts in the candidate’s specialty, that assess either, or both, of the candidate’s portfolio and case submissions.

1.4.6.2 All Assessors are confidential. They may reach out directly or indirectly to the Third-party Authenticator(s). It is recommended they go through CAMRT to maintain confidentiality.

1.4.6.3 Assessors must be familiar with prior learning assessment and recognition and/or have portfolio/case assessment training. Assessors possess the knowledge and skills necessary to contribute to a positive, effective environment in which to assess the portfolio/case.

#### 1.4.6.4 Assessors are responsible for:

- Becoming familiar with the content of the portfolio and/or case guides in advance of assessments,
- Complying with organizational confidentiality requirements and maintaining confidentiality of candidates' submissions and all proceedings associated with the evaluation process,
- Independently assessing submissions -- using professional judgment in determining candidate achievement of competencies,
- Completing assessment documentation,
- Having objective discussions of any discrepancies with scoring,
- Meeting and collaborating with colleagues for decision-making, and
- Participating in relevant project evaluations.

1.4.6.5 All precautions will be taken to ensure that conflicts of interest are avoided (see section 1.7, Conflict of Interest). When discussed, any individual who may present as having a conflict of interest should not be a part of the review process at any stage of the candidate's certification process.

### 1.4.7 Third-party Authenticator

1.4.7.1 When an element of a candidate's portfolio submission does not speak for itself or requires validation, candidates may obtain indirect evidence from third parties to substantiate/clarify their claims. Third parties should hold a position of authority or expertise in the competency area they are being asked to provide judgment on as regards to the candidate's level of knowledge and skills.

1.4.7.2 Endorsements for case submissions are required by appropriate third parties to verify the accuracy of the described cases and competencies. Recruited by the candidate, Third-party Authenticators could include a supervisor, colleague, or another health care provider who is an expert in a particular area of practice and familiar with the candidate's work and thus qualified to sign off on the authenticity of the case.

### 1.4.8 Exam Invigilator (and invigilation requirements)

1.4.8.1 An individual recruited by the candidate and approved by CAMRT to act as a local monitor for the candidate, ensuring their wellbeing as well as the integrity of the oral exam process (security of the exam space and materials, managing disruptions, etc.).

1.4.8.2 For additional "Invigilator" information, see:

- Appendix E Terms of Reference – APRT(T) Oral Exam Invigilator,
- Appendix F APRT(T) Oral Exam – Invigilator Confidentiality Agreement,
- Appendix G APRT(T) Oral Exam – Invigilator Instructions,
- Appendix H APRT(T) Oral Exam – Invigilator Tasklist, and
- Appendix I APRT(T) Oral Exam – Room Requirements.

### 1.4.9 Exam Moderator

1.4.9.1 The Chair (or delegate) from the Committee will act as Chair of the Oral Exam Panel, Timekeeper, Moderator, and point person for issues that might arise during the exam (process, technology, unexpected interruptions, etc.).

### 1.4.10 Oral Exam Panel / Examiners

1.4.10.1 A complement of radiation therapists, radiation oncologists, and medical physicists with expert knowledge in a candidate's respective specialty and the APRT(T) Competency Profile that

participate in the questioning and scoring of the candidate’s oral exam. Candidate’s respective Assessors for their portfolio and case submissions are not eligible for Oral Exam Panel positions.

#### 1.4.11 CAMRT Staff

1.4.11.1 **Director** of Professional Practice and Research: Responsible for overseeing all aspects of the APRT(T) certification process. Note, from this point the Director of Professional Practice and Research will be referred to as the “Director”.

1.4.11.2 **Manager**, Professional Practice and Research: Manages and maintains the APRT(T) certification process and is integral to the development and deployment of its policies and procedures, promotion, and advocacy efforts. Note, from this point the Manager, Professional Practice and Research, will be referred to as the “Manager”.

1.4.11.3 **Coordinator**, Professional Practice and Research: Provides administrative, technical, and communicative support for the APRT(T) certification process and participants (candidates, committee members, assessors, examiners, staff, etc.). Note, from this point the Coordinator, Professional Practice and Research, will be referred to as the “Coordinator”.

#### 1.4.12 Shadow

1.4.12.1 An additional committee member and/or subject matter expert may be invited for “training” purposes to gain experience in the assessments and/or exam process. As “shadows”, these individuals will go through the same steps as the official Assessors and Examiners, with the exception that their scores will not be included in the candidate’s assessment or final determination.

## 1.5 List of Advanced Practice Specialties

### 1.5.1 Recognized Specialties

1.5.1.1 CAMRT currently recognizes ten specialties, with exams leading to certification in:

- Breast
- Central Nervous System
- Gastrointestinal, Upper (includes liver)
- Gastrointestinal, Lower
- Genitourinary
- Gynaecology
- Head and Neck
- Lung
- Palliative
- Skin

1.5.1.2 A description of practice expected of an APRT(T) practitioner can be found in:

- Description of Practice – Disease Site Specialist (see Appendix J)
- Description of Practice – Palliative Specialist (see Appendix K)

### 1.5.2 Other Specialties

1.5.2.1 CAMRT will consider specialties outside the areas listed above. Currently, this is listed as “Other” within the [Declaration of Interest](#) form. CAMRT recognizes that APRT(T) is an evolving practice within the Canadian healthcare system and, as such, exploration of new specialties may be required.

1.5.2.2 Candidates who wish to pursue a speciality that is not listed should contact [aprt@camrt.ca](mailto:aprt@camrt.ca) prior to submitting their Declaration of Interest.

## STEPS – APRT(T) Certification Process

### ➤ **Eligibility**

Applicant reviews the eligibility criteria to determine if they are eligible

Important Documents:

- Certification Eligibility Criteria (see section 2.1)
- APRT(T) Competency Profile
- APRT(T) Certification Policies and Procedures Handbook – THROUGHOUT PROCESS

### ➤ **Declaration of Interest**

Time: Open (whenever an applicant feels they meet eligibility criteria)

Review: ~ 4 weeks

- The Committee will review the submitted declaration and provide feedback
- If successful, an Advisor will be assigned to support the candidate through Phases I-III
- If not successful, see section 1.9

Important Documents:

- Declaration of Interest form
- Documentation verifying eligibility criteria

## CANDIDATES HAVE TWO YEARS TO COMPLETE ALL PHASES (Phases I – III)

### ➤ **Phase I: Portfolio Submission**

Registration/Payment: sent one month prior to the portfolio submission deadline

Time: Portfolios accepted twice per year (resubmission process if needed)

Prework: Third-party Authenticators to read/complete portfolio letter & endorsement form(s)

Review: ~ 4 weeks

Important Documents:

- APRT(T) Portfolio Guide
- APRT(T) Portfolio Template
- Portfolio Third-party Letter & Endorsement Form
- APRT(T) Calendar

### ➤ **Phase II: Case Submission**

Payment: sent one month prior to the case submission deadline

Time: Case submissions accepted twice per year (resubmission process if needed)

Prework: Third-party Authenticators to read/complete case submission letter & endorsement form(s)

Review: ~ 4 weeks

Important Documents:

- APRT(T) Case Submission Guide
- APRT(T) Case Submission Template
- Case Submission Third-party Letter & Endorsement Form
- APRT(T) Calendar

### ➤ **Phase III: Oral Exam**

Payment: sent at least two months prior to exam date

Time: ~3-4 hours in length (re-exam process if needed)

Prework: Study and practice oral exam skills THROUGHOUT PROCESS

Certification Determination: If successful, “APRT(T)” designation granted

Important Documents:

- Oral exam webpage

## 1.6 APRT(T) Certification Process Overview

### 1.6.1 General Process

1.6.1.1 Admittance to the APRT(T) certification process begins with the submission of the [Declaration of Interest](#) form, completed by the applicant, to determine eligibility. If deemed eligible by CAMRT, the formal certification process for the APRT(T) candidate, which includes evaluation, may begin.

1.6.1.2 APRT(T) Certification is a three-phased, competency-based, assessment process:

Phase I: Portfolio submission (clinical, technical, and professional domains)

Phase II: Patient case submission (clinical and technical domains)

Phase III: Competency-based oral exam (clinical, technical, and professional domains)

1.6.1.3 Each phase of the assessment is included to allow candidates flexibility in how to effectively demonstrate their competencies and experience. The process, as a whole, allows candidates, Assessors and Examiners to evaluate a candidate's competency against the requirements defined in the [APRT\(T\) Competency Profile](#).

1.6.1.4 A candidate must practice their oral exam skills with their Advisor, at minimum, to support the acquisition of presentation and oral exam skills. Additional practice with coworkers, such as radiation oncologists and physicists, or their clinical supervisor, is highly encouraged. This practice should occur frequently and over a long period of time since such skills are not easily learned. It is recommended that the candidate practice these skills formally and purposefully across Phases I-III.

1.6.1.5 All three phases of the certification process are based on the APRT(T) Competency Profile; wherein, each competency describes an activity/attribute that is expected of the APRT(T).

1.6.1.6 Each phase is distinct and weighted equally. Each phase of the process is a complement to the last and allows candidates to demonstrate their experience and competence in different ways.

1.6.1.7 Participation in each phase is required, and a "pass" of the previous phase is required to move forward to the next phase. Candidates must complete each phase in consecutive order. APRT(T) certification requires successful completion and a status of "pass" for all three phases.

1.6.1.8 Successful candidates who complete all three phases of the APRT(T) certification process will be issued the right by CAMRT, sole administering organization, to use the credential "APRT(T)" ("Advanced Practice Registered Technologist (Radiation Therapy)"). Successful candidates will receive formal notification of their new designation along with a certificate of completion from CAMRT.

### 1.6.2 Timeline

1.6.2.1 APRT(T) certification candidates have a maximum of two years to complete all three phases.

1.6.2.2 The two-year period begins with the candidate's selected Portfolio submission deadline date (their "Start" date). Failing to pass a phase does not extend the two-year period for a candidate.

1.6.2.3 Phase I and Phase II of the process have two intake periods in each calendar year. The dates for each phase will vary by year but will be based on the provided timelines. Specific intake dates for a given year are provided in the [APRT\(T\) Certification Calendar](#).

1.6.2.4 Submissions within the certification process must be received before the end of the business day on the date of the relevant deadline.

1.6.2.5 A maximum of two resubmissions/resits are allowed within the candidate's entire certification process. A candidate may resubmit/resit twice within the same assessment phase, or once in two different phases.

1.6.2.6 In the event that a candidate has a third unsuccessful attempt at any phase within the same certification process, the candidate would be required to restart the process from Phase I with a portfolio submission. The first eligibility for such a candidate would come after a waiting period of three years from the date of the last unsuccessful attempt, and the candidate would be allowed only one more certification attempt.

### **1.6.3 Deferral of a Submission/Exam Deadline**

1.6.3.1 In the event that the candidate misses a submission deadline or an exam date due to a serious accident, illness, or other impediment, CAMRT will consider deferral of submission/oral exam eligibility for up to one year. In practice, this will provide the candidate with up to one additional year of their allotted time period to complete the certification process. Deferrals will only be granted in exceptional situations and will generally not be granted for missed flights and other travel delays, minor illness, lack of preparedness, or scheduling conflicts.

1.6.3.2 Candidates who know in advance of their submission/oral exam that it will be missed should contact CAMRT to request a deferral as early as possible.

1.6.3.3 Candidates who miss a submission/oral exam unexpectedly must submit a request for deferral within five business days of the missed submission/oral exam date.

1.6.3.4 All requests for deferral must include the following documentation:

1. A written request for deferral and a detailed description of the circumstances leading to the request, signed by the candidate,
2. In the case of serious accident or illness, an original letter, on office letterhead, from the candidate's qualified treating professional confirming that an accident or illness occurred, and verifying the accident or illness was serious enough to warrant missing the oral exam, and,
3. In the case of any other impediment, appropriate documentation, from a source with direct involvement or knowledge of the circumstances in question. CAMRT may request additional information and/or confirmation, as it considers necessary on a case-by-case basis.

1.6.3.5 The final decision regarding a request for deferral lies with the Director (or delegate) and is not subject to reconsideration or appeal.

### **1.6.4 Granting an Extension to the Certification Process**

1.6.4.1 When extenuating circumstances arise that prohibit CAMRT or the candidate to complete the certification process within the allotted time, it may be possible to extend the time in rare circumstances where the original delay was more than two months (e.g., pandemic, sustained bereavement, medical leave, compassionate care leave, maternity/paternity leave).

1.6.4.2 Evidence for the circumstance and rationale for a proposed extension must be sent as soon as possible to [aprt@camrt.ca](mailto:aprt@camrt.ca) for consideration by the Director, Manager and Chair. The Director will make the final determination if consensus is not obtained.

## 1.6.5 Fees

1.6.5.1 All fees are considered administrative and are non-refundable. Fees are reviewed annually by CAMRT and are subject to change at any time (see form for current fee schedule). All candidate payments must be submitted to [aprt@camrt.ca](mailto:aprt@camrt.ca) using the APRT(T) Certification Process Payment Form.

1.6.5.2 Certification phase registration fees must be sent one month prior to portfolio or case submissions, and two months prior to an oral exam date. See the various certification phase sections in this handbook for further detail. (Note: fees are not applicable for submission of the Declaration of Interest, or requests for certification process deferral or extension.)

1.6.5.3 The Coordinator will check an applicant's eligibility status and accuracy of the amount submitted. If acceptable, the Coordinator will forward the payment to the Accounting Department for processing. Should there be an issue with either the candidate's eligibility or payment, the candidate may contact, or be contacted by, the Coordinator.

1.6.5.4 Candidates will be able to access their payment receipts in "My Transactions" when they log in to their online CAMRT member's portal on the website.

1.6.5.5 Once payment has been received per certification phase, CAMRT will activate the necessary steps to implement the phase requirements, such as identifying and confirming Assessors or members of the Oral Exam Panel. The candidate may begin the necessary steps for their phase requirements immediately.

## 1.7 Conflict of Interest

1.7.1 CAMRT makes all attempts to remove conflicts of interest within the certification process, in the best interest of all parties involved.

1.7.2 A conflict of interest that could exist may include, but is not limited to:

- a past candidate/faculty teaching relationship,
- a past work-based candidate/Assessor relationship,
- past candidate/Assessor encounters in other certification exams.
- a personal relationship outside of work-related activities, and/or
- all other relationship encounters that could present a bias at an assessment/exam.

1.7.3 In the event that a candidate or individual involved in the certification process identifies a conflict, they are obligated to immediately bring the conflict to the attention of the Coordinator at [aprt@camrt.ca](mailto:aprt@camrt.ca), who will bring it to the attention of the Manager and Chair for collaborative discussion.

1.7.4 The Manager and Chair will identify a substitute individual of similar professional expertise to take over the noted position within the certification process. The Manager (or delegate) will provide this information to the candidate.

1.7.5 CAMRT cannot guarantee that a candidate will have a replacement individual given the small community of advanced practice and specialized nature of the APRT(T) roles in Canada at this time. However, CAMRT will make every effort to minimize any conflicts of interest where possible and will seek creative, transparent, and fair solutions, as necessary.

1.7.6 The only time within the certification process that a candidate becomes aware of their evaluators is during the oral exam (Examiners). This information is only presented at the time of the oral exam and should not be made known to the candidate prior to this point. All efforts are made to ensure a conflict of interest does not occur. However, the candidate has the right to refuse an Examiner if they

identify a conflict of interest at the time of the exam. The exam may be delayed, postponed, or continue at the discretion of the Director, Manager, and Chair.

## 1.8 Security

### 1.8.1 Confidentiality

1.8.1.1 All Committee members and certification volunteers will be required to sign a confidentiality form and uphold its contents to strict adherence. All forms and methods of communication, documentation, and participation in the certification process apply to the confidentiality form.

1.8.1.2 Candidates will be required to sign a Candidate Conduct and Confidentiality Agreement (see Appendix L) at the time of their registration/portfolio fee payment (see section 3.1).

1.8.1.3 Throughout the certification process and beyond, candidates are expected to refrain from sharing CAMRT templates (portfolios, case submissions) to those outside the process, except for those advising or assessing aspects within their certification process. Items within these documents (not the entire documents) may be shared in a limited manner by the candidate as per intellectual property rights after certification. As well, since the certification process is an individualized professional activity, candidates should not request completed CAMRT templates or submissions from prior candidates, or from those advising or assessing aspects within their certification process.

1.8.1.4 Within the candidate's document submissions, it is an essential requirement that any material submitted referencing patient records must comply with institutional confidentiality and privacy policies/regulations. The candidate must also consider any confidentiality/privacy policies in relation to the interprovincial transfer of their documents should they work outside of Ontario.

1.8.1.5 Candidates are also expected to refrain from sharing their knowledge/documentation of any of the oral exam content to those outside the process, at any time.

1.8.1.6 All personal information is managed in accordance with [CAMRT Privacy Policy](#).

### 1.8.2 File Sharing (hardcopy and electronic)

1.8.2.1 CAMRT owns the templates on which the candidate creates their certification documents, including the content added by the candidate that is subsequently submitted; however, CAMRT would not own the original source of the submitted content. CAMRT will not utilize the candidate's documents for any other purpose other than the candidate's certification process.

1.8.2.2 During their certification process the candidate will be expected to submit their portfolio or patient case documentation. Once submitted, only those individuals directly involved in the administration (CAMRT Staff) and the assessment process (Assessors) will have access to the files via a secured file sharing platform.

1.8.2.3 All information contained on the file-sharing platform is considered confidential. Access to the files and storage system does not provide an individual with copyright permission. Storing and/or copying files on local computers or devices is strictly prohibited unless permission is provided by CAMRT.

1.8.2.4 Throughout the process, a copy of all the candidate files will also be placed on CAMRT's internal drives as backup.

1.8.2.5 CAMRT will remove the candidate's documents from the online file sharing platform once a candidate has been issued their APRT(T) Certification approval letter or, if unsuccessful, once they have

been notified of their ineligibility for certification. Thereafter, only CAMRT Staff will have direct access to the files via their internal servers.

1.8.2.6 CAMRT will maintain a copy of all final electronic files created, used, or modified per candidate on CAMRT's internal servers for a minimum period of five years after either their certification, or if they have been determined unsuccessful/ineligible for certification.

1.8.2.7 Hard copy documents, including those associated with the oral exam process, must be kept secure at all times in a locked drawer or office until they are required for use.

1.8.2.8 Hard copy documents or notes made during the oral exam may not be removed from the exam room by the candidate or Invigilator. All hard copy documents and notes must be collected by the Invigilator and mailed directly to CAMRT for shredding (see section 1.2, Contact Information).

1.8.2.9 CAMRT reserves the right to revoke or restrict access to the online file sharing platform, or hard copy documents, at any time.

### **1.8.3 Cheating**

1.8.3.1 CAMRT reserves the right to take any actions necessary for failure to comply with this handbook at any point during the certification process. This includes, but is not limited to, barring a candidate from future assessments and revoking their certification eligibility.

1.8.3.2 If a candidate's eligibility is revoked, the individual will be notified in writing of such action, along with the reason(s) why. The fees for a candidate's certification process to date will not be refunded.

1.8.3.3 For the oral exam, the Invigilator and Moderator are authorised to dismiss a candidate from an exam when there is a reasonable basis for concluding that the candidate has engaged in any of the following activities:

- Failing to provide acceptable personal identification at the oral exam,
- Having access to notes or any other prohibited aids related to the oral exam,
- Creating a disturbance (the Moderator has sole discretion in determining whether specific conduct constitutes disruptive behaviour),
- Communicating with someone other than the Invigilator, Moderator, or Examiners during the oral exam (on and off break), including attempts to receive assistance,
- Attempting to remove notes written during the exam or exam documents from the testing room,
- Attempting to tamper with a computer,
- Engaging in any dishonest or unethical conduct, such as cheating, and/or
- Leaving the testing room without permission from the Invigilator.

1.8.3.4 Although the oral exam is administered under strict supervision and security measures, exam irregularities may occur. The Invigilator, Moderator, and CAMRT representatives must report any observed behaviour by the candidate or individuals involved in the oral exam that may invalidate the results.

## 1.9 Formal Appeal Process

### 1.9.1 CAMRT Authority

1.9.1.1 CAMRT retains the authority to withdraw a candidate's access to the certification process leading to APRT(T) certification on the recommendation of the Director, Committee, or CAMRT Board of Directors.

1.9.1.2 Candidates may appeal determinations/assessments following the procedure set out in the Formal Appeal Process (see section 1.9.2).

### 1.9.2 Formal Appeal Process

1.9.2.1 All candidates have the right to appeal determinations/assessments made throughout their APRT(T) certification process. Appeals should be submitted to CAMRT (see section 1.2, Contact Information).

1.9.2.2 The candidate must submit their request for appeal in writing no later than fifteen (15) working days following receipt of their results/decision.

1.9.2.3. Payment will apply (see [APRT\(T\) Certification Process Payment Form](#)) for certification phase assessment results and must be received along with the written request and any documentation supporting the appeal.

1.9.2.4 The candidate's appeal request will be reviewed by an Appeal Committee. The appeal will be conducted by Committee members designated by the Director (or delegate). The Director will make every effort to ensure there is no conflict of interest between the reviewing members and the candidate. If deemed necessary, another individual with similar qualifications from outside the Committee will be appointed for the respective appeal review. The Appeal Committee may request additional information before rendering a decision.

1.9.2.5 The Appeal Committee will take various perspectives into account depending on the circumstances of each individual appeal and may confirm or amend, in whole or in part, the determination/assessment previously made. The decision will be sent in writing to the candidate within twenty-five (25) working days of receipt of all documentation related to the appeal.

1.9.2.6 The decision of the Appeal Committee will be final.

## 1.10 Candidate Conduct

### 1.10.1 CAMRT Member Code of Ethics and Professional Conduct

1.10.1.1 CAMRT's [Member Code of Ethics and Professional Conduct](#) has been developed by members and endorsed by the Board of Directors to articulate the ethical behaviour and responsible conduct expected of all CAMRT members. Each member of the association has a personal responsibility to understand, adopt, and promote the values and behaviours described in this code.

### 1.10.2 Candidate Conduct Throughout the APRT(T) Certification Process

1.10.2.1 APRT(T) certification candidates must conduct themselves in a professional and ethical manner throughout the certification process. Candidates and CAMRT employees are entitled to be treated with respect and dignity (see [Member Code of Ethics and Professional Conduct](#)), free from harassment and discrimination. Harassment is a form of discrimination and is expressly prohibited.

- Harassment is any conduct, verbal, physical or by innuendo, that is likely to cause offence or humiliation to any person.
- Violence is any action, or implied action, that would lead a candidate or CAMRT employee to believe that they are at risk of physical harm.

1.10.2.2 CAMRT follows a zero-tolerance policy on these issues, and management action may result in termination of the candidate's certification eligibility or termination of employment for the employee.

### **1.10.3 Demonstration of Satisfactory Moral, Ethical, and Professional Standing**

1.10.3.1 Candidates must demonstrate satisfactory moral, ethical, and professional standing in clinical, technical, and professional activities. This requires that the candidate appropriately relates to patients, students, colleagues, and other healthcare professionals with respect to race, national or ethnic origin, colour, sex, gender, religion, cultural or personal values, and other criteria listed in CAMRT's [Member Code of Ethics and Professional Conduct](#).

1.10.3.2 If, at any time prior to certification, CAMRT receives information pertaining to a restriction of a candidate's license, a criminal conviction or charge and/or other relevant information which puts into issue a candidate's satisfactory moral, ethical and/or professional standing, the matter will be investigated and reviewed by the Director, or an equivalent or higher delegate.

1.10.3.3 Upon completion of the investigation and review, the Director (or delegate) has the following options for decision: 1) deny eligibility, 2) suspend a candidate's eligibility (with or without conditions for reinstatement of eligibility); or, 3) revoke a candidate's eligibility.

1.10.3.4 Prior to denying, suspending, or revoking a candidate's eligibility, the Director (or delegate) shall disclose to the candidate the nature of the information received and allow the candidate an opportunity to provide relevant information and make submissions as to their satisfactory moral, ethical and/or professional standing.

1.10.3.5 The candidate may appeal the decision of the Director (or delegate) pursuant to the general appeal procedure (see section 1.9.2, Formal Appeal Process).

## **1.11 Complaint Process**

1.11.1 A candidate has the right to lodge a complaint against an employee, individual involved in the certification process or oversight, or the certification process at any time during or after their involvement within the certification process. A complaint should be provided to the Manager. This individual will discuss the complaint with the Director and Chair, as needed.

1.11.2 The candidate's complaint shall not affect the determination of certification eligibility or certification approval unless a determination is made that the candidate has violated a component of the certification process (e.g., broken confidentiality, harassed CAMRT employee or representative).

1.11.3 Should the complaint result in a delay of the certification process due to the removal of a CAMRT employee(s) or person(s) involved in the certification process and replacement(s) being made, the candidate will be provided with additional time to obtain their certification that is equal to the length of the delay. Should consideration for additional time be required, the Director and Chair will make this determination.

# SECTION B

## APPLICATION

## SECTION B – APPLICATION

### STEPS – Application Process

- *Self-determine eligibility*
- *Submit Declaration of Interest form with attachments*
- *~4 weeks for Committee review*
- *Formal determination of eligibility via letter to applicant*
- *If eligible, submit fee for Phase I of the certification process*
- *Committee will assign an Advisor to the candidate*

### General Information

All applicants for certification, even if employed in an advanced practice position within their organization, must be assessed by CAMRT. Applicants should carefully study this handbook and the associated CAMRT website section before submitting their [Declaration of Interest](#) form. Please note that submission of a Declaration of Interest form does not guarantee that CAMRT will recognize the applicant's education, experience, and expertise as suitable for the certification process.

### 2.1 Eligibility Criteria

2.1.1 An interested applicant should submit their [Declaration of Interest](#) form when they can document that each of the following requirements have been met:

- Current membership with CAMRT, and for the duration of the certification process
- Certification to practice as a radiation therapist in Canada
- Five years (10,000 hours) of full-time equivalent employment experience in the practice of radiation therapy provided in the form of a CV upon submission
- Master's degree, or substantial evidence of equivalence\*

*\*Evidence of appropriate educational preparation (deemed equivalent to a Master's level education) is acceptable. The assessment of equivalence will be carried out by Assessors as part of the review for eligibility.*

2.1.2 An applicant must be prepared to demonstrate depth and breadth of their advanced practice competencies across the entire patient care pathway if they are deemed eligible for entry in the APRT(T) certification process.

2.1.3 An applicant must be prepared to demonstrate that their advanced practice competencies have been developed/practiced mainly in the prior five years to be successful within the portfolio and case submissions (see relevant sections and criteria for experience to be submitted). It is critical to review these sections prior to submitting a Declaration of Interest form.

2.1.4 An applicant may be deemed eligible for the APRT(T) certification process if they are developing APRT(T) competencies. However, a provision of their approval may be that they obtain further experience prior to their portfolio submission or as deemed by the Assessors.

2.1.5 If an applicant has or plans to specialize in any of the domains or competencies (e.g., technical, education, research, administrative leadership), they must contact CAMRT prior to submitting the Declaration of Interest form.

## 2.2 Declaration of Interest - Submission & Assessment

### 2.2.1 Declaration Payment

2.2.1.1 There is no payment required for submission of the Declaration of Interest.

### 2.2.2 Declaration Submission

2.2.2.1 Submission of the [Declaration of Interest](#) form is the first step for an applicant to acknowledge their intent to participate in the APRT(T) certification process.

2.2.2.2 Applicants are responsible for evaluating their own ability to complete the process and assume full responsibility in the event of an unsuccessful application. The Coordinator may connect an applicant with the Manager (or delegate, such as a member of the Committee) to advise the applicant on how to assess their eligibility for the process and to answer any questions.

2.2.2.3 The Declaration of Interest form can be submitted at any time to CAMRT. It is received electronically through a CAMRT online process via the [APRT\(T\) Certification](#) webpage.

2.2.2.4 The form requires the applicant's contact information, CAMRT membership number, proposed area of specialization, respective documentation for eligibility confirmation, and CV. The necessary documents can be attached to the form when submitting.

2.2.2.5 Applicants are responsible for providing documentation of all credentials by appropriate authorities. Verification by appropriate authorities of all credentials and all periods of non-Canadian training must be forwarded with the application. Translation of this documentation may be requested from the applicant.

2.2.2.6 Documentation of a degree must certify that the degree has been awarded. A certificate showing that the applicant has passed the final exams of an academic program is not sufficient.

2.2.2.7 By submitting a Declaration of Interest, the applicant has authorized their consent for CAMRT to use their personal information and any information submitted as part of the APRT(T) certification process, from declaration to credentialization, to support the determination of their application.

### 2.2.3 Declaration Assessment

2.2.3.1 The submission is sent via [aprt@camrt.ca](mailto:aprt@camrt.ca) to the Coordinator, who will check for transmission legibility, completeness of the form and documents submitted, and the applicant's current CAMRT membership status. The Coordinator will then provide the completed form and attachments to the Manager and Director for review and comment.

2.2.3.2 Once the Manager and Director have reviewed the documents, the Coordinator will download the applicant's declaration and documents to a secure document sharing platform and will notify the Chair of the submission.

2.2.3.3 Collectively, the Manager and Chair will identify two Committee members to review the applicant's documents. The Coordinator will invite these individuals to the review process via email. If the individuals are unable to participate, another Committee member will be sought as a replacement.

2.2.3.4 The Committee members are chosen based on their expertise within the speciality that the applicant has identified and other expertise in relation to the professional experience of the applicant. Conflicts of interests should be discussed and an individual who may present as such should not be a part of the review process (at this or any subsequent stage). Additional Committee members or consultants may be required for the interim, which is up to the discretion of the Manager and Chair.

2.2.3.5 Once all Assessors have confirmed their participation, the Coordinator will provide them with access to the applicant's documents file, along with a Declaration of Interest - Review Form for their completion within a two-week period.

2.2.3.6 The completed review forms should be sent to the Coordinator who will collect, then provide them to the Manager, Director, and Chair to review the determination assessment.

2.2.3.7 If the applicant is eligible for the APRT(T) certification process, as identified by all Assessors indicating full eligibility, the Coordinator will draft the appropriate letter for the applicant to indicate their eligibility (candidacy) to begin Phase I. This letter will include steps on how to proceed to the first formal phase of the certification process, portfolio submission, and include information on payment required.

- Note: once you have formally registered by submitting your documents and fee for Phase I, Portfolio (handbook Section C), you may use the title "*APRT(T) (candidate)*".

2.2.3.8 At this time two actions will occur:

- An Advisor will be assigned to the candidate to advise them throughout their certification process (see section 1.4.5, Advisor); and
- Identification and potential recruitment will begin for certification phase Assessors and members of the Oral Exam Panel in the candidate's practice speciality (the candidate's ID will remain confidential at this time).

2.2.3.9 If the applicant is not eligible, the Coordinator will arrange a meeting for the Assessors, Manager, and Chair to discuss the required feedback to the applicant.

2.2.3.10 At the meeting, the appropriateness of the applicant to complete the certification process is discussed. Full consensus should be obtained for final determination. CAMRT retains the right to request additional documentation from an applicant to complete an assessment of eligibility (e.g., letters of reference, job description).

2.2.3.11 If consensus is not obtained, the Chair may seek alternative advice from a consultant or other Committee member. The Chair will make the final decision with the Director and/or Manager. Should full consensus not be obtained, the Director will provide the final verdict.

2.2.3.12 If the applicant fails to meet the requirements of eligibility, a formal letter will be provided to the applicant from CAMRT via the Coordinator. This letter will include feedback from the Assessors (Chair to summarize) on how the applicant may improve, since any applicant can resubmit an updated Declaration of Interest form. The Coordinator will add the Chair's summary feedback to the letter.

2.2.3.13 The Coordinator will remove the Assessors' access to the applicant's document file once a determination has been made.

# SECTION C

## PORTFOLIO

## SECTION C – PORTFOLIO

### STEPS – Portfolio Submission

- *Submit Phase I fee at least one month prior to portfolio submission deadline*
- *Review portfolio guide and template*
- *Seek advice from Advisor prior to compiling portfolio content*
- *Compile and finalize portfolio content*
- *Obtain third-party authentications, if required*
- *Submit portfolio to CAMRT; ~ 4 weeks for review*
- *Candidate receives letter of determination from CAMRT*
- *If passed, move on to Phase II*
- *If failed, review feedback and resubmission policies and procedures*

### General Information

A portfolio is a collection of evidence gathered from a radiation therapist's recent experiences, assembled to demonstrate competence against the APRT(T) Competency Profile. The portfolio provides a candidate with the opportunity to demonstrate the richness of their learning, skills, and experience in core clinical, technical, and professional domains through a compilation of tangible evidence.

For assessment purposes, the format for portfolio submission has been created to follow the APRT(T) Competency Profile. The main components of the candidate portfolio are:

- a. Candidate impact statement
- b. Competency tables (including summary of activities, elements and explanatory report of knowledge and skills derived from each activity)
- c. Evidence, including APRT(T) Portfolio Third-party Letter & Endorsement Form(s)

#### Key to Success – for Certification Process Phase III, Oral Exam Preparation

- *A candidate is expected practice their oral exam skills with their Advisor, at minimum, to support the acquisition of presentation and oral exam skills. Additional practice with coworkers, such as radiation oncologists and physicists, or their clinical supervisor, is highly encouraged. This practice should occur frequently and over a long period of time as such skills are not easily learned. It is recommended that the candidate practice these skills formally and purposefully across Phases I-III.*

### 3.1 Registration / Portfolio Fee Payment & Assessors Selection

#### 3.1.1 Portfolio Fee Payment

3.1.1.1 Portfolio submissions are accepted twice a year; refer to the [APRT\(T\) Certification Calendar](#) for deadlines. Candidates must submit their [APRT\(T\) Certification Process Payment Form](#) at least one month prior to their selected portfolio submission deadline (see section 1.6.5, Fees); together with their signed Candidate Conduct and Confidentiality Agreement (see appendix L).

3.1.1.2 For candidates submitting their initial Registration/Portfolio fee, the selected deadline date will be the official “Start” date of their APRT(T) certification process period, and will start the process for CAMRT Staff to identify Assessors for the portfolio.

3.1.1.3 Upon receipt of the payment, the Coordinator will provide the candidate with instructions on how to submit their portfolio documentation. The candidate can now use the title “APRT(T)(candidate)”.

### 3.1.2 Portfolio Assessors Selection

3.1.2.1 The Coordinator will notify the Manager and Chair of the registration. Collectively, the Manager and Chair will identify three Assessors to review the candidate’s documents once received. The Assessors are chosen based on their expertise within the speciality that the candidate has identified and other expertise in relation to the professional experience of the candidate and advanced practice. All precautions will be taken to ensure that conflicts of interest are avoided (see section 1.4.6, Assessor).

3.1.2.2 Once the potential Assessors are identified, the Coordinator invites these individuals to the review process via email. Assessors are required to complete a confidentiality form. If an individual is unable to participate, another stakeholder is sought as a replacement.

3.1.2.3 Two primary Assessors will review the candidate’s documents, blinded from each other’s assessment. The third Assessor will not review the documents unless there is a discrepancy between the Assessor’s determination or consultation is required to make a determination. Additional Committee members or consultants may be required for the interim, which is up to the discretion of the Manager and Chair.

3.1.2.4 Additional Assessors may be invited for “training” to gain experience in the assessment process. As “shadow” Assessors, they will go through the same steps as the official Assessors, with the exception that their scores will not be included in the candidate’s assessment or final determination.

3.1.2.5 All Assessors receive orientation/training prior to the evaluation process.

## 3.2 Portfolio Submission

3.2.1 A candidate must review the APRT(T) Portfolio Guide in detail, and use the APRT(T) Portfolio Template and APRT(T) Portfolio Third-party Letter & Endorsement Form (see webpage, [APRT\(T\) Certification Handbooks and Guides](#)) to gather information, construct their portfolio and obtain the necessary signatures. The types of materials included within a portfolio submission are entirely at the discretion of the candidate; and the candidate may choose to use any type of evidence that demonstrates a particular competency. Each competency should be addressed at least twice to demonstrate consistent breadth and depth of the competency. Prior to submission, it is the responsibility of the candidate to determine if a competency has been described/demonstrated to the depth as described in the APRT(T) Competency Profile.

3.2.2 Before developing their portfolio, it is important for a candidate to understand that it is not their education or experience that is the focus of this certification phase. The portfolio must concentrate on the relevant knowledge and skills derived from their education and experience instead.

3.2.3 To be considered for assessment, competencies must reference evidence mainly from within the previous five years. Some forms of evidence that precede this five-year period may be used, but only to support more recent evidence. For example, older evidence might include education or formal training courses that, although taken more than five years prior, may back up competencies currently practiced.

3.2.4 The five-year period for evidence will begin on the first day of the month five years prior to the original submission date of the candidate’s portfolio. For example, if a candidate submits their portfolio in October 2020, the beginning of their five-year period for evidence would be October 1, 2015. Eligibility of evidence in resubmitted portfolios will relate to the date of the initial portfolio submission deadline, not the resubmission deadline.

3.2.5 A candidate must discuss the portfolio submission process and requirements with their Advisor prior to compiling the portfolio and prior to submission if needed. The Advisor will inform the Coordinator when this conversation has occurred. Should an Advisor require additional clarification to assist the candidate, this individual should contact the Coordinator.

3.2.6 A candidate should not request the portfolio of their Advisor or another APRT(T) candidate or certified APRT(T), as the [APRT\(T\) Portfolio Guide](#) and associated template provide sufficient information to complete this task independently (see section 1.8.1, Confidentiality).

3.2.7 To be eligible for assessment within a given year’s cycle, a candidate must submit their portfolio by the respective portfolio submission deadline. Although a candidate may submit their portfolio anytime up to the deadline, this would not guarantee an early assessment.

3.2.8 There is no limit as to how much time a candidate may take to assemble their initial portfolio prior to submission. However, the candidate needs to be cognizant of both the timelines for the certification process (see [APRT\(T\) Certification Calendar](#)) and the necessity to adhere to the currency of evidence submitted (see section 3.2.3).

3.2.9 The candidate is required to coordinate with their Third-party Authenticator(s) to have them complete/submit their [Third-party Letter & Endorsement Form\(s\)](#) by the portfolio submission deadline. The third-party endorsement forms are completed independently so that the candidate does not see the completed form(s).

3.2.10 Once the candidate has submitted their portfolio and evidence, the Coordinator will create and send the candidate a “Checklist” of submitted documents and third-party evidence. The candidate will check the list to verify that all documents and third-party evidence have been received at CAMRT. (Note, the candidate’s checklist will not include information on the third-party evaluations.)

3.2.11 The candidate should let their Advisor know this has occurred.

## 3.3 Portfolio Assessment

### 3.3.1 Portfolio Assessment Process

3.3.1.1 Upon submission, the Coordinator will check the portfolio for legibility, completeness, and compliance with the submission guidelines.

3.3.1.2 If non-compliant, the candidate will be notified and provided with a feedback form with the expectation of their resubmitting. If a non-compliant portfolio can be adjusted and resubmitted in advance of the submission deadline, and found to be compliant, it will be accepted for the same certification cycle; otherwise, the candidate will be expected to resubmit for the next portfolio deadline.

3.3.1.3 If compliant, the Coordinator will notify the Manager and Chair, who will then select experienced Assessors.

3.3.1.4 The Coordinator will notify the Assessors and provide them with access to the candidate’s document file. The file should contain: 1) the candidate’s completed portfolio (compiled using the

portfolio template format), 2) the submitted third-party evidence, and 3) the portfolio assessment form for use during their review.

3.3.1.5 Assessors' identity will remain undisclosed from the candidate (see section 1.4.6, Assessors).

3.3.1.6 The portfolio assessment process is completed over approximately four weeks (described in more detail in the following section). Following this period, the candidate will receive formal written notification of their assessment results.

### 3.3.2 Portfolio Assessment Criteria

3.3.2.1 The Assessors complete their evaluations via the portfolio assessment form within two weeks. The completed forms are emailed directly to the Coordinator ([aprt@camrt.ca](mailto:aprt@camrt.ca)) when complete and collected/saved on CAMRT's internal drives, and the Coordinator will compile the results. The evaluations should not be placed on the file-sharing platform as the assessment process is considered blinded to other Assessors.

3.3.2.2 The assessment of the portfolio is based on the successful demonstration of competencies through the provision of evidence as delineated in the [APRT\(T\) Competency Profile](#). It is important to note that candidates' portfolios are not required to demonstrate achievement of every Indicator of Performance. Indicators are intended only to enhance all parties' understanding of the role of an APRT(T), and Assessors are expected to resist the urge to consider these indicators as a form of checklist against which to judge portfolios.

3.3.2.3 The Assessor should contact the Coordinator to forward a question to third-party(ies) if clarification is required. Alternatively, if the Coordinator and Manager see fit, the Assessor may contact the third-party(ies) for more complex items requiring discussion. These communications will be considered confidential and should not be discussed with the candidate by either the third-party or the Assessor.

3.3.2.4 The evidence provided for each competency will be assessed and graded using the 4-point Likert scale shown below:

- 0 = Insufficient evidence that does not demonstrate competence, and/or evidence that is older than 5 years
- 1 = Partial evidence demonstrating limited competence
- 2 = Sufficient evidence to demonstrate competence
- 3 = Excellent evidence to demonstrate competence beyond entry-to-practice at an advanced level

Once scores (grades 0-3) have been assigned for each competency, they are totaled by profile domain, clinical, technical or professional. Extra marks in one domain will not be used to boost the score in another domain.

3.3.2.5 "PASS" - occurs when a candidate achieves at least the minimum pass score in each of the portfolio's competency domains as follows:

- Clinical - 14 of a possible 21 points (66.6%; 7 competencies)
- Technical - 4 of a possible 6 points (66.6%; 2 competencies)
- Professional - 11 of a possible 21 points (52.4%; 7 competencies)

3.3.2.6 "Borderline FAIL" – occurs when a candidate scores a borderline fail score in only ONE competency domain but receives a "pass" score in the other two domains. The ranges for a score of "borderline fail" are as follows for each domain:

- Clinical – 11 to 13 of a possible 21 points (7 competencies)

Technical - 3 of a possible 6 points (2 competencies)

Professional – 9 or 10 of a possible 21 points (7 competencies)

3.3.2.7 Candidates who are deemed to be “Borderline Fail” in one competency domain, and pass the other two, will be given the opportunity to revise and resubmit the unsuccessful competency section within three weeks of receipt of notification of assessment or defer until the next intake round.

3.3.2.8 “FAIL” – occurs when a candidate scores a borderline fail or lower (see section 3.3.4, If “Fail” Result) in any of the domains.

3.3.2.9 The Coordinator will provide a summary of the evaluation results to the Manager and Chair to review for determination.

3.3.2.10 Assessment of the portfolio is completed in approximately four weeks, after which candidates will receive feedback on the status of their portfolio submission. It is possible that this process may take longer if further discussion is required with the Assessor and/or third-party(ies). Should a time extension be required, the candidate will be notified.

- The Assessors will independently complete the assessment within two weeks, where possible.
- The Coordinator will have one week to compile the information and complete the determination scoring template based on the Assessor files.
- Additional time may be required should further review be necessary for a final determination.

3.3.2.11 If consensus is not obtained, the Coordinator will invite the third Assessor to complete their review with an expedited deadline of three business days. The results of the assessment will be emailed to the Coordinator, who will then inform the Manager and Chair of the results. A meeting may be called with the Assessors, Manager and Chair should further discussion be required. The Chair may seek alternative advice from a consultant or other Committee member as required.

3.3.2.12 CAMRT retains the right to request additional documentation from a candidate or their third party(ies) at any time during the evaluation process to complete the assessment process.

3.3.2.13 At the point that a final determination can be made, the Chair will make the final decision with the Director and Manager. Should full consensus not be obtained, the Director will provide the final verdict.

3.3.2.14 The Coordinator will provide notice to the Manager, Chair, Director and Assessors of the result determination. If required, the Chair would provide feedback to the Assessors.

### **3.3.3 If “Pass” Result**

3.3.3.1 The candidate will receive written notification of a “pass” and will be directed to proceed to the next phase of certification. Refer to the [APRT\(T\) Certification Calendar](#) for Phase II deadline dates.

### **3.3.4 If “Fail” Result**

3.3.4.1 Portfolios that fall short of the cut-off scores in one or more domains of competency will be assessed as either a “borderline fail” or “fail”. Candidates will be notified and provided written feedback; and will have the opportunity to resubmit (provided they are within their limits for total resubmissions over the complete process). Their resubmission should be guided by the feedback in the notification of assessment. A portfolio may then be resubmitted at any of the subsequent submission periods. Only portfolios that are considered “borderline fail” can be resubmitted in the same intake period (within three weeks of receipt of their notification).

3.3.4.2 Candidates should ensure that their selected portfolio resubmission date will still allow for completion of the other phases of the process.

3.3.4.3 The first resubmission is free; however, a fee will be applied for a second resubmission (see [APRT\(T\) Certification Process Payment Form](#)). Once a candidate has successfully completed the portfolio phase of the process, they can proceed to Phase II – case submission.

### Keys to Success – Portfolio Submission

- *Contacting your Advisor and discussing the portfolio is imperative to ensuring a fulsome understanding of the portfolio submission. This discussion is a mandatory step in your progression to certification.*
- *Allow plenty of extra time to complete this phase of the certification process. If done correctly, this is a time-consuming activity and is not easily rushed.*
- *Make an outline of everything you would like to include and decide who to approach for gathering third-party evidence. You will need a lot of lead time to get them to complete documentation – take that into account in your timeline.*
- *Build your outline in a spreadsheet so you can insert rows when something new pops into mind.*
- *Keep an inventory of all evidence you are submitting so that you can easily verify that all evidence has been uploaded. Do not hesitate to be creative with what can be evidence, but do not include anything that is not evidence.*
- *Speak to various colleagues and supervisors to ask if they have examples of how you have demonstrated advanced competencies. Do not expect you will remember everything on your own.*
- *Read the APRT(T) Portfolio Guide carefully and ensure that all instructions, formatting, etc., have been followed.*

# SECTION D

## CASE SUBMISSION

## SECTION D – CASE SUBMISSION

### STEPS – Case Submission

- *Submit Phase II fee at least one month prior to case submission deadline*
- *Review Case Submission Guide and Template*
- *Seek advice from Advisor prior to compiling case submission content*
- *Compile and finalize case submission content*
- *Obtain third-party authentications, as required*
- *Submit cases to CAMRT, ~ 4 weeks for review*
- *Letter of determination to candidate from CAMRT*
- *If passed, move on to Phase III*
- *If failed, review feedback and resubmission policies and procedures*

### General Information

The second phase of the APRT(T) certification process is the submission and assessment of patient cases. Candidates will submit a selection of cases from within the last five years of their practice to demonstrate their application of advanced practice competencies in a clinical setting. The patient case submission portion of the assessment provides candidates with the opportunity to demonstrate their clinical experience in greater detail, providing descriptions and demonstration of critical thinking, decision-making, and competence.

#### Key to Success – for Certification Process Phase III, Oral Exam Preparation

- *A candidate is expected practice their oral exam skills with their Advisor, at minimum, to support the acquisition of presentation and oral exam skills. Additional practice with coworkers, such as radiation oncologists and physicists, or their clinical supervisor, is highly encouraged. This practice should occur frequently and over a long period of time as such skills are not easily learned. It is recommended that the candidate practice these skills formally and purposefully across Phases I-III.*

## 4.1 Case Submission Fee Payment & Assessors Selection

### 4.1.1 Case Submission Fee Payment

4.1.1.1 Case submissions are accepted twice a year; refer to the [APRT\(T\) Certification Calendar](#) for deadlines. Candidates must submit an [APRT\(T\) Certification Process Payment Form](#) at least one month prior to their selected case submission deadline (see section 1.6.5, Fees).

4.1.1.2 Upon receipt of payment, the Coordinator will provide the candidate with instructions on how to submit their patient case documentation.

### 4.1.2 Case Submission Assessor Selection

4.1.2.1 The Coordinator will notify the Manager and Chair of the registration. Collectively, the Manager and Chair will identify three Assessors to review the candidate's documents once received. The

Assessors are chosen based on their expertise within the speciality that the candidate has identified and other expertise in relation to the professional experience of the candidate. All precautions will be taken to ensure that conflicts of interest are avoided (see section 1.4.6, Assessor).

4.1.2.2 When the potential Assessors are identified, the Coordinator invites these individuals to the review process via email. Assessors are required to complete a confidentiality form. If an individual is unable to participate, another stakeholder is sought as a replacement.

4.1.2.3 There are two primary Assessors that will review the candidate's documents, blinded from each other's assessment. The third Assessor will not review the documents unless there is a discrepancy between the Assessor's determination or consultation is required to make a determination. Additional Committee members or consultants may be required for the interim, which is up to the discretion of the Manager and Chair.

4.1.2.4 Additional Assessors may be invited for "training" to gain experience in the assessment process. As "shadow" Assessors, they will go through the same steps as the official Assessors, with the exception that their scores will not be included in the candidate's assessment or final determination.

4.1.2.5 All Assessors receive orientation/training prior to the evaluation process.

## 4.2 Case Submission

4.2.1 A candidate must review the APRT(T) Case Submission Guide in detail, and utilize the APRT(T) Case Submission Template and APRT(T) Case Submission Third-party Letter & Endorsement Form (see webpage, [APRT\(T\) Certification Handbooks and Guides](#)) to gather information, construct their case submissions, and obtain the necessary signatures.

4.2.2 Candidates will submit five (minimum) to ten (maximum) anonymized patient cases displaying their breadth and depth of experience in all the advanced clinical and technical competencies. (Note that the professional competency domain will not be evaluated.) The selection of cases is entirely at the discretion of the candidate and the number will depend on how many competencies each case addresses. Should a candidate believe they need to submit more than ten to ensure they cover the required competencies, then they should contact their Advisor and/or CAMRT to discuss it.

4.2.3 Each competency should be addressed at least twice and may require 3-4 pieces of evidence (in total) to demonstrate consistent decision-making process, breadth, and depth of the competency. It is up to the discretion of the candidate to determine if a competency has been described/demonstrated to the depth as described in the APRT(T) Competency Profile.

4.2.4 Submissions must describe cases that the candidate has encountered within the previous five years.

4.2.5 The five-year period for evidence will begin on the first day of the month five years prior to the initial submission date for the candidate portfolio. For example, if a candidate submits their portfolio in October 2020, the beginning of their five-year period for evidence would be October 1, 2015.

4.2.6 Candidates are expected to demonstrate critical thinking and clinical decision-making in the identified areas of clinical and technical competency. Unlike the portfolio, it is not enough to provide evidence that an activity related to the case was carried out at a given time. Rather, the candidate should strive to provide a narrative account of decisions and resulting actions that relate to said activities.

4.2.7 A candidate must discuss their case submissions and requirements with their Advisor prior to submission. The Advisor will inform the Coordinator when this conversation has occurred. Should an

Advisor require additional clarification to assist the candidate the Advisor can contact the Committee via the Coordinator or Manager.

4.2.8 A candidate should not request the case submission of their Advisor or another APRT(T) candidate or certified APRT(T), as the [Case Submission Guide](#) and associated template provide sufficient information to complete this independent task (see section 1.8.1, Confidentiality).

4.2.9 To be eligible for assessment within a given year's cycle, candidates must submit their cases by the respective case submission deadline. Although candidates may submit their cases anytime up to the deadline, this would not guarantee an early assessment. It should be noted that cases must be submitted within the two-year eligibility period for the certification process, leaving adequate time for assessment, notification, and successful completion of Phase III. Case submissions that are received too late to fulfill these requirements will be returned without assessment.

## 4.3 Clinical Supervisor and Endorsements

4.3.1 Candidates must identify and provide contact information for their clinical supervisors (Authenticators). A clinical supervisor can be anyone who supervises the clinical activities of the candidate. This will normally be a doctor, but could include a physicist, a pharmacist, an advanced practice nurse, an APRT(T), etc. The clinical supervisor must only validate competencies that are within their own scope of practice. (Note: Committee members are not eligible to be Authenticators.)

4.3.2 All patient cases submitted for this portion of the certification process must be verified by a candidate's clinical supervisor. The clinical supervisor will verify that they observed the candidate competently performing the competencies indicated for each case. The process for verification is explained further in the Case Submission Guide, and Third-party Letter and Endorsement Form.

4.3.3 A candidate can be audited regarding their submitted cases to determine the validity of the endorsement. This may include contacting the clinical supervisor directly.

## 4.4 Case Submission Assessment

### 4.4.1 Case Assessment Process

4.4.1.1 Upon case submission, the Coordinator will check for legibility, completeness, and compliance with the submission guidelines.

4.4.1.2 If non-compliant, the candidate will be notified of the results and be provided with a feedback form with the expectation of their resubmitting. If a non-compliant case can be adjusted and resubmitted in advance of the submission deadline, and found to be compliant, it will be accepted for the same certification calendar cycle; otherwise, the candidate will be expected to resubmit for the next portfolio deadline.

4.4.1.3 The Coordinator provides notice to the Manager, Chair and Assessors that the candidate's documents have been submitted. The candidate's file should, thereafter, contain: 1) the candidate's completed case submission (using case template format), 2) the third-party (clinical supervisor) endorsements, and 3) the case submission assessment form for use during the review.

4.4.1.4 Assessors' identity will remain undisclosed from the candidate (see section 1.4.6, Assessors).

4.4.1.5 The process of case submission assessment takes approximately four weeks (described in more detail in the following section), after which candidates will receive formal written notification of

their assessment results. Should a time extension be required for the review, the candidate will be notified.

#### 4.4.2 Case Assessment Criteria

4.4.2.1 The Assessors complete their evaluations within two weeks. The completed evaluations are emailed directly to the Coordinator ([aprt@camrt.ca](mailto:aprt@camrt.ca)) and collected/saved on CAMRT's internal drives. The Coordinator will compile the results. The original evaluations should not be placed on the file-sharing platform as the assessment process is considered blinded to other Assessors.

4.4.2.2 The evidence provided for each competency will be assessed against the APRT(T) Competency Profile and evaluated using a scoring rubric that has been developed to assist with the overall assessment of cases, and through the use of this rubric, the Assessors will determine a score of case completeness against the identified areas of competency.

4.4.2.3 The Assessors may contact the Coordinator to forward a question to a clinical supervisor in the endorsement forms should clarification be required. Alternatively, if deemed appropriate by the Coordinator and Manager, the Assessor may contact the individuals for more complex discussions. These communications will be considered confidential and should not be discussed with the candidate by the third party or Assessor.

4.4.2.4 The evidence provided for each competency will be assessed and graded using the 4-point Likert scale shown below:

- 0 = Insufficient evidence that does not demonstrate competence, and/or evidence is mainly older than 5 years
- 1 = Partial evidence demonstrating limited competence
- 2 = Sufficient evidence to demonstrate competence
- 3 = Excellent evidence to demonstrate competence beyond entry-to-practice at an advanced level

Once scores (grades 0-3) have been assigned for each competency, they are totaled by profile domain, clinical or technical. Extra marks in one domain will not be used to boost the score in the other domain.

4.4.2.5 *"PASS"* – occurs when a candidate achieves at least the minimum pass score in each of the case submission competency domains as follows:

- Clinical - 14 of a possible 21 points (66.6%; 7 competencies)
- Technical - 4 of a possible 6 points (66.6%; 2 competencies)

4.4.2.6 *"Borderline FAIL"* – occurs when a candidate scores a borderline fail score in only ONE competency domain but receives a "pass" score in the other domain. The ranges for a score of "borderline fail" for each domain are as follows:

- Clinical – 11 to 13 of a possible 21 points (7 competencies)
- Technical - 3 of a possible 6 points (2 competencies)

4.4.2.7 Candidates who are deemed to be "Borderline Fail" in one competency domain, and pass the other, will be given the opportunity to revise and resubmit the unsuccessful competency section within three weeks of receipt of notification of assessment or defer until the next intake round.

4.4.2.8 *"FAIL"* – occurs when a candidate scores a borderline fail or lower (see section 4.4.4, If "Fail" Result) in either one or both domains.

4.4.2.9 The Coordinator will provide a summary of the evaluation results to the Manager and Chair to review for determination.

4.4.2.10 Assessment of the case submission is completed in approximately four weeks, after which candidates will receive feedback on the status of their case submission. It is possible that this process may take longer if further discussion is required with the Assessor and/or third-party(ies). Should a time extension for the review be required, the candidate will be notified.

- The Assessors will independently complete the assessment within two weeks, where possible.
- The Coordinator will have one week to compile the information and complete the determination scoring template based on the Assessor files.
- Additional time may be required should further review be necessary for a final determination.

4.4.2.11 If consensus is not obtained, the Coordinator will invite the third Assessor to complete their review with an expedited deadline of three business days. The results of the assessment will be emailed to the Coordinator, who will then inform the Manager and Chair of the results. A meeting may be called with the Assessors, Manager and Chair should further discussion be required. The Chair is able to seek alternative advice from a consultant or other Committee member as required.

4.4.2.12 CAMRT retains the right to request clarification and/or additional documentation from a candidate or their third parties to complete the assessment process at any time during the evaluation process.

4.4.2.13 At the point that a final determination can be made, the Chair will make the final decision with the Director and/or Manager. Should full consensus not be obtained, the Director will provide the final verdict.

4.4.2.14 The Coordinator will provide notice to the Manager, Chair, Director and Assessors of the result determination. If required, the Chair will provide feedback to the Assessors.

#### **4.4.3 If “Pass” Result**

4.4.3.1 The candidate will receive written notification of a “pass” and will be advised that they can proceed to the next phase of certification.

4.4.3.2 CAMRT will begin the process of determining the exam date (based on the readiness of the exam and the availability of the Candidate, Examiners, Moderator and CAMRT Staff).

#### **4.4.4 If “Fail” Result**

4.4.4.1 Case submissions that fall short of the cut-off scores in one or both of the domains of competency will be assessed as either a “borderline fail” or “fail”. Candidates will be notified and provided written feedback; and will have the opportunity to resubmit (provided they are within their limits for total resubmissions over the complete process). Their resubmission should be guided by the feedback in the notification of assessment. A case submission may then be resubmitted at any of the subsequent submission periods. Only cases that are considered “borderline fail” can be resubmitted in the same intake period.

4.4.4.2 Candidates should ensure that their selected resubmission date will still allow for completion of the remaining phase of the process.

4.4.4.3 The first resubmission is free; however, a fee will be applied for a second resubmission (see [APRT\(T\) Certification Process Payment Form](#)). Once a candidate has successfully completed the case submission phase of the process, they can proceed to Phase III – oral exam.

## Keys to Success – Case Submission

- *Contacting your Advisor and discussing the patient case submission process is imperative to ensuring a full understanding of the final submission. This discussion is a mandatory step in your progression to certification.*
- *Set a schedule well in advance to plan the number of cases for submission, and which competencies will be evidenced by each case. You may continue to use patient cases you have been involved in up to the date of your submission.*
- *Try to think about cases that were of particular interest to you, as it will be easier to write these up as a case study.*
- *Consider including some cases that were detailed or complex to help provide evidence for multiple competencies.*
- *Enlist the help of a co-worker or clinical supervisor to read the case studies through and provide feedback:*
  - > *Is the sequence of events logical?*
  - > *Is it clear why the situation was managed in a specific way?*
  - > *Is it clear how the competencies are evidenced within the case study?*
  - > *Have you provided evidence multiple times for each competency?*
  - > *Does the evidence for each competency show the depth and breadth of that competency?*
  - > *Do your references seem appropriate?*

# SECTION E

## ORAL EXAM

## SECTION E – ORAL EXAM

### STEPS – Oral Exam

- *Submit Phase III fee at least two months prior to the exam date*
- *Seek advice from Advisor well in advance of exam date*
- *Review CAMRT oral exam resources*
- *Research and practice high-stakes oral exam skills THROUGHOUT CERTIFICATION PROCESS*
- *Recruit/confirm an Invigilator*
- *Make the arrangements for required exam room bookings and IT requirements, and check*
- *Complete an online oral exam (~3-4 hours)*
- *If candidate passes oral exam, APRT(T) credential is issued*
- *If candidate fails, review feedback and exam resit policies and procedures*

### General Information

The third phase of the process is a virtual competency-based oral exam. This phase provides candidates the opportunity to apply their competence to novel casework and to demonstrate their understanding in clinical practice. It offers the Oral Exam Panel the chance to evaluate the readiness of a candidate to practice as an APRT(T) in clinical, technical and professional situations.

To be eligible for the competency-based oral exam, candidates must have passed Phase I (portfolio) and Phase II (case submission) of the APRT(T) certification process.

The sections below provide an overview of the competency-based oral exam. Additional instructions for candidates related to the oral exam (such as, candidates “*must bring a valid piece of government-issued Photo ID*” to the exam) can be found on the [APRT\(T\) Oral Exam](#) webpage.

A candidate must review both the website and the handbook, well in advance of the exam; and is expected to have practiced oral exam skills throughout their certification process (see appendix L, Candidate Conduct and Confidentiality Agreement). Thereafter, if clarification is required for any aspect of the oral exam process, contact CAMRT at: [aprt@camrt.ca](mailto:aprt@camrt.ca) (see section 1.2, Contact Information).

## 5.1 Oral Exam Fee Payment, Accommodation & Examiners Selection

### 5.1.1 Oral Exam Fee Payment

5.1.1.1 Candidates must submit a completed [APRT\(T\) Certification Process Payment Form](#) two months prior to the determined exam date (see section 4.4.3.2; and section 1.6.5, Fees).

5.1.1.2 When submitting payment, candidates are expected to officially advise CAMRT that they have reviewed both this handbook and the APRT(T) Oral Exam website, and have practiced developing their oral exam skills (see appendix L, APRT(T) Candidate Conduct and Confidentiality Agreement).

### 5.1.2 Candidates Requiring Exam Accommodation

5.1.2.1 CAMRT will attempt to accommodate candidates with specific requirements for the exam provided that the validity of the exam is maintained, and the special accommodation shall not cause undue hardship or unreasonable expense for CAMRT.

5.1.2.2 Requests for exam accommodation must be submitted to CAMRT at the time of the application for the exam. Requests must include the following documentation:

- A signed letter from the candidate with a description of the need for accommodation and its severity, along with a description of the required accommodation,
- If the candidate has previously been provided accommodations by their university or other medical education programs, the candidate should provide documentation of the accommodations provided,
- Supporting documentation from a qualified treating professional confirming the need for accommodation, its severity, the candidates' functional limitations, and specific recommendations for the accommodation. All supporting documentation must be provided on office letterhead, from the candidate's fully licensed practising physician, clinical psychologist, or other appropriate licensed healthcare provider (the practitioner cannot be a relative or spouse of the candidate),
- Written confirmation from a qualified professional that the candidates' functional limitations are still valid should the supporting documentation be more than two years old. CAMRT may request additional information, as it considers necessary, on a case-by-case basis.

5.1.2.3 In the event that the need for an exam accommodation arises after the application for the exam is submitted, the candidate must inform the Manager at [aprt@camrt.ca](mailto:aprt@camrt.ca) and submit the documentation described above as soon as possible. It may not be possible to arrange exam accommodations requested too close to the exam date.

5.1.2.4 The final decision regarding an accommodation request lies with the Director (or delegate).

5.1.2.5 Prior to taking the exam, the candidate and CAMRT must agree upon the special arrangements in writing.

### **5.1.3 Oral Exam Panel Selection**

5.1.3.1 Once fee payment has been made, the Coordinator notifies the Manager and Chair of the registration. Collectively, the Manager and Chair will identify and confirm the Examiners. All precautions will be taken to ensure that conflicts of interest are avoided (see section 1.4.10, Oral Exam Panel/ Examiners). Additional consultation with the Committee may be required.

5.1.3.2 The candidate will not be made aware of the Examiners' identities at this time.

5.1.3.3 Examiners are chosen because of their professional expertise in the candidate's specialty. All Examiners will have completed Examiner training. The Oral Exam Panel composition includes (max 7):

- Moderator (Chair or delegate from the Committee)
- At least one radiation therapist, APRT(T) preferred
- At least one radiation oncologist
- At least one medical physicist
- Additional individuals may be present, including individuals who are shadowing (training); however, these individuals play no role in the assessment of the candidate.

5.1.3.4. Where a conflict of interest is identified by the candidate at the time of the oral exam, or an Examiner is unavailable for the oral exam, the Director, Manager and Chair may consider the addition of an APRT(T) or radiation therapist with extensive knowledge of the APRT(T) certification process as a replacement. The professional profile of the Oral Exam Panel will be at the discretion of CAMRT and may change across time. The candidate will not be provided notification of these changes (unless updated in

this handbook). However, CAMRT will guarantee that the Oral Exam Panel is trained, fit to complete their duties, and is generally in alignment with the professions represented above.

## 5.2 Preparing for the APRT(T) Oral Exam

5.2.1 The objective of the oral exam is to evaluate candidates on their advanced practice competence in managing the care of radiation therapy patients at a level commensurate with the clinical, technical, and professional standards set by the CAMRT.

5.2.2 The prospect of sitting for the oral exam may be intimidating for those with little to no experience with a thesis defence or the like. To prepare, there are key steps which can be taken to ensure full preparation for the high stakes online testing experience. It is important to review the information in detail and well in advance of the exam, to obtain and confirm the necessary skills for such tests.

**Candidates are expected to review the information CAMRT has provided to assist you in this endeavour which can be found online at [APRT\(T\) Oral Exam](#) webpage.**

5.2.3 A candidate must discuss the oral exam process and requirements with their Advisor well in advance of their oral exam date. The Advisor will inform the Coordinator when this conversation has occurred. Should an Advisor require additional clarification to assist the candidate, this individual should contact the Coordinator or Manager.

5.2.4 **A candidate is expected to practice their oral exam skills with their Advisor, at minimum, to support the acquisition of presentation and oral exam skills** (see section 5.1.1.2, and appendix L). Additional practice with coworkers, such as radiation oncologists and physicists, or their clinical supervisor, is highly encouraged. This practice should occur frequently throughout the candidate's certification process (Phases I-III) as such skills are not easily learned.

## 5.3 APRT(T) Oral Exam Logistics & Administration

### 5.3.1 Oral Exam Room Bookings

5.3.1.1 Prior to the exam, it is the candidate's responsibility to identify and arrange bookings for their oral exam room. The room should be located in a quiet area free of distractions and with access to the appropriate technology required to conduct the exam (see appendix I, APRT(T) Oral Exam – Room Requirements). The bookings required are:

- **Optional Booking:** The optional booking is for the candidate to determine if the room selected will fulfill all the expected room requirements. This booking may not be required should the room's suitability already be known.
- **Mandatory Booking 1:** The candidate is to book the exam room for a 1-hour meeting approximately one week before the exam date. The candidate will coordinate with both their Invigilator and CAMRT to determine a suitable date and time. This session is for the Invigilator's Orientation and IT Testing (the candidate is not expected to attend).
- **Mandatory Booking 2:** The candidate is to book the exam room for a 5-hour period on their exam date. The booking should occur a minimum of three weeks prior. Refer to the APRT(T) Oral Exam – Timetable (see appendix M) for the times the room will be required.

### 5.3.2 Oral Exam Invigilation

5.3.2.1 During the exam, both the Invigilator and Moderator are authorised to dismiss a candidate from an exam when there is a reasonable basis for concluding that the candidate has engaged in cheating (see section 1.8.3, Cheating).

5.3.2.2 The Invigilator will be proposed by the candidate and approved by CAMRT at least four weeks prior to the exam date. Additional information regarding invigilation, as well as oral exam room requirements and preparation, can be found in the following appendices:

- Appendix G APRT(T) Oral Exam – Invigilator Instructions,
- Appendix H APRT(T) Oral Exam – Invigilator Tasklist,
- Appendix I APRT(T) Oral Exam – Room Requirements, and
- Appendix M APRT(T) Oral Exam – Timetable (example).

### 5.3.3 Recording the Oral Exam

5.3.3.1 The candidate should be aware that the oral exam will be recorded. A reminder will be made to the candidate at the time of the oral exam. Recording of the exam is to ensure Examiners can accurately verify a candidate’s response during their scoring process and for transparency in the event a candidate requests an appeal.

## 5.4 Oral Exam Structure

### 5.4.1 Language of Exam

5.4.1.1 Currently the APRT(T) certification oral exam is only offered in English. Candidates whose first language is not English should ensure that they have reasonable fluency in English, written and oral.

5.4.1.2 Standard medical terminology is used in the exam. Candidates must anticipate that exam text will be presented in “Standard Medical Terminology”; which means language used to describe medical components, processes, conditions, and procedures. Its source may include medical textbooks, lexicons, dictionaries, and journals, and may be specific to a medical specialty.

### 5.4.2 Oral Exam Format

5.4.2.1 The competency-based oral exam is conducted on a virtual meeting platform (e.g., GoToMeeting) with the candidate and the Oral Exam Panel. A candidate will access the exam from a secure site and will be under the supervision of an Invigilator for the duration of the exam.

5.4.2.2 There is a standard structure to the format of the exam; however, the exams will be tailored to a specific area of specialization (see section 1.5, List of Specialties).

5.4.2.3 The oral exam will work through integrative, case-based scenario questions with additional questions that integrate the professional domain (see appendix M, APRT(T) Oral Exam – Timetable).

5.4.2.4 During the exam, candidates will access materials in hard copy and online, as required by the individual case and question. Note: Medical images and associated treatment plans may be used. Candidates must anticipate that although the images and plans are standard, they may have been created using radiation therapy software they are not familiar with. Should an image or plan be presented in a way that it is not familiar to them, it is the candidate’s responsibility to ask the necessary questions to the Moderator (e.g., understand the treatment plan line colours). However, no information regarding how to interpret the image or plan, beyond technical design, will be provided.

5.4.2.5 The cases will be selected to best match the candidate’s chosen specialty while still aligning with the APRT(T) Competency Profile. These will provide the opportunity for in-depth exploration along clinical lines. All competencies from the clinical and technical domains of the APRT(T) Competency Profile will be addressed through questions relating to the patient cases.

5.4.2.6 The professional competencies will be presented through a standardized set of questions designed to address aspects of the professional competency domain in the candidate’s role.

5.4.2.7 All competencies listed in the APRT(T) Competency Profile will be addressed at least twice within the exam.

### 5.4.3 Assessment of Competency-Based Oral Exam

5.4.3.1 Candidates will be assessed by an Oral Exam Panel that will include subject matter experts such as APRT(T)s, subject area expert radiation therapists, radiation oncologists and medical physicists.

5.4.3.2 The assessment of the standardized cases is based on successful demonstration of competence as delineated in the APRT(T) Competency Profile. The level of competence provided for each competency across all cases will be assessed directly through a rubric tailored to the evaluation of each standardized case and associated questions. A Likert Scale is used for the assessment, as follows:

Likert Scale used for scoring is on a 0-4 scale.

*The elements of a complete answer demonstrating competence should contain all the following types of responses:*

- *Accurate and appropriate for the case,*
- *Giving sound rationale based in evidence,*
- *Providing thorough yet concise responses covering the important and relevant points, including discussion of implications associated with proposed actions,*
- *Minimal to no prompts by the Assessors.*  
*(Probes may be required for any given oral exam question)*
- *A score of zero (0) may also be allocated for a given competency for any error that has been identified as a critical error (e.g., a dose/fractionation error that would cause significant harm). Critical errors are identified for each case within the Assessor’s rubric. These are not shared with the candidate beforehand.*

5.4.3.3 Following the oral exam, the Assessors will meet to discuss the scores they have allocated individually and will come to a consensus score used to calculate the final exam result.

5.4.3.4 Success on the oral exam is determined by the aggregate of scores on all areas of competency from the APRT(T) Competency Profile based on the following requirements:

Pass/Fail Threshold

- 1) Overall exam average of  $\geq 71.5\%$  AND
- 2) Scores allowed in the three core competency domains
  - a) Minimum of TWO domains with scores of  $\geq 71.5\%$
  - b) Maximum of ONE domain with score of  $\geq 65.0\%$

EXAMPLES	Pass	Pass	Fail	Fail	Fail
Domain 1	92.0	78.0	80.0	71.5	71.5
Domain 2	71.5	71.5	71.5	71.5	70.0
Domain 3	65.0	65.0	63.0	65.0	65.0
Overall Exam Avg	76.2	71.5	71.5	69.3	68.8

5.4.3.5 Failure to meet these requirements will result in a fail on the oral exam. Feedback will be provided to explain the grades given, and candidates may have the opportunity to resit the oral exam (see section 5.4.7, Resitting the Competency Based Oral Exam).

#### **5.4.4 Oral Exam Timelines**

5.4.4.1 The date for the oral exam will be determined by mutual agreement between the Examiners and CAMRT, and must fall within the candidate's two-year certification process timeline. Although the Coordinator will work to coordinate a date that is within a candidate prescribed availability, a candidate may only reject a proposed date if extreme circumstances arise.

5.4.4.2 The oral exam is held online over a five-hour period (see appendix M, ... Exam - Timetable). This timeframe includes time for:

- both candidate and Examiners' IT set-up and testing,
- introductions and instructions from Moderator,
- exam questioning, including time for the candidate to review necessary information for each case and/or question, and
- the Examiners' preliminary scoring debrief.

#### **5.4.5 Notification of Assessment**

5.4.5.1 The candidate will receive formal written notification of their results within approximately four weeks of their oral exam. This time allows for Examiners to review their results and make comments on candidates' responses, then to send in their scores and comments to CAMRT (via scan and e-mail, or confidential courier). Should there be significant discrepancies among the Examiners' scores additional discussion will take place to make final scoring determinations. Final determinations are then verified by the Chair, Manager and Director prior to preparing and sending out results to the candidate. It is possible that this process may take longer if further discussion is required with the Examiners. Should a time extension be required, the candidate will be notified.

- The Oral Exam Panel will complete the assessment within two weeks, where possible. Additional group meetings will be held, as necessary.
- The Coordinator will have one week to compile the information and complete the determination scoring template based on the Oral Exam Panel files.
- Additional time may be required should further review be necessary for a final determination.

5.4.5.2 If successful, the candidate will also receive formal confirmation of their certification as an APRT(T) from CAMRT in the form of an official certificate.

5.4.5.3 If unsuccessful, the candidate will be advised in writing as to the next steps in the certification process (if eligibility allows), as well as a summary of their performance from the Examiners. The intent of this report is to indicate where the performance did not meet the set standards; and will provide very general comments and not include details on specific questions. Candidates will not be permitted access to their exam materials.

#### **5.4.6 Decisions of the APRT(T) Oral Exam Panel**

5.4.6.1 The APRT(T) Oral Exam Panel is empowered by CAMRT and by the Committee to make final decisions on the exams of all candidates, following procedures approved by CAMRT and the Committee.

5.4.6.2 Should candidates need clarification, or have questions or comments regarding the Panel's decision, they are expected to contact CAMRT and not the Panel members. CAMRT will either respond directly to the candidate, or will direct the inquiry to the individual(s) best able to provide a response.

#### **5.4.7 Resitting the Competency-Based Oral Exam**

5.4.7.1 In the event a candidate does not pass the oral exam, they will be permitted to resit the exam provided:

- the maximum level of unsuccessful attempts for the whole certification process has not been exceeded, and
- they are within their allowed time to complete the certification process.

The guidance included in the notification of assessment will provide candidates some insights into areas of competence requiring improvement.

5.4.7.2 In the event that a candidate is unsuccessful in two or three of the exam domains (Clinical, Technical, Professional), the candidate will be required to resit a full exam covering all three domains.

In the event that a candidate is unsuccessful in only one domain, the candidate will be required to resit an exam for the one domain in which they were unsuccessful.

Note, exams covering a single domain may include lead-in content from another non-graded domain in support of the oral exam process and to ensure the candidate's expressed understanding of key elements in the domain being examined; however, candidate's responses to non-graded domains will not contribute to their final mark in the oral exam.

5.4.7.3 The first resit is free for the candidate. Any subsequent resit will incur a fee (see [APRT\(T\) Certification Process Payment Form](#)).

## Keys to Success – Preparing for the Oral Exam

- *Contacting your Advisor and discussing the oral exam process is imperative to ensuring a fulsome understanding of the final certification phase. This discussion is a mandatory step in your progression to certification.*
- *In addition to review of the APRT(T) Competency Profile, be prepared to be able to refer to publications to help support your answers with evidence (i.e., benchmark publications that support utilization of different RT fractionations, symptom management in palliative radiotherapy, etc.)*
- *Be prepared to describe how you would manage common clinical situations, for example:*
  - > *Informed consent*
  - > *Reporting incidents*
  - > *Patient or family member makes a formal complaint*
  - > *Patient decides they want to stop treatment*
  - > *Patient’s clinical condition changes while on treatment*
- *Carefully review the professional competencies and reflect on your experiences with each of them. Have some examples ready of the various concepts and principles described in that section (i.e., process improvement initiatives, leadership activities, etc.) including frameworks and/or models that guided you in those activities.*
- *Review the exam schedule and the description of the exam process and structure (see CAMRT webpage [APRT\(T\) Oral Exam](#))*
- *Practice answering questions with colleagues (see appendix N, APRT(T) Oral Exam – Candidate Preparation Exercise)*

## Keys to Success – The Oral Exam

### *Prior to the Start of the Oral Exam*

- Take a little time to get comfortable in your exam room.
- Let the Moderator know if your preference is to see or not see the Oral Exam Panel.
- It is normal to feel nervous. Remember that it is OK to ask for a moment to think about an answer to help yourself gather your thoughts. Take some deep breaths to help relax and stay composed.

### *At the Start of the Oral Exam*

- You will be given an envelope with questions/data to review approximately 30 minutes before the Oral Exam Panel come online – do not spend too much time reviewing any one question/data. It is recommended to take 5-10 minutes to review and make notes for the professional questions, and 10-20 minutes to review the primary patient case data.

### *During the Oral Exam*

- The questions are meant to give you opportunities to demonstrate your knowledge. Listen carefully to the prompts from the examiners, they are intended to steer you in the right direction. You can also ask to move on and come back to something at a later time.
- If you encounter data that does not make sense, don't doubt yourself. The exam is not designed to trick you – trust your instincts and ask for clarification and/or further information to resolve what is not making sense.
- Take your time. Ask for clarification of a question, or repeat the question back to the Examiner, to ensure you understand what is being asked.
- Structure your responses. Show the breadth of your knowledge by giving a balanced response that starts with a general statement (show that you see the bigger picture) and then become more focused on the specific scenario/case question.
- Make notes, particularly if you are answering a question that has several points that you want to make. It is common to start answering the question and then go off in another direction or forget the other points you wanted to make. So, as you hear the question, or just before you answer it, jot down your thoughts so you can refer to them and do not miss any important points.

# APPENDICES

## Appendix A: Terms of Reference – APRT-CVC

### Advanced Practice Radiation Therapy Certification Validation Committee (APRT-CVC) Terms of Reference

The Canadian Association of Medical Radiation Technologists (CAMRT) operates on the principle that content expertise for certification exams is provided by subject matter experts. Therefore, the APRT-CVC shall participate in the maintenance and perpetuation of integrity within the Advanced Practice Registered Technologist (Radiation Therapy) (“APRT(T)”) certification process.

The APRT(T) certification process is approved at various points in its maintenance and perpetuation process by content experts representing the provincial/territorial jurisdictions that implement the advanced practice role. To judge the acceptability of certification-based materials and processes, the members of the APRT-CVC must be completely familiar with the professional expectations for newly certified APRT(T)s.

The APRT-CVC may convene an addition group, as required:

- APRT(T) Oral Exam Writers working group (OEW; creates cases and questions for the oral exam)

## Mandate

### Certification Process:

1. Contribute to the implementation of certification process components, such as:
  - a. Identification of potential certification evaluators (i.e., candidate Advisors, portfolio and case submission Assessors, and Examiners).
  - b. Conduct certification evaluator training.
  - c. Participate in the assessment of certification candidates.
  - d. Contribute to general process coordination as needed.
2. Review and assist in the maintenance and integrity of certification documents, including but not limited to:
  - a. Certification process documents (internal and external)
  - b. Training material
  - c. Website information
  - d. Promotional material
3. Assess and monitor the validity of the certification process.
4. Maintain the highest standard of confidentiality with the certification process.
5. Promote, strategize, and advocate for the APRT(T) certification process.
6. Monitor and advise the CAMRT Staff on issues related to advanced practice certification in medical radiation technology and other healthcare professions.

#### Oral Exam Process:

1. To approve certification materials in the test development cycle (e.g., operational exam questions, experimental exam questions, and the final exam prior to administration).
2. To participate in the standard setting procedure used for establishing the standard (i.e., review statistical analysis, establish pass mark) for the exam.

### Membership

#### Composition:

- The APRT-CVC shall consist of 5-6 members, with the greatest representation from across provinces/territories within Canada as possible.
- The membership of the APRT-CVC will represent a range of years of experience within radiation therapy.
- The work activity of members will represent education professionals and practicing professionals associated with Advanced Practice.

#### Appointment

- Should a member be unable to attend a meeting, or be unable to participate in the entire meeting, the Director or Manager of Professional Practice and Research may designate a substitute representative.

#### Criteria for Membership

1. APRT-CVC members are expected to:
  - a. be a CAMRT member,
  - b. be familiar with the level of competency expected for APRT(T) certification,
  - c. be knowledgeable in the practice of the APRT(T) competencies,
  - d. follow national association and provincial regulatory body codes of ethics,
  - e. be familiar with legislation, regulations/bylaws regulating radiation therapists,
  - f. be familiar with the accepted scope of practice for advanced practice radiation therapists and understand this continues to evolve, and
  - g. be able to work well in a collaborative environment.
2. Members of the APRT-CVC must sign a confidentiality agreement with CAMRT.
3. It is desirable for the members of the APRT-CVC to be knowledgeable in exam development techniques, gained through academic preparation, hands-on experience, or both.
4. Previous experience with item writing is an asset.



## Terms of Office

The term of office shall be three (3) years; appointments may be renewed as appointed by the Director and/or Chair. It is recommended that no more than one-third of the members be changed in any year.

## Replacement

When replacing APRT-CVC members, the following is the order of priority for the selection criteria:

1. Profession (as in Composition section)
2. Content knowledge (as in Criteria for Membership section)
3. Jurisdiction

If the APRT-CVC is unbalanced for the criteria (1 or 2), then the call for new members should be specific to re-balancing these criteria (e.g., if there is an excess of educators, then the call for new members should specifically preclude educators).

## APRT-CVC Chair

- The Chair shall be appointed by the APRT-CVC in collaboration with the Director of Professional Practice and Research and the prior Chair, to serve until the end of their term.

## Staff Liaisons

- Main Contact: Manager, Professional Practice and Research
- Executive Contact: Director, Professional Practice and Research

## Meetings

- At least one videoconference will be conducted annually per calendar year. Where the need presents and funds allow, an in-person meeting may be held by CAMRT.
- Additional meetings and/or teleconferences are arranged as needed.
- New APRT-CVC members are provided with an orientation session.

## Terms of Reference

- The Terms of Reference will be reviewed biennially.

Approval by: Director, Professional Practice and Research

Approved: January 2021

## Appendix B: Terms of Reference – APRT(T) Certification Advisor

Volunteer Position	Number of People Required	Term
APRT(T) Certification Advisor	One per APRT(T) candidate	Duration of a candidate’s certification process (approximately 1½ - 2 years)
<b>Main Responsibilities</b>		
<p>The Advisor supports CAMRT and APRT-CVC objectives. The volunteer is to support a designated APRT(T) candidate in their pursuit of certification by fostering the sharing of expertise, insights, and learnings from experienced advanced practice professionals in the field.</p> <p>Within the scope of the role, the Advisor shall:</p> <ul style="list-style-type: none"> <li>– take interest in contacting their candidate and staying in touch with the individual, <ul style="list-style-type: none"> <li>○ it is the candidate’s responsibility to initiate contact with the Advisor at the start of each certification phase (initial and secondary attempts)</li> </ul> </li> <li>– devote time to the relationship and be responsive to all requests in a timely fashion, <ul style="list-style-type: none"> <li>○ the Coordinator can be reached as a resource when required</li> </ul> </li> <li>– act as a sounding board and provide feedback to the candidate, <ul style="list-style-type: none"> <li>○ assist the candidate in setting realistic goals/objectives,</li> <li>○ assist the candidate with their various questions, needs or concerns, and provide guidance based on their needs,</li> <li>○ support the acquisition of oral exam defence skills for the candidate,</li> <li>○ the Advisor will not do the candidate’s certification work, and</li> <li>○ the Advisor will not provide the candidate with drafted or completed APRT(T) certification templates or oral exam questions</li> </ul> </li> <li>– have a comprehensive understanding of resources available for the candidate and provide these as needed,</li> <li>– introduce the candidate to APRT(T)s and other professionals through networking opportunities,</li> <li>– share their knowledge and experience to benefit the candidate, within the scope of the APRT(T) Certification Policies and Procedures Handbook,</li> <li>– maintain confidentiality and uphold the integrity of the certification process, and</li> <li>– act in accordance with supplementary role descriptions documents.</li> </ul>		
<b>Reports to:</b>	<b>CAMRT Contact:</b>	
APRT-CVC Chair (or delegate) (Provides day-to-day support to Advisor for mentorship process)	Coordinator, Professional Practice and Research (Provides administrative support to Advisor for mentorship position)	

## Appendix C: APRT(T) Certification Advisor – Mentorship Mandate

To support each APRT(T) candidate as they progress through the certification process, it is essential that a mentorship system is in place to secure consistency in performing volunteer roles. Mentorship policy and procedure documents serves as a mechanism to ensure that key volunteer positions are held for predetermined periods and can be smoothly transitioned to new volunteers upon vacancies in those key roles (with the same candidate or between candidates).

The APRT-CVC shall designate an Advisor to each candidate at the time of their Declaration of Interest approval.

### ROLES and RESPONSIBILITIES

#### Advisor

In addition to the Main Responsibility section in the Terms of Reference for this volunteer role, the Advisor shall:

- be committed to the mentoring relationship at all phases of the certification process,
  - this includes, but is not limited to, supporting the candidate in practicing the necessary oral exam skills required for the oral exam,
- attend Advisor training meetings with the Chair (or delegate) as required,
- establish and participate in all meetings, document discussions, and keep meeting commitments with the candidate,
- answer the candidate’s questions to the best of your abilities and follow-up with the Chair (or delegate) and Coordinator as needed,
- periodically communicate with the Coordinator as to the status of the mentoring process or if you/they are facing any issues,
  - the Coordinator will communicate any concerns to the Manager
- inform the Manager and/or Coordinator, and Chair (or delegate) immediately if you want to leave the mentor relationship for any reason,
- appreciate that your candidate may ask questions you do not have the answers to,
  - you may refer or follow-up on the behalf of the candidate with the Coordinator, and
- understand that the mentoring process and Advisor role is not designed or intended to conduct the work for the candidate.

The eligibility criteria for becoming an Advisor, includes satisfaction of all the following criteria:

- reside or work in Canada, preferably in the same provinces or territory as the candidate,
- have extensive experience and knowledge regarding all phases of APRT(T) certification and the APRT(T) Competency Profile,
- have a sincere interest to participate in the mentoring program for the entire term,
- not hold any conflicts of interest with the candidate or their organization, and identify any conflicts of interest immediately to CAMRT if they arise,
- be in good professional standing with their regulatory body (where applicable), and
- be a member of CAMRT (preferred).



The Advisor is not required to have the same advanced practice speciality as the candidate they are mentoring, however, preference will be provided to such potential Advisors when possible and where certification assessment and oral exam panel volunteers are available.

### **APRT(T) Candidate**

The role of the candidate is to assume responsibility for ongoing and mandatory contact with their Advisor throughout the entire certification process (initiate and follow-up communication). In addition, the candidate shall:

- Contact the Advisor prior to beginning each of the certification phases (mandatory)
  - The Advisor will inform CAMRT when these conversations have occurred,
- be aware that your Advisor will be advised of the results (pass/fail) of each phase of your process,
- remain aware that the Advisor role is a volunteer and will have competing priorities at any given time that may affect their response time/availability, thus, the candidate should be proactive regarding plans, activities, and expectations,
- be committed to and respectful of the advising relationship,
- schedule meeting dates, document meeting discussions, and keep meeting commitments with their Advisor,
- prepare a list of questions before each Advisor meeting and follow-up on Advisor suggestions and agreed upon next steps,
  - this includes, but is not limited to, practicing oral exam skills with the Advisor prior to the oral exam,
- periodically communicate with the Coordinator to let this individual know how you are benefiting or where improvements can be made in the advising process,
  - the Coordinator will communicate any concerns to the Manager (confidentiality may be maintained from the Advisor),
- inform the Advisor and/or Coordinator immediately if you want to leave the advising relationship or would like a new Advisor,
  - a reason does not need to be provided but is welcomed and can be confidential,
  - a maximum of two Advisors, subsequently, can be designated to a candidate during their entire certification process,
- appreciate that your Advisor will not have all the answers all the time,
  - the Advisor may refer you to, or follow-up with, the Coordinator on your behalf, and
- understand that the advising program and Advisor role is not designed or intended to conduct the work for the candidate.

### **APRT-CVC Chair**

The Chair (or delegate) shall support the Advisor by:

- addressing any questions, the Advisor may have regarding the APRT(T) certification process that supports the candidate's understanding,
- coordinating/communicating with the Coordinator, Manager and Director as needed to support the mentorship programs within the APRT(T) certification process.

### **CAMRT Coordinator**

The Coordinator will support the administrative process of the APRT(T) certification process and mentorship program for the Advisor. This individual shall support the Advisor by:



- receiving and responding to administrative queries from the Advisor and Chair about mentorship program, including escalating any queries to the Manager and Director as needed,
- reporting on any certification topics of interest to the Advisor,
- maintaining the database of Advisors and candidates,
- liaising with the APRT-CVC to recruit and link Advisors with candidates, and
- advising candidates on the program's process.

## Appendix D: APRT(T) Certification Advisor – Conduct and Confidentiality Agreement

Advisors are required to sign a conduct and confidentiality statement prior to starting their advising relationship with their assigned APRT(T) certification candidate.

The purpose of this agreement is to ensure that individuals who have access to the APRT(T) certification material maintain the security and integrity of the entire process.

By signing this agreement, I acknowledge that:

- I agree to conduct myself in a professional and ethical manner in accordance with the standards and ideals set by CAMRT's Member Code of Ethics and Professional Conduct throughout my Advisor relationship with my assigned APRT(T) certification candidate.
- I agree that I will not share the candidate's certification material (correspondence, feedback, results) and/or CAMRT templates (portfolios, case submissions, etc.) to those outside the certification process.
- I agree to meet with the candidate before they begin each of the certification phases to discuss the requirements of the phase and to practice oral exam skills (not limited to Phase III).
- I acknowledge that the certification process is an individualized professional activity and that I will not provide material or examples to the candidate for their use in completing their requirements for any of the three phases of the APRT(T) certification process.

**Please read, sign, date and return a scanned copy to: [aprt@camrt.ca](mailto:aprt@camrt.ca)**

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Print Full Name

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Signature

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Date

## Appendix E: Terms of Reference – APRT(T) Oral Exam Invigilator

Volunteer Position	Number of People Required	Term
Invigilator	One per APRT(T) candidate exam	Candidate’s APRT(T) certification process, Phase III – Oral Exam
<b>Main Responsibilities</b>		
<p>The Invigilator supports CAMRT and the APRT-CVC objectives for the purpose of APRT(T) certification process oral exam implementation. The Invigilator is the primary contact for a candidate in the exam room and is responsible for administering all aspects of the online oral exam locally. This individual is required to adhere to the instructions for each exam as presented by CAMRT and ensure that the candidate understands and complies with those instructions.</p> <p>The Invigilator will have limited autonomy and exercise judgment within a restricted scope of activity. Any aspect of the exam invigilation process that falls outside the limited scope must be brought to the Moderator during the exam. The Moderator will inform the Coordinator.</p> <p>The Invigilator shall:</p> <ul style="list-style-type: none"> <li>– be charged with upholding CAMRT’s <a href="#">Member Code of Ethics and Professional Conduct</a> as it would relate to a candidate (e.g., truthfulness, professional behaviour, etc.),</li> <li>– ensure that all exam-related documents and local processes are completed, and</li> <li>– ensure the security and confidentiality of the exam documents and process.</li> </ul> <p>The Invigilator must be someone in a managerial or supervisory role, have the authority to supervise and trouble shoot problems should the candidate require local support, and be able to assume all the role’s responsibilities. Invigilators may include, but are not limited to, individuals such as a supervisor/manager, professional development educator, or team leader. The Invigilator must not be an APRT-CVC member, involved in any other component of the APRT(T) certification process for the candidate, a friend or tutor of the candidate, or have a personal interest in the outcome of the oral exam assessment, any of which may represent a conflict of interest.</p> <p>Invigilators must announce in writing to declare any potential conflict of interest and sign a confidentiality form for CAMRT prior to gaining approval to invigilate an exam.</p>		
<b>Reports To:</b>	<b>CAMRT Contact:</b>	
Oral Exam Moderator: Provides support to Invigilator on the day of the exam	Coordinator, Professional Practice and Research: Provides administrative support to Invigilator before, during and after the exam as required	



## Appendix F: APRT(T) Oral Exam – Invigilator Confidentiality Agreement

The purpose of this agreement is to ensure that individuals who have access to CAMRT’s APRT(T) certification oral exam content maintain the security of the documents and the integrity of the exam process at all times.

It also supports the principles of ethical behaviour and fairness.

By signing this agreement, I acknowledge that I do not have a conflict of interest as described in the Invigilator Terms of Reference, and that I will:

- Ensure the security and integrity of the exam at all times,
- Respect and hold in confidence the events and process of the candidate’s oral exam,
- Maintain the confidentiality of the oral exam format, the nature of the cases used, and individual questions asked, and
- Return any printed exam material within one workday period after the completion of the exam.

**Please read, sign, date and return a scanned copy to: [aprt@camrt.ca](mailto:aprt@camrt.ca)**

---

Print Full Name

---

Signature

---

Date



## Appendix G: APRT(T) Oral Exam – Invigilator Instructions & Report

Dear Invigilator,

Thank you for agreeing to invigilate the upcoming sitting of CAMRT's APRT(T) certification oral exam. Your willingness to assist us with the exam process is greatly appreciated. We ask that you read through this document carefully and contact CAMRT ([apart@camrt.ca](mailto:apart@camrt.ca)) if you have any questions or concerns.

If you have not done so already, please complete the Invigilator Confidentiality Agreement (send to [aprt@camrt.ca](mailto:aprt@camrt.ca)) and review the Terms of Reference – APRT(T) Oral Exam – Invigilator, along with the APRT(T) Oral Exam's Invigilator Instructions, Tasklist, Room Requirements and Timetable.

### **Instructions:**

The Invigilator is responsible for maintaining the security of the exam room with the candidate at all times. The APRT(T) oral exam has been scheduled to allow some time flexibility for any technology, or unforeseen issues.

### **Prior to the exam:**

- Invigilators will be provided with labelled sealed envelopes that they will provide to the candidate when asked to do so by the Moderator.
- There should be a desk where the candidate is able to take notes based on the envelopes to be provided before and during the exam, and for the online exam information.
- It is advised that the Invigilator arrive 60 minutes prior to the exam start time to review the technology and connect with the Moderator and CAMRT Staff. The candidate is expected to arrive 30 minutes prior to their exam start time.
- The Invigilator must be present at all times during the exam with the exceptions below:
  - The Invigilator may need to step out of the room to call for technology support and may receive and send messages when required for exam purposes.
- All in-room distractions should be kept to a minimum, including conversation between the Invigilator and candidate.
- The Invigilator must NOT peruse the exam material or candidate's comments.
- The Invigilator shall not interpret questions for the candidate.
- The Invigilator will be allowed a cell phone (on silent) and will provide technology support and be provided technology support when required.
- The Invigilators will be supported by the Moderator and CAMRT Staff.

- Requirements of the candidate:
  - The candidate should bring blank note paper and a pen or pencil to take notes based on their review of handout information and on case details presented throughout the exam, etc.
  - 'Non-programmable' calculators may be brought, if desired.
  - Books, notes, pencil cases, texts, cell phones, pagers or any other electronic device, must not be brought into the exam area and should be turned off and given to the Invigilator prior to the start of the exam. Personal handbags can be placed somewhere secure which is determined by the Invigilator.

*Note: No materials relating to the exam shall be brought into the exam room. In case of an incident of cheating, the exam will be terminated.*

#### **During exam:**

- If the exam candidate requires a washroom break:
  - Accompany the candidate to the washroom, and
  - Wait outside and escort the candidate back to the exam room.
- Ensure the messaging system (chat box) is closed on the videoconferencing screen.
- Cheating / Collusion Incident:

The Invigilator will be expected to formally report to the Moderator all instances of cheating, dishonesty, or unprofessional behaviour during the oral exam. The exam will be suspended until the issue can be investigated and resolved.

Each exam will incorporate 2 major components:

**Block 1:** One major block is a series of cases that relate to the candidate's area of specialty, structured to allow exploration of each required competency. This will include a primary case (~60 minutes) and secondary shorter cases (~40 minutes).

**Block 2:** The other major block will be framed as professional competencies, where individualized and structured questions will explore and encourage elaboration on professional elements of the candidate's advanced practice competency (~45 minutes).

#### **Logistics:**

The APRT(T) oral exam will be conducted online, with all participants (Examiners, Moderator, Candidate, and CAMRT representatives) connected remotely over a videoconferencing platform. A single local Invigilator will be present with the candidate at all times while the exam is taking place.



The candidate:

- Will have available desk space to take notes on material given by the Invigilator prior to and during the exam, as well as for electronic resources provided during the exam, in order to respond to exam questions.
- Will be able to see the Examiners and Moderator on their screen share, and all participants will see a common screen with the exam content displayed.
- May be asked, if required, to take control of the screen to navigate a clinical dataset or to point out a structure, for example.

If you have any questions or concerns about these instructions, please contact CAMRT.

Professional Practice and Research Department, CAMRT

Telephone: 613-234-0012, or

Toll-free: 1-800-463-9729 (in Canada)

E-mail: [aprt@camrt.ca](mailto:aprt@camrt.ca)

Website: <https://www.camrt.ca/mrt-profession/advanced-practice/aprtt-certification/>

APRT(T) Oral Exam – INVIGILATOR’S REPORT

Exam Date / Completion of Report:

Exam Centre:

Candidate Name:

Exam Area of Specialization:

1. Were there unusual incidents before, during or after the exam? If yes, please describe.

2. Please describe the oral exam experience (i.e., technology planning and execution, observations of usability of technology by candidate, any distractions).

3. Other comments:

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
(Invigilator’s signature)

Please complete and submit to: [aprt@camrt.ca](mailto:aprt@camrt.ca)  
(Attach additional pages if required.)

## Appendix H: APRT(T) Oral Exam – Invigilator Task Checklist

Task List – BEFORE the Exam		Completed?
1.	<p>The candidate will arrange a meeting for you, a CAMRT representative, and the Moderator in the oral exam room. At this meeting, the following agenda will be used:</p> <ul style="list-style-type: none"> <li>– Introductions</li> <li>– Test the computer and platform</li> <li>– Confirm the room meets exam requirements (see appendix I, APRT(T) Oral Exam – Room Requirements)</li> <li>– Troubleshoot, as needed</li> <li>– Discuss the process flow of the oral exam day</li> <li>– Confirm the roles and responsibilities of the Invigilator</li> <li>– Ask any questions you may have</li> <li>– Discuss any other topics that may arise</li> </ul>	<input type="checkbox"/>
2.	<p>With the Coordinator, arrange for the mailing of the oral exam documents to a secure location.</p> <ul style="list-style-type: none"> <li>– The envelope will be clearly marked as coming from CAMRT.</li> <li>– Within this you will find:                             <ul style="list-style-type: none"> <li>– Invigilator Instructions, which will include the Invigilator’s Report that you will be expected to complete post exam</li> <li>– Closed and sealed numbered envelopes marked for the candidate. <b><u>DO NOT OPEN</u></b> these. The Invigilator must give the unopened envelopes to the candidate when the Moderator indicates (Envelope #1 approximately 30 minutes prior to the start of the exam).</li> <li>– A return pre-paid envelope for you to return ALL exam material</li> </ul> </li> <li>– If you do not have the envelope five (5) business days prior to the exam, contact the Coordinator immediately.</li> </ul>	<input type="checkbox"/>
3.	<p>Thoroughly review the Invigilator’s Instructions and contact the Coordinator (or Manager) if any aspect of it requires clarification.</p> <p>Review the oral exam section of the APRT(T) Certification Policies and Procedures Handbook to understand the candidate’s perspective of the oral exam day. [<a href="https://www.camrt.ca/mrt-profession/advanced-practice/aprtt-certification/handbooks-and-guides/">https://www.camrt.ca/mrt-profession/advanced-practice/aprtt-certification/handbooks-and-guides/</a>]</p>	<input type="checkbox"/>



TASKLIST – Oral Exam Day, Prior to Exam

Task		Completed?
1.	<p>Arrive to the room one hour prior to the exam starting.</p> <ul style="list-style-type: none"> <li>– Bring the sealed exam envelopes for the candidate.</li> <li>– Post the “Do not disturb” sign. You may require tape. Leave door open for the candidate to enter freely. The candidate may arrive early to identify the room.               <ul style="list-style-type: none"> <li>○ You may greet the candidate and answer any immediate questions if required. However, the candidate should not stay in the room with you for the entire 30 minutes. They should wait outside the room.</li> </ul> </li> </ul> <p>Place your personal items in a secure location.</p>	<input type="checkbox"/>
2.	<p>Confirm the room continues to meet the APRT(T) Oral Exam Room Requirements.</p> <ul style="list-style-type: none"> <li>– Troubleshoot as required.</li> </ul> <p>Contact the Coordinator or Manager if you have any issues.</p>	<input type="checkbox"/>
3.	<p>Use the computer to connect to the videoconferencing software.</p> <ul style="list-style-type: none"> <li>– The Moderator will join ~35 minutes prior to the exam. Keep the screen off until this time.</li> </ul>	<input type="checkbox"/>
4.	<p>The candidate will arrive 30 minutes prior to the exam.</p> <ul style="list-style-type: none"> <li>– Confirm the identity of the candidate using a government-issued ID.               <ul style="list-style-type: none"> <li>○ Contact the Moderator if the candidate does not arrive or is late. Additional time will not be provided to the candidate.</li> </ul> </li> <li>– Ensure the candidate is aware they are under exam conditions while in the room (before, during, and after exam).</li> <li>– Provide a secure location for their belongings.</li> <li>– Ensure all electronic devices have been turned off, except the oral exam computer.</li> <li>– Allowable items on the candidate’s desk: blank paper, pens/pencils, non-programable calculator, water bottle and snack.</li> <li>– Provide the candidate with any general information required and note any questions they need to ask the Moderator directly.</li> <li>– Introduce the candidate to the Moderator on the computer.</li> <li>– The Invigilator must provide the unopened envelopes to the candidate when the Moderator indicates.               <ul style="list-style-type: none"> <li>○ The candidate must open the envelope in front of the Moderator</li> </ul> </li> </ul>	<input type="checkbox"/>

### TASKLIST – Oral Exam Day, During the Exam

Task		Completed?
1.	Invigilators are to supervise candidates, including their physical and psychological wellbeing.	<input type="checkbox"/>
2.	The Invigilator must not undertake any activity during the exam that might serve as a distraction to the candidate (e.g., moving around the room, turning newspaper or book pages noisily or unzipping bags).	<input type="checkbox"/>
3.	Support the candidate in any troubleshooting as per the Moderator’s request or as locally required (e.g., internet crashes, restart computer).	<input type="checkbox"/>
4.	The Invigilator must formally report all instances of cheating, dishonesty, or unprofessional behaviour during the oral exam to the Moderator immediately.	<input type="checkbox"/>

### TASKLIST – After the Exam

Task		Completed?
1.	Confirm for the candidate the exam has finished by closing the videoconference platform and turning off the computer. Invigilators must not engage the Moderator or Examiners in conversation as soon as the exam finishes, i.e., the Examiners need time to finalize their assessments.	<input type="checkbox"/>
2.	The Invigilator must not make comments on the candidate’s performance to the individual or to others, as all personal data concerning candidates is confidential and the Invigilator is not in an assessment role.	<input type="checkbox"/>
3.	Collect any exam material and notes the candidate has made during the exam. – You may need to request the candidate to provide you pages of their personal notebook to achieve this.	<input type="checkbox"/>
4.	Ensure exam conditions are maintained until the candidate has left the room.	<input type="checkbox"/>
5.	Ensure the room is prepared to the way it was originally found.	<input type="checkbox"/>
6.	Using the envelope provided, mail the exam documents and candidate material to the Coordinator, including the completed and signed Invigilator’s Report.	<input type="checkbox"/>
7.	Maintain the confidentiality of the exam	<input type="checkbox"/>

## Appendix I: APRT(T) Oral Exam – Room Requirements

The objective of the oral exam is to evaluate candidates on their advanced practice competence in solving their patients’ radiation therapy-related problems at a level commensurate with the clinical, technical, and professional standards set by CAMRT. To ensure an appropriate space is identified to complete this locally, it is the candidate’s responsibility to identify and book an oral exam room for their final phase of APRT(T) certification; however, if the Invigilator is willing and able, they may assist the candidate in this task.

The following is a list of requirements the oral exam room must adhere to and some key functions that are required. Should you need support in finding a room or are unable to meet the room requirements, contact [aprt@camrt.ca](mailto:aprt@camrt.ca) for further guidance.

### CHECKLIST – Oral Exam Room Requirements

Room Requirements	Information	Confirmed?
1. Space	– Local room in your organization	<input type="checkbox"/>
	– Space should be free from books, resource material, and other distracting items	<input type="checkbox"/>
	– Comfortable desk and chair for the candidate	<input type="checkbox"/>
	– Access to computer, speakers and video camera	<input type="checkbox"/>
	– Place for Invigilator to sit comfortably within the room, preferably out of video camera range	<input type="checkbox"/>
	– Location for your personal items to be stored	<input type="checkbox"/>
	– Quiet location with minimal external noise when door is closed	<input type="checkbox"/>
	– Ability to bring limited water and snacks into the room	<input type="checkbox"/>
	– Ability to place a sign on door that states “Exam in Progress – Do not disturb.”	<input type="checkbox"/>
2. Technology	– Up-to-date computer and operating system	<input type="checkbox"/>
	– Web camera	<input type="checkbox"/>
	– Microphone	<input type="checkbox"/>
	– Speakers	<input type="checkbox"/>
	– Ability to run a virtual meeting platform (e.g., <i>GoToMeetings</i> )	<input type="checkbox"/>
3. Internet	– High speed reliable internet	<input type="checkbox"/>

### TASKS – Exam Room Booking

TASKS	Information	Completed?
1. Identify room location	<ul style="list-style-type: none"> <li>– Address:</li> <li>– Building:</li> <li>– Room #:</li> </ul>	<input type="checkbox"/>
2. Identify washroom close to room	<ul style="list-style-type: none"> <li>– Info:</li> </ul>	<input type="checkbox"/>
3. Room Booking #1	<ul style="list-style-type: none"> <li>– Optional: Arrange room booking to check and ensure room meets all requirements (~30 minutes).</li> </ul>	<input type="checkbox"/>
4. Room booking #2	<ul style="list-style-type: none"> <li>– Mandatory: Arrange room booking for testing the IT set-up with Invigilator and CAMRT (1 hour).</li> <li>– You will have to coordinate with CAMRT and the Invigilator to determine the date and time.</li> <li>– Date / Time:</li> </ul>	<input type="checkbox"/>
5. Room booking #3	<ul style="list-style-type: none"> <li>– Mandatory: Arrange room booking for the oral exam (5 hours)</li> <li>– Note: Candidate only needs to be present for a portion of this time; the Invigilator must have access to the room prior to the candidate.</li> <li>– Date/Time: As pre-scheduled with candidate</li> </ul>	<input type="checkbox"/>
6. Submit the room location information to CAMRT and Invigilator	<ul style="list-style-type: none"> <li>– All bookings should be completed a minimum of 2 weeks prior to the exam date.</li> <li>– Email <a href="mailto:aprt@camrt.ca">aprt@camrt.ca</a> and the Invigilator, confirming room information and all bookings.</li> </ul>	<input type="checkbox"/>

## Appendix J: APRT(T) Description of Practice – Disease Site Specialist

Cancer represents a vast range of neoplastic diseases and within each disease site there are numerous pathologies with varying presentations, natural routes of progression, pathologies, underlying etiologies, and prognoses. What is common across most of the individual cancer types, is the complexity of treatment options available to patients. Treating cancer patients requires a well-orchestrated combination of treatment approaches including high dose, precision radiation therapy. Whether radical or palliative, data show that the quality of radiation therapy has a significant impact on the outcomes of cancer patients and thus, it is imperative the oncology team functions to certain standards when it comes to all aspects of radiation therapy treatment planning, treatment delivery and patient care.

The disease site specific Advanced Practice Registered Technologist (Radiation Therapy) (“APRT(T)”) will have an in-depth knowledge of the common cancers seen in their specific disease site as well as the multidisciplinary treatment approach for each. The APRT(T) must have a broad understanding of presentation and natural course of the diseases commonly included in their site specialization and the various modalities available for their management. This includes the advantages and disadvantages of each with deep, tacit knowledge of the role of radiation as one management option.

The disease site specific APRT(T) should be familiar with the role and interpretation of common diagnostic tools such as imaging, laboratory, physical examination, etc., and be able to integrate results for clinical decision-making and management along with the many other factors that influence treatment decision-making. Clinical and technical knowledge and skills extend from diagnosis through decisions about optimum treatment modalities/sequences, radiation treatment planning, treatment delivery, and follow-up.

Literacy in the interpretation of treatment plans and treatment localization images is expected especially in the context of day-to-day clinical decision-making including continuing or holding treatment, and adaptation of setup and/or treatment plan. The APRT(T) should be familiar with the assessment of patients during and after treatment including identification of disease progression and/or onset of treatment side effects.

Pharmaceutical knowledge should encompass pain management, nutrition, and other symptoms experienced by the patient during radiation treatment, including the impact of other comorbid conditions on the patient’s treatment and care.

Finally, the disease site specific APRT(T) should demonstrate familiarity with the current issues related to the treatment of cancers within their disease site specialization ranging from novel treatments and advanced technologies/techniques to the psychosocial treatment of patients receiving radiation therapy including the focus of current research in these areas.

## Appendix K: APRT(T) Description of Practice – Palliative Specialist

Palliative care is a holistic approach to active and supportive care for patients and their families facing a life-threatening illness. The aim is to prevent and ease suffering, while promoting an excellent quality of life right up until the end of life. Radiation therapy is an important tool in treating the palliative patient. The palliative Advanced Practice Registered Technologist (Radiation Therapy) (“APRT(T)”) is a key member of the interprofessional health care team that cares for patients who come to the radiation therapy department to receive radiation as part of their palliative care.

The palliative specialization encompasses all reasonable palliative indications for radiation therapy, including (but not limited to) pain management, brain metastasis, oncologic emergencies (bleeding, cord compression, SVCO, etc.) and local disease control. The palliative APRT(T) must have a broad understanding of presentation and natural course of metastatic disease, and the various modalities available for its management, including the advantages and disadvantages of each, with deep, tacit knowledge of the role of radiation as one such tool.

Clinical and technical knowledge (including standard external beam RT and stereotactic ablative RT) and skills extend from diagnosis through treatment modality choices, radiation treatment planning, treatment delivery and follow-up. Characteristics of primary diagnoses should be appreciated as they inform decisions in the palliative setting for such commonly metastatic sites as breast, prostate, lung, liver and kidney.

A palliative APRT(T) should be familiar with the role and interpretation of common diagnostic tools such as imaging, laboratory, physical examination, etc., and be able to integrate results for clinical decision-making and management along with the many other factors that influence treatment decision-making.

Literacy in the interpretation of treatment plans and treatment localization images is expected especially in the context of day-to-day clinical decision-making including continuing or holding treatment, and adaptation of setup and/or treatment plan. The APRT(T) should be familiar with the assessment of patients during and after treatment including identification of disease progression and/or onset of treatment side effects.

Pharmaceutical knowledge should encompass pain management and the management of other common palliative symptoms and radiation side effects.

The palliative APRT(T) should demonstrate familiarity with the current issues related to the treatment of palliative patients – including both medical and psychosocial care within the radiation therapy environment. The APRT(T) should also be familiar with current research being conducted related to the use of radiation therapy in the palliative domain.



## Appendix L: APRT(T) Candidate Conduct and Confidentiality Agreement

Candidates are required to sign and submit a conduct and confidentiality statement along with their initial Registration/Portfolio submission fee payment.

The purpose of this agreement is to ensure that individuals who have access to the APRT(T) certification process material and oral exam content maintain the security and integrity of the entire process. It also supports the principles of professional and ethical behaviour expected of an APRT(T) practitioner.

By signing this agreement, I acknowledge that:

- I agree to conduct myself in a professional and ethical manner as outlined in the APRT(T) Certification Policies and Procedures Handbook throughout my certification process (including, but not limited to, section 1.10, Candidate Conduct).
- I agree that I will not share CAMRT templates (portfolios, case submissions, oral exam materials) to those outside the process, with the exception of those individuals advising or assessing aspects within my certification process (section 1.8, Security).
- I acknowledge that the certification process is an individualized professional activity and that I will draw solely on my own educational and professional experiences in completing the requirements for the three phases of the APRT(T) certification process.
- I agree to meet with my Advisor before beginning each of the certification phases to discuss the requirements of the respective phase.
- I agree to review both the website and handbook, and to practice oral exam skills prior to the exam (not limited to Phase III).

***Please read, sign, date and return a scanned copy to: [aprt@camrt.ca](mailto:aprt@camrt.ca)***

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PRINT Full Name

---

Signature

---

Date

Appendix M: APRT(T) Oral Exam – Timetable (example)

Time (AM)	Duration	Element		Participants
11:00–11:30	0:30	Set-up	Invigilator Login	Invigilator & Moderator
11:30–12:00	0:30	Review	Candidate to review initial documentation	Candidate & Moderator
Time (PM)	Duration	Element		Participants
12:00–12:15	0:15	Set-Up	Examiner Login	All
12:15–12:35	0:20	Oral Exam	Professional – Part I	All
12:35–01:40	1:05		Case 1 (primary case)	All
01:40–02:00	0:20		BREAK	Candidate Examiners
01:40–02:10	0:30			
02:00–02:10	0:10		Candidate to review documentation	Candidate
02:10–02:55	0:45		Case 2-4 (secondary cases)	All
02:55–03:20	0:25		Professional – Part II	All
03:20–04:20	1:00		Debrief	Assessment / Scoring

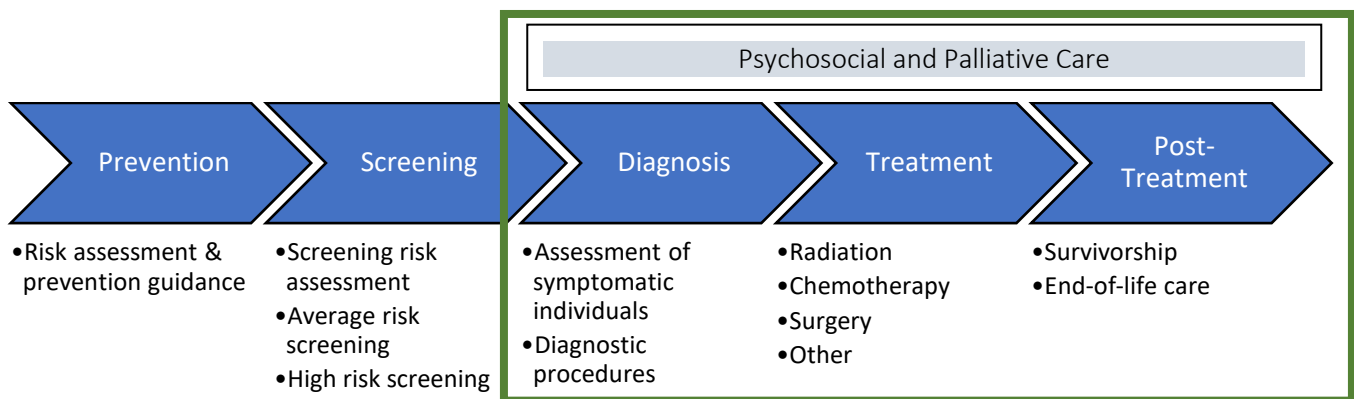
## Appendix N: APRT(T) Oral Exam – Candidate Preparation Exercise

The objective of the APRT(T) oral exam is to evaluate candidates on their advanced practice competence in solving their patients’ radiation therapy-related problems at a level commensurate with the clinical, technical and professional standards set by CAMRT.

To prepare, there are key steps that can be taken to ensure full preparation for the high stakes online testing experience. The supplementary Preparation Exercise can help support you in this process. Conduct the exercise below and work with your Advisor or an APRT(T) to understand the level of details the oral exam requires and practice those skills in real-time.

### Instructions:

1. Search the internet and peer-reviewed literature for patient cases within your specialty. You can also use the patient cases you submitted during the certification process. For a more challenging case, identify a [case study](#) from this website.
2. Identify a corresponding [Cancer Care Ontario Care Pathway Map](#) (or similar pathway map from your respective province).



3. Using the patient case and pathway, create a summary of the patient’s care received at each step of the pathway if this occurred at your facility. Be detailed and comprehensive, describing your decision-making during the Diagnosis, Treatment and Post-Treatment phases of care. Answer the information under each of these categories to the best of your abilities.

What is your role? What is the role of other professionals involved?	What factors are affecting the patient?	What action should be taken? Describe your decision-making process and rationale, including benefit and risk considerations.	What is the expected outcome of the action? What are the next steps?	What competency(ies) did my role showcase?
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4. Reflect on the information you have created:

- Where did you excel in this process?
- Ensure your responses meet the expectations of the Indicators of Performance for the APRT(T) competencies found in the APRT(T) Competency Profile.
- Were there specific columns or competencies you found harder to complete?
- What was/will be your strategy when you do not know an answer during the exam?
  - Write down some key phrases you can use and practice saying them.

5. Ask a member of your local team to conduct this exercise with you. Ideally, the supervisor or endorser from your case submission would be a good fit for this exercise.

- Have this individual make up a patient case and respond with answers to the questions in Step 3 at each appropriate patient pathway step. Obtain feedback and adjust your approach.
- Encourage this local team member to include hands on experience with evaluating and interpretation (e.g., images, DVHs, lab results)