



RADIATION PROTECTION BOARD

OHSA Building, 17, Edgar Ferro Street, Pieta, Malta

Qualified Expert Approval Application

(in compliance with Nuclear Safety and Radiation Protection Regulations 2003, LN 44 of 2003)

Name _____

Home Address _____

Phone _____

Fax _____

Mobile _____

e-mail _____

Work Address _____

Phone _____

Fax _____

Mobile _____

e-mail _____

Application for which applicant seeks approval as Proposed Qualified Expert

Qualified Expert Area	
Diagnostic Radiology	
Radiotherapy	
Nuclear Medicine	
Dentistry	
Veterinary Radiography	
Non-Destructive Testing	
Fixed Gauges and fixed screening devices	
Mobile gauges and mobile screening devices	
Research with un-sealed sources	
Research with x-ray equipment and sealed sources	
Other application	

Requirement 2 : Points

The demonstration of an effort to keep up to date, contribute to knowledge, or maintain continued growth in the areas the individual is approved in, by obtaining the minimum points required in document QE/INF/1, by engaging in one or more of the seven categories below.

If needed, each page can be photocopied in order to add additional activities within each category.

Supporting documentation is required for all points claimed. All supporting documentation shall be keyed by section number to the proper section of the application and attached to the back of this application.

A. Education and Training Courses Completed

- i: Attending and passing a formal examined radiation safety course within the last 5 years.
- ii: Attending a formal radiation safety course within the last 5 years.
- iii: Attendance at a radiation safety workshop within the last 5 years.
- iv: Following tertiary level education in relevant radiation protection subject within the last 5 years.
- v: Attendance at Management related course within the last 3 years.

Appropriate documentation: attendance certificates, pass certificates of examination taken during courses, letters of enrollment etc.

Notes on filling in the table below:

Document Number: The number written down should be marked on the verification document/s supplied.

Training Course: The name of the training course or workshop.

Document Description: State what kind of document is being attached, eg. Certificate of attendance, examination result, letter of verification etc.,

Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Training Course	Document Description	Number of Points
A1			
A2			
A3			
A4			
A5			
Total Number of points for this category.			

B. Attendance of Conferences / Seminars / Meetings

- i: Participation in international, national meetings of recognised institutions.
- ii: Lecturing as an invited or keynote speaker.
- iii: Delivering an RP related presentation.
- iv: Attendance at RP related committee meeting.
- v: Attendance at Management related conference, seminar or symposium within the last 3 years.

Appropriate documentation: Attendance certificates, verification letters of attendance or other positive evidence of attendance. This must denote the activity title, date, location and content.

Notes on filling in the table below:
Document Number: The number written down should be marked on the verification document/s supplied.
Name of attended Conference/Seminar/Meeting : The name of the conference, seminar or meeting attended.
Document Description: State what kind of document is being attached eg. Certificate of attendance etc.,.
Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Name of attended Conference / Seminar / Meeting	Document Description	Number of Points
B1			
B2			
B3			
B4			
B5			
Total Number of points for this category.			

C. Technical or Scientific Publications and or Papers

- i: Article in a professional review.
- ii: Article in a non-professional review/magazine/newspaper.
- iii: Paper for government or national advisory body.

Notes: Professional review means official journals of national or international technical/scientific societies
Co-authoring entitles the individual to a percentage of the points, depending on the number of authors.

Appropriate documentation: The first page of the article or paper is adequate, provided that the title, the author(s), name(s) and the name and date of the publication appear.

Notes on filling in the table below:
Document Number: The number written down should be marked on the verification document/s supplied.
Paper: Title of the printed article or paper
Document Description: State what kind of document is being attached eg. Article or paper
Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Paper	Document Description	Number of Points
C1			
C2			
C3			
C4			
C5			
Total Number of points for this category.			

D. Technical and Professional Service

i: Membership of radiation related body, committee, working group or official sub-committees.

ii: Membership of scientific or management committee of other professional, governmental or international bodies.

Appropriate documentation: Official membership certificate, letters of appointment etc.

Notes on filling in the table below:
Document Number: The number written down should be marked on the verification document/s supplied.
Title : The title of the body, organisation, working group, sub-committee etc,
Document Description: State what kind of document is being attached eg. Certificate of attendance etc,.
Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Title	Document Description	Number of Points
D1			
D2			
D3			
D4			
D5			
Total Number of points for this category.			

E. Self Development

i: Work on non RP related self development that is felt to be relevant to CPD which is not covered in other categories.

ii: Structured private study in Training skills, computer skills, public speaking and communication skills.

Appropriate documentation: Documented proof of attendance of courses or other activities that will help the individual to improve self development, including membership of other non RP related bodies. The RPB will decide on the eligibility of the activity.

Notes on filling in the table below:
Document Number: The number written down should be marked on the verification document/s supplied.
Activity: Title of the activity (course, organisation body etc.) carried out
Document Description: State what kind of document is being attached.
Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Activity	Document Description	Number of Points
E1			
E2			
E3			
E4			
E5			
Total Number of points for this category.			

F. Training; Health and Safety Strategies

- i: Development of Radiation safety strategy or policy that is implemented in an organisation.
- ii: Development of Radiation Safety Course.
- iii: RP related lecturing and/or examiner.
- iv: Other Health and Safety lecturing.

Appropriate documentation: Verification letters from organisation heads, Radiation safety programs, course outlines, including contact hours.

Notes on filling in the table below:

Document Number: The number written down should be marked on the verification document/s supplied.

Activity : The title program, course of the activity performed.

Document Description: State what kind of document is being attached eg. Verification letter, etc.,.

Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Activity	Document Description	Number of Points
F1			
F2			
F3			
F4			
F5			
Total Number of points for this category.			

G. Other Activities

- i: Proven provision of radiological advice.
- ii: Assessing RP related emergency exercises (Initial per employer).
- iii: Assessing RP related emergency exercises (subsequent).
- iv: Performing other emergency exercises.
- v: Performing RP Risk Assessment (Initial, per practice area).
- vi: Performing RP Risk Assessment (subsequent).
- vii: Direct responsibility of Radiation Protection at a facility.

Appropriate documentation: Verification letter from employer, the first page of the risk assessment is adequate, provided that the title, the author(s) name(s) and the organisation's name and date appear.

Notes on filling in the table below:

Document Number: The number written down should be marked on the verification document/s supplied.

Activity: Title of the activity performed, ex advice, RP emergency exercise, RP risk assessment etc.

Document Description: State what kind of document is being attached eg. Risk Assessment, log book copy etc.

Number of Points: Write the number of points from the list provided in Annex 1 for each activity.

Document Number	Activity	Document Description	Number of Points
G1			
G2			
G3			
G4			
G5			
Total Number of points for this category.			

Documented Evidence attached to this application

Section	Total No. of documents	Total No. of sheets
A		
B		
C		
D		
E		
F		
G		

DECLARATION OF THE AUTHORISED OR RESPONSIBLE PERSON

I, (name and surname) _____ certify that the information provided in this form is correct.

I.D. Number: _____

Signature : _____

Date : _____

The Radiation Protection Board will process your data in accordance with the principles of the Data Protection Act. We will not release any Information held about you to third parties except where necessary for the fulfillment of this application. We may process your address, telephone, fax or e-mail details to contact you in connection with this application. Completion and submission of this application form signifies your consent to the processing of this data. Please contact us if you would like us to inform you about the personal data we hold about you or if you require such data to be corrected.

Note

Successful candidates will be given the opportunity to have their name included on a list of Approved Qualified Expert which will be made available on the OHSA website against an administrative fee.

Return of Forms

Completed forms to be sent to
Occupational Health & Safety Authority
Radiation Protection Section
17 Edgar Ferro Street
Pieta' MSD07

APPENDIX 1

The list below outlines seven (7) different activities that, if carried out, will award points towards the Continuing Professional Development of an individual aspiring to become approved as a Qualified Expert or for subsequent re-approval. An individual will have to meet the number of points required for each practice as listed in document QE/INF/1.

An individual approved as a Qualified Expert in one area of practice and who wishes to become approved in another area can use the number of points acquired in the approved practice area towards his application in another practice area. Similarly, an individual applying for multi practice area, will only need the number of points of that practice area that carries the maximum number of CPD points.

			Max per activity	Max per year	Max per 3 years	
A	Education and Training Courses Completed	i	Attending and passing a formal examined radiation safety course within the last 5 years (per hr)	2	30	60
		ii	Attending a formal radiation safety course within the last 5 years (per hr)	1	15	30
		iii	Attendance at a radiation safety workshop within the last 5 years. (per hour)	1	15	30
		iv	Following tertiary level education in relevant radiation protection subject within the last 5 years (per month)	1	10	30
		v	Attendance at Management related course within the last 3 years (per week)	1	3	10
B	Attendance at Conferences / Seminars / Meetings	i	Attendance in international, national meetings of recognised institutions (per hour)	1	20	50
		ii	Lecturing as an invited or keynote speaker (per 1/2 hour)	1	5	15
		iii	Delivering an RP related presentation (per 1/2 hour)	1	5	15
		iv	Attendance at RP related committee meeting (per hour)	1	3	10
		v	Attendance at Management related conference, seminar or symposium within the last 3 years (per activity)	1	3	10
C	Technical or Scientific Publications and or	i	Article in a professional review (per article)	8	8	16
		ii	Article in a non-professional review/magazine/newspaper (per article)	2	2	4
		iii	Paper for government or national advisory body (per paper submitted)	4	4	12
D	Technical and Professional Service	i	Membership of radiation related body, committee, working group or official sub-committees (per year)	5	5	10
		ii	Membership of scientific or management committee of other professional, governmental or international bodies	5	5	10
E	Self Development	i	Work on non RP related self development that is felt to be relevant to CPD which is not covered in other categories (per submission)	10	10	20
		ii	Structured private study in Training skills, computer skills, public speaking and communication skills (per 2hours)	1	20	60

F	Training; Health and Safety Strategies	i	Development of Radiation safety strategy or policy that is implemented in an organisation (per submission)	10	30	40
		ii	Development of Radiation Safety Course (per hour)	1		20
		iii	RP related lecturing and/or examiner (per 2 hours)	2	20	60
		iv	Other Health and Safety lecturing (per 2 hours)	1	15	30

G	Other Activities	i	Proven provision of radiological advice (per hour)	1	10	20
		ii	Assessing RP related emergency exercises (Initial per employer)	5	10	20
		iii	Assessing RP related emergency exercises (subsequent)	2		20
		iv	Performing other emergency exercises	1		15
		v	Performing RP Risk Assessment (Initial, per practice area)	5	10	20
		vi	Performing RP Risk Assessment (subsequent)	2		10
		vii	Direct responsibility of Radiation Protection at a facility	10	10	30