



**PROFESSIONAL REGULATORY BOARD OF RADIOLOGIC TECHNOLOGY**

RESOLUTION No. 7  
Series of 2018

**OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912,  
OTHERWISE KNOWN AS THE "CONTINUING PROFESSIONAL  
DEVELOPMENT ACT OF 2016" FOR RADIOLOGIC  
TECHNOLOGISTS**

**WHEREAS**, Section 2, Article 1 of Republic Act (R.A.) No. 7431, otherwise known as the "Radiologic Technology Act of 1992", provides for the policy of the State to upgrade the practice of radiologic technology in the Philippines, *to wit*:

*Section 2. Statement of Policy*

*"It is the policy of the State to upgrade the practice of radiologic technology in the Philippines for the purpose of protecting the public from the hazards posed by radiation as well as to ensure safe and proper diagnosis, treatment and research through application of machines and/or equipment using radiation"*

**WHEREAS**, under Section 15, Article IV of R.A. No. 10912, otherwise known as the Continuing Professional Development (CPD) Act of 2016, the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedures relating to the CPD as may be pertinent and applicable to their respective profession, **PROVIDED**, that the same does not contravene any of the provisions of R.A. 10912 and its Implementing Rules and Regulations;

**WHEREAS**, after series of consultative meetings with the stakeholders, it was agreed that all registered Radiologic Technologists and X-ray Technologists shall abide by the requirements, rules, and regulations on continuing professional development to be promulgated by the Professional Regulatory Board of Radiologic Technology, subject to approval of the Professional Regulation Commission.

**NOW THEREFORE**, the Board hereby **RESOLVES**, as it is now **RESOLVED**, to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R.A. No. 10912 and its Implementing Rules and Regulations as follows:

**Section 1. Definition of Terms** - Unless otherwise provided, the following items shall be understood to mean:

- 1.1. **Participant** is a person who plays an active / interactive role in an activity; a person who attends a conference or a class for the purpose of learning to improve personal and professional competence.
- 1.2. **Moderator** is a person who presides over an assembly, meeting, discussion or a conference; a person who chairs a discussion group.
- 1.3. **Lecturer/resource person** is a person who delivers a discourse, a talk, or discusses a topic assigned before an audience in a conference or class to fulfill a learning process. A Lecturer is also a resource person who is a specialist of a certain subject, usually known as a subject matter expert.

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- 1.4. **Panelist** is a person who is a member of the panel of discussion who contributes to a deeper and broader understanding of a topic of interest or discussion.
- 1.5. **Facilitator** is a person who helps to bring out a successful outcome of an activity as learning, productivity, or communication, by providing/enriching the process designed to give assistance, perspective, consensus, guidance or supervision to a discussion activity.
- 1.6. **Workshop** is a brief intensive educational/training program for a relatively small group of people that is designed to focus especially on techniques and skills in a particular field or topic.
- 1.7. **Monitor** is a person who is officially designated by the CPD Council to observe and record the progress of an accredited conference and submits a monitoring report.
- 1.8. **Convention** is a gathering of delegates, representatives, and members of industry associations or professional societies for a common purpose or theme.
- 1.9. **Conference** is a participatory meeting designed for discussion, fact finding, problem solving, and consultation where the professional societies meet and exchange views, convey messages or provide opinions.
- 1.10. **Congress** is a regular coming together of large groups of individuals to discuss a particular subject or theme. It usually lasts for several days.
- 1.11. **Symposium** is a small-scale conference, usually a formal gathering, in an academic setting where experts present their opinions or viewpoints as discussion topics.
- 1.12. **Seminar** is a meeting in which participants receive and share/exchange information on and training in a particular subject.

**Section 2. Date of Regular Meeting** – The CPD Council under the supervision of the Board is hereby mandated under this Resolution to meet EVERY FIRST MONDAY OF THE MONTH for the purpose of evaluating applications for accreditation as CPD provider, program, self-directed and/or lifelong learning, and other CPD related matters. Special meetings may be called by the CPDC chairperson or upon written request of a member of the CPD Council at least three (3) days prior to said meeting.

**Section 3. Qualifications as CPD Provider** – Any of the following may apply as CPD Provider for the Radiologic Technology Profession:

- 3.1. Accredited Professional Organization (APO);
- 3.2. Other Radiologic Technology Societies/Organizations duly registered with the Securities and Exchange Commission (SEC), e.g. society of government Radiologic Technologists, society of privately employed Radiologic Technologists, association of deans and faculty of colleges/universities offering Radiologic Technology programs;
- 3.3. Colleges/Universities duly recognized by the Commission on Higher Education (CHED);
- 3.4. Hospitals with radiological facilities duly licensed by the Department of Health (DOH);



- 3.5. Other Radiology-related institutions, firms, partnership or corporations duly registered with the SEC and other government institution;
- 3.6. Individual proprietor who is a PRC licensed professional and duly registered with SEC, DTI or other government institution.

**Section 4. List of Additional Requirements for Accreditation of CPD Provider** – In addition to the list of documentary requirements for accreditation of CPD local and foreign provider as provided in Resolution No 1032, series of 2017, otherwise known as the Implementing Rules and Regulation of R.A. No.10912, shall also include, but not be limited to the following:

- 4.1. Firm/Partnership/Corporation
  - 4.1.1. The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals, or in the case of commercial and industrial enterprises, provides for the training and development of its own professionals.
- 4.2. The CPD Provider applicant must include a registered Radiologic Technologist who shall be the coordinator to handle the CPD Program applied for.
- 4.3. Renewal for Local Providers
  - 4.3.1. Record of good performance as conference provider from the previous year/s.
  - 4.3.2. Outline of the CPD Program for the incoming year or at least every quarter of the year.
- 4.4. The performance of the CPD provider shall be evaluated periodically during the validity of its accreditation.

Copy of Application Form as CPD Provider is hereto attached as Annex "A".

**Section 5. Matrix for CPD Credit Units for Radiologic and X-ray Technologists** shall be as follows:

Radiologic / X-ray Technologists as	Documents to be Submitted in Support to the Application	Maximum Credit Units
1. Participants	Certificate of attendance and copy of program	Credit Units assessed by CPDC of the program
2. Resource speaker	Certificate of attendance as resource person/speaker and copy of program	
2.1 National / Local		4 credit units/hour
2.2. International		5 credit units/hour
3. Panelist / Reactor	Certificate of attendance and copy of program	
3.1. National / Local		3 credit units/2 hours session
3.2. International		4 credit units/2 hours session

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4. Facilitator / Moderator	Certificate of attendance and copy of program	
4.1. National / Local		2 credit units/2 hours session
4.2. International		4 credit units/2 hours session
A CPD Monitor shall be credited with twice the number of Credit Units approved for the CPD Program which he/she monitored for.		

**Section 6. Professional Working Overseas** – Registered and licensed Radiologic Technologists and X-ray Technologists working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with the CPDC of Radiologic Technology under Self-Directed /Life Long Learning modality.

**Section 7. Maximum Creditable Units for Self-Directed and/or Lifelong Learning** – The Matrix of CPD Credits as contained in Resolution No. 1032, series of 2017, is hereby adopted. The maximum creditable units for self-directed and/or lifelong learning is **fifteen (15)** for X-ray Technologist and **twenty (20)** for Radiologic Technologist within compliance period of three (3) years, except for those working overseas who may earn the required CPD units under Self-Directed/Life Long Learning modality.

Radiologic / X-ray Technologists as	Documents to be Submitted in Support to the Application	Maximum Credit Units
Participants	Certificate of attendance and copy of program	0.8 credit unit/hour of lecture

**Section 8. Areas of CPD Activities** – CPD Programs shall be divided into the following subject matters relevant to the practice of Radiologic / X-ray Technology.

Subject Matter	Coverage
Professional Conduct Patient Safety	Health Care Ethics, Professional Values, Basic Life Support, Emergency Medicine, Infection Control, Radiation Safety
Enhancement of Professional Practice and Technical Competence	Technical Updates and Development in Protocols, Procedures and Instrumentation in Diagnostic and Subspecialty Radiology
Radiologic Technology in relation to other disciplines	Multidisciplinary Practice Related to Radiologic Technology, Professional Relationships with other Health Care Providers
Social and Environmental Factors affecting the Profession	Gender and Development, Personality Development, Waste Management, Social and Environmental Responsibilities
Other relevant Topics	

8.1. Basic/Review/Refresher topics are given only 0.6 credit unit/hour. Only advance topics are given full credit unit of one (1) credit unit/hour of lecture or activities relevant to Radiologic/X-ray Technology.

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- 8.2. The Board, in consultation with the Accredited Professional Organization, the Civil Service Commission, other concerned government agencies and industry stakeholders shall formulate and implement a Career Progression and Specialization Program for the profession. A separate Resolution shall be issued for this purpose.

**Section 9. Required CPD Credit Units in a Compliance Period** – Radiologic Technologists and X-ray Technologists shall be required **forty-five (45) CPD credit units** and **thirty (30) CPD credit units** respectively in a compliance period of three (3) years. Its implementation shall be gradual as follows:

Age Bracket	Required CPD Credit Units			
	Radiologic Technologist		X-ray Technologist	
	Year of Renewal		Year of Renewal	
	2018	2019 Onwards	2018	2019 Onwards
59 years old and below	15	45	10	30
60 – 64 years old	15	20	10	14
65 years old and above	15	10	10	7

**Section 10. Requirements for the Accreditation of CPD Program**

- 10.1. The deadline for submission of CPD Program for accreditation is **forty five (45) calendar days** before the actual conduct of the activity. After the deadline, the submitted program of activity will not be accepted by the CPD Council secretariat.
- 10.2. The program should include the following:
- 10.2.1. The topic design should be in line with the theme of the program activity with subject matter covering Section 8 of this Operational Guidelines on Areas of CPD Activities.
  - 10.2.2. The speakers' short curriculum vitae, if speakers are not in the list of the Speakers' Bureau. Photocopy of the speakers' Professional Identification Card (PIC), if applicable.
  - 10.2.3. Invited lecturer's conforme on the invitation of the provider.
  - 10.2.4. Short abstract of topic.
  - 10.2.5. Schedule of fees, which include registration fees, cost of venue, food, honorarium for speakers, and other expenses.
  - 10.2.6. Other requirements as may be prescribed by the CPD Council.
- 10.3. For uniformity, the Evaluation Form to be filled up by the participants will be designed by the Board, and should include, but not be limited to the following:
- 10.3.1. individual speakers
  - 10.3.2. venue of activity
  - 10.3.3. food
  - 10.3.4. accommodation, if applicable


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- 10.3.5. physical arrangements, if LCD projection is seen; if audio is clear
- 10.3.6. how the program is conducted
- 10.3.7. comments and suggestions on how to improve conduct of future CPD programs.

### **Section 11. Additional Requirements for Accreditation of CPD Programs**

- 11.1. The venue should provide amenities for conducive learning to all participants.
- 11.2. Ratio of LCD projector and screen to the number of participants is one (1) LCD projector and screen per 200 participants, standard projector and screen size; two (2) LCD projectors and screens for more than 200 participants, or a bigger screen may be necessary; three (3) projectors and screens for more than 500 participants.  

LCD projection of slides should be clearly visible and could be read in different areas of the conference venue. Another LCD projector should be ready at hand in case there is a technical error or if there is a need for it.
- 11.3. Audio sound system should be clear and loud enough in all areas of the venue.
- 11.4. The CPD Provider should monitor the daily morning and afternoon attendance of the participants preferably using a computer for easy access.
- 11.5. The CPD Provider should only allow participants to the venue who are in proper attire.
- 11.6. Members of the CPD Provider Organizing Committee should be seated at the front seats in case their presence is needed. The CPD Provider should have seats available to all participants at the conference hall.
- 11.7. The CPD Provider should have seats available to all participants. Standing while listening to the CPD lecture is ongoing is discouraged.
- 11.8. Certificates of attendance shall be distributed only after the last lecture of the entire activity.
- 11.9. Should a scheduled program be postponed because of inclement weather or for any justifiable reason, the CPD provider should inform the CPD Council of the change of date and/or venue in writing.
- 11.10. The CPD Provider should inform the CPD Council of any change in program and lecturers.
- 11.11. The CPD Provider is encouraged to provide corporate social responsibility to the Radiologic Technology community by offering free/complimentary accredited CPD Programs.
- 11.12. The CPD Provider is hereby requested to make the registration fees affordable for the participants.



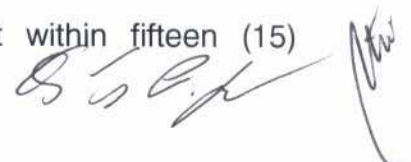
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## Section 12. Program Monitoring

- 12.1. Every CPD program shall be monitored and the conduct of the approved program of activity shall be evaluated.
- 12.2. The following shall act as CPD Program monitors in the order of preference indicated hereunder:
  - 12.2.1. RT-CPDC members;
  - 12.2.2. PRBRT members;
  - 12.2.3. Duly-designated APO officers, pertinent committee chairs, and members from national and local chapters where the APO is not the provider of the program to be monitored;
  - 12.2.4. Members of the academe who are not participants in the CPD program;, and
  - 12.2.5. Duly designated professionals among the staff of relevant government or non-government organization.
- 12.3. Qualification of a CPD Program Monitor
  - 12.3.1. Must be a registered Radiologic Technologist.
  - 12.3.2. Must be of good moral character.
  - 12.3.3. Must have an experience of at least five (5) years in the profession.
  - 12.3.4. Must have attended an orientation of monitors conducted by the CPD Council.
  - 12.3.5. Must have taken the oath of service which will be conducted by the Board either during the annual convention of the APO, or in any of the occasion as may be determined by the Board.
- 12.4. Duties and Responsibilities of the CPD Program Monitor
  - 12.4.1. Read and understand the content of the CPD Operational Guidelines.
  - 12.4.2. Follow the rules and regulation of monitoring CPD programs as prescribed by the CPDC.
  - 12.4.3. Secure approval or a certificate to monitor a CPD program from the CPD Council.
  - 12.4.4. Be present during the entire duration of the conduct of the approved CPD program. Must be at the venue before the scheduled start of the activity and until the last discussant is finished.
  - 12.4.5. Submit post conference monitoring report within fifteen (15) working days after the program activity.

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**Section 13. CPD Provider Completion Report.** – The list of documentary requirements for the submission of Completion Report as provided for in Resolution No.1032 series of 2017, shall include the following:

- 13.1. List of participants and their institution.
- 13.2. Summary of the result of evaluation by the participants. A copy of the CPD Provider Completion Report Form is hereto attached as Annex "B".
- 13.3. Submission of Completion Report shall be within thirty (30) calendar days after the program activity.

**Section 14. Repealing Clause** – All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

**Section 15. Effectivity** – This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in major newspaper of general circulation in the country.

Let copies hereof be furnished the U.P. Law Center and all members of the CPD Council for guidance.

Done in the City of Manila, this 20th day of November, 2018.

  
**REYNALDO APOLONIO S. TISADO**  
Officer-in-Charge

  
**MA. JESETTE B. CANALES**  
Member

  
**ORESTES P. MONZON**  
Member

  
**BAYANI C. SAN JUAN**  
Member

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