Canadian Association of Radiologists

Mammography Accreditation Program

MAP Online System

Radiologist

User Guide

TABLE OF CONTENTS

TABLE OF CONTENTS **1**

1.1 WHAT I NEED TO UPDATE – SNAPSHOT 2
1.2 LOG IN – PERSONNAL ACCOUNT 2
1.3 RADIOLOGIST INFORMATION (HOME) 4
1.4 AFFILIATIONS 7
1.5 MY PROFILE 8
1.6 MAMMOGRAPHY ACCREDITATION PROGRAM– PERSONAL CPD REQUIREMENTS 13
1.7 REQUESTS - ANNUAL FORMS FOR COMPLETION 16
1.8 STANDARDS 20
1.9 DOCUMENTS 20
1.10 QUESTIONS 20

1.1 WHAT I NEED TO UPDATE – SNAPSHOT

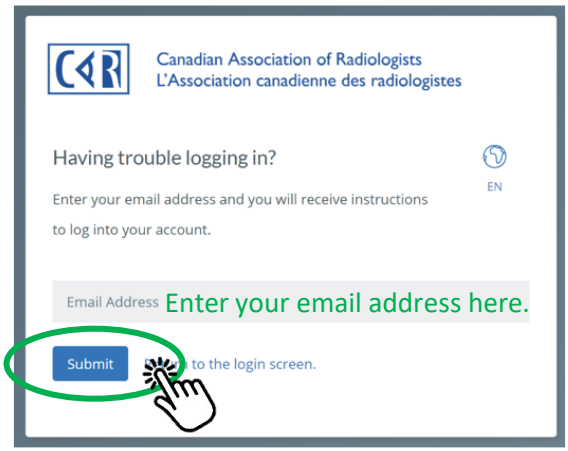
The CAR MAP has provided you with a professional online account where you will be able to keep track of your required CPD credits and complete the required annual forms that provides fullfill the conditions for your approval within the MAP. The approval status is carried across all facilities.

The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to ensure your MAP radiologist profile is complete. Please Save your changes after updating/inputting any information.

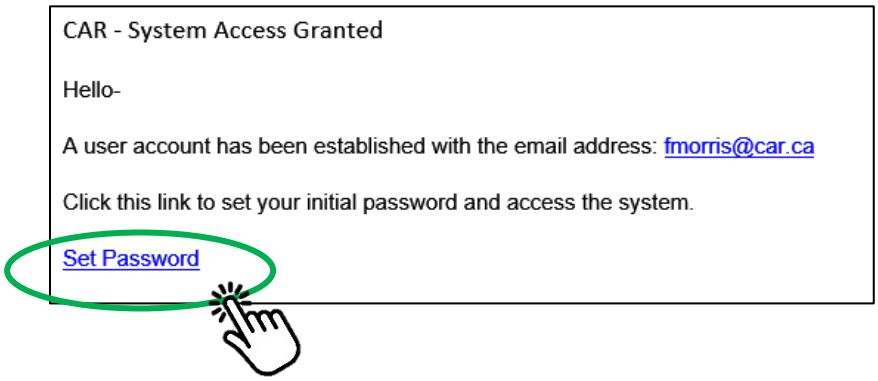
1.2 LOG IN – RADIOLOGIST PORTAL

First time logging in? In the email titled, **Invitation - CAR MAP online / CAR PAM en ligne**, you'll find a link to the new system's log in page. If you did not see the link in the email here it is again: https://accred.car.ca/#/auth/forgot-password

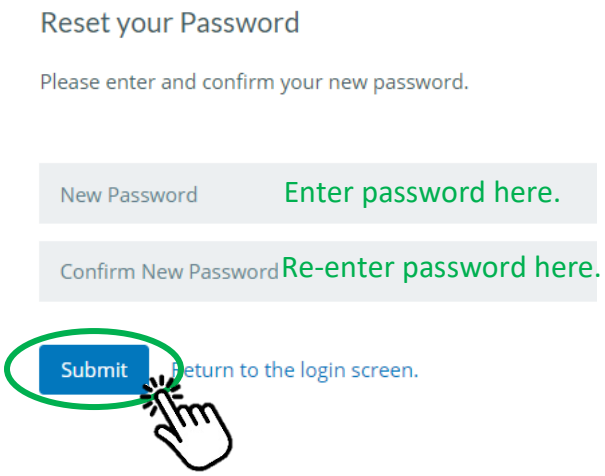
a. Enter your email address (this will be the email address you will use to log into the MAP online system) then click on **Submit**. You will receive a system email (noreply@car.ca) with instructions on how to set your password.



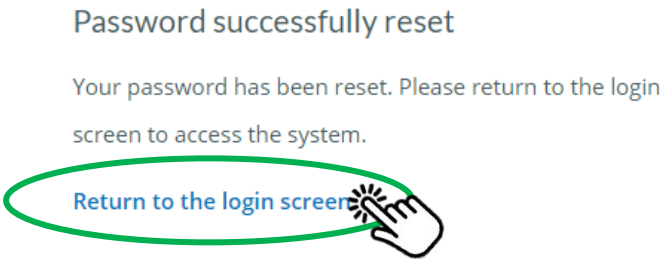
b. Check your email inbox (or spam folder) for an email from "noreply@car.ca", open the email and click on **Set Password**. This will bring you back to the MAP online system to create a password.



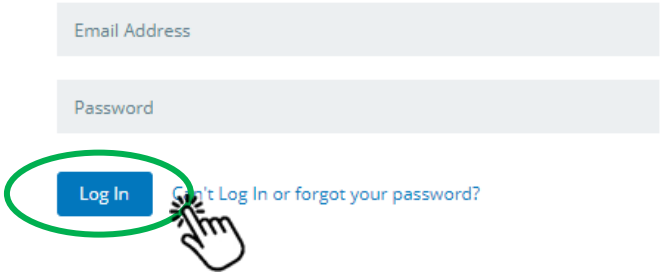
c. **Create/enter** a password (this will be the password you will use to log into MAP online system) then click on **Submit**.



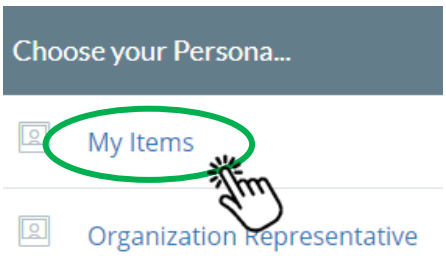
d. Now that you've successfully created your password, you can log into the MAP online system, click on **Return to the login screen** or access your profile directly at **accred.car.ca.**



e. Log in to the MAP online system using your email address and password then click on **Log in**.

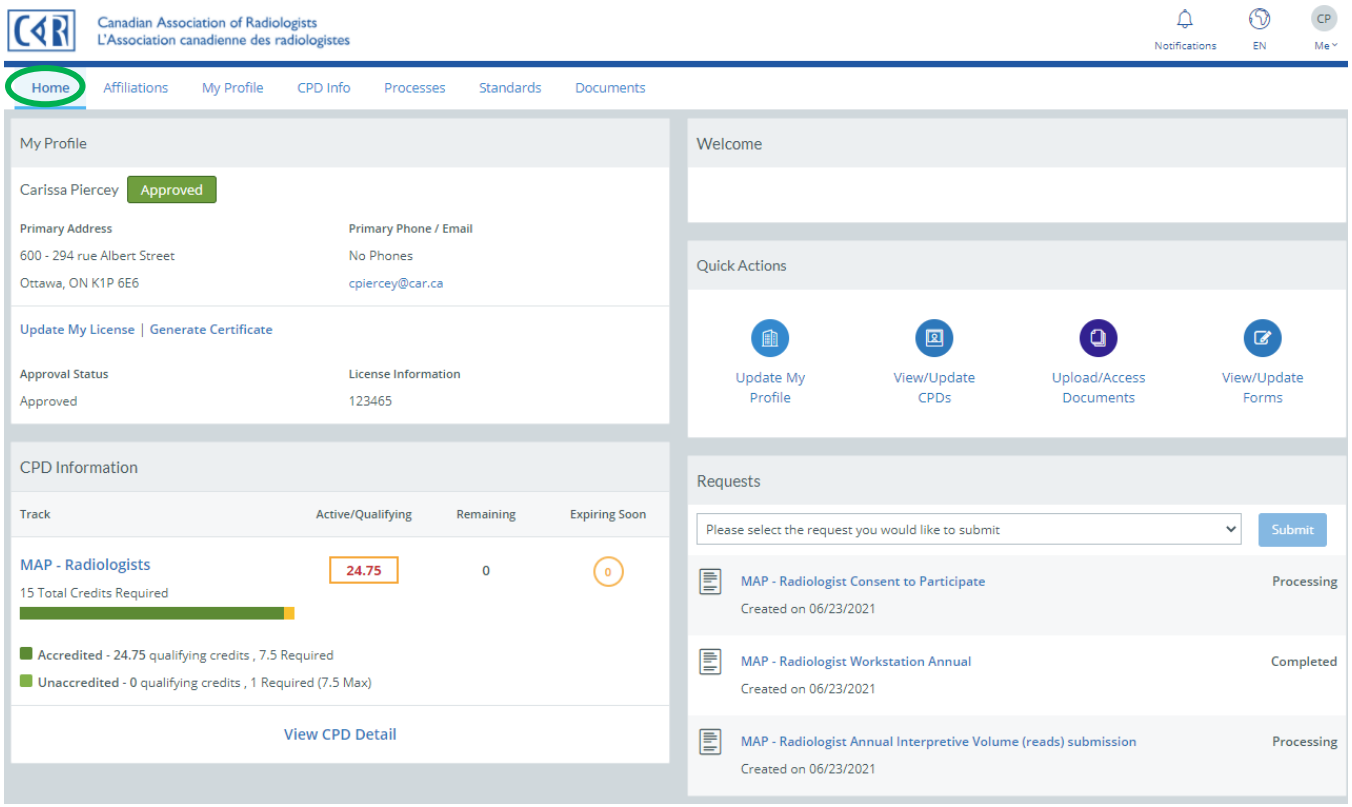


f. Once logged in, select **My Items** to enter your personal account.

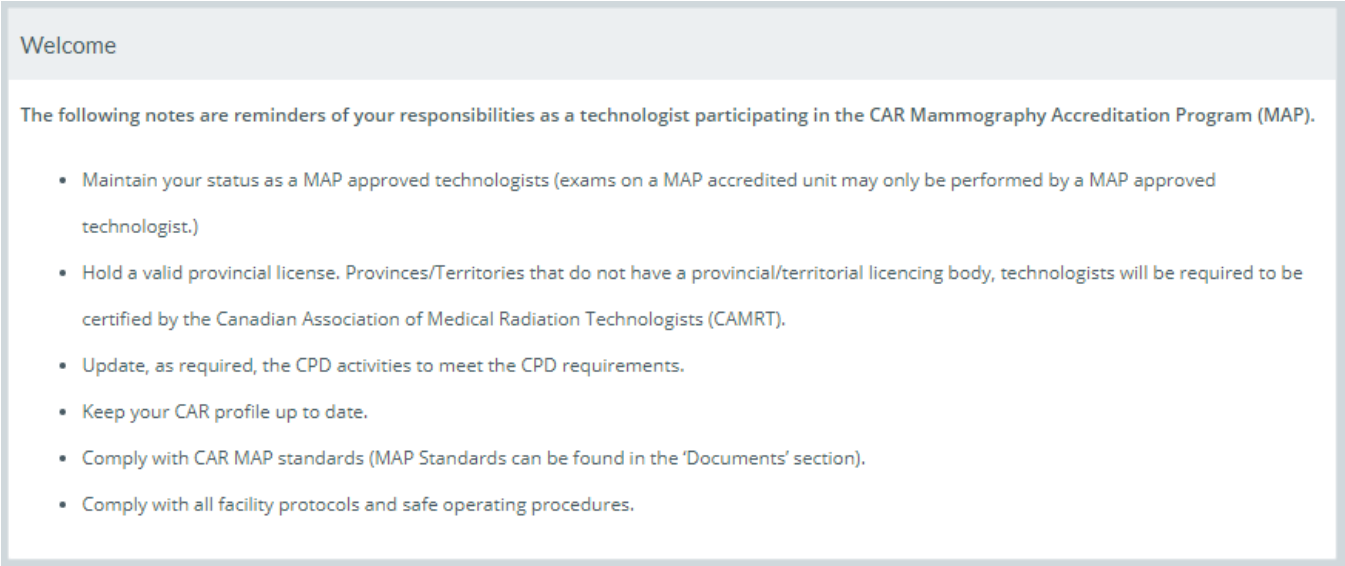


1.3 RADIOLOGIST INFORMATION (HOME)

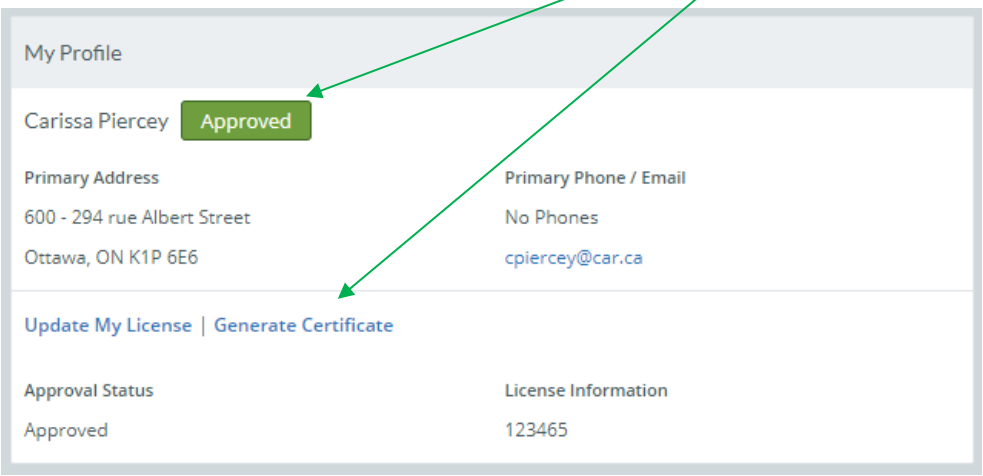
The Home area provides a dashboard snapshot view of your account and access points to the actions required to be completed annually for approval to work at your affiliated facilities.



The **Welcome** area provides a list of the actions you will need to complete and MAP contact details if you have any questions.

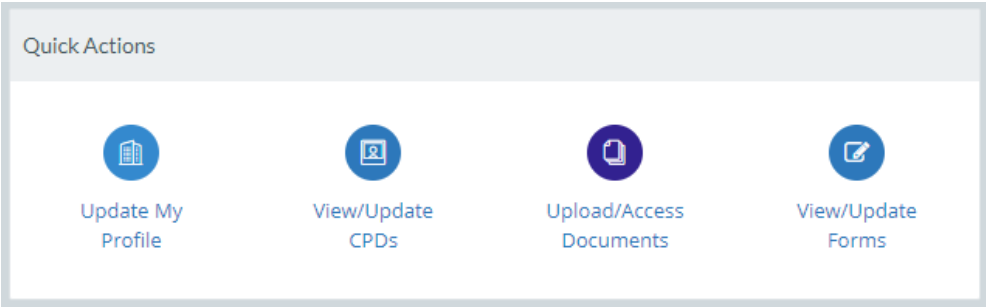


The **My Profile** area includes your current MAP approval status, contact details, access to update your license information and the ability to generate your **approval certificate.**

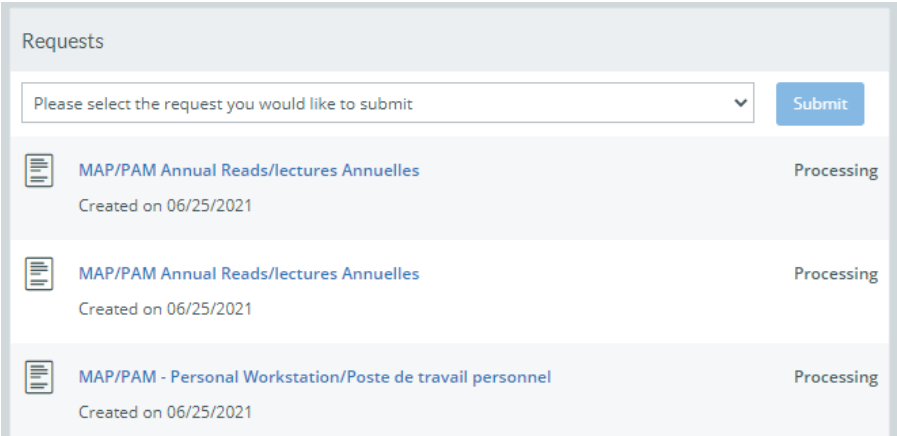


The **CPD Information** area includes the total of number of qualifying accredited and unaccredited CPD credits as well as access to add and review your CPD activities.

Quick Actions lets you access your profile, CPD details, document library, and view any forms currently in progress.



The **Requests** area provides you with a list and access to the mandatory forms that need to be completed on an annual basis. The system will send reminders when the forms are due.



You will also have access to the following default navigation items located in the tope right-hand corner of your screen:

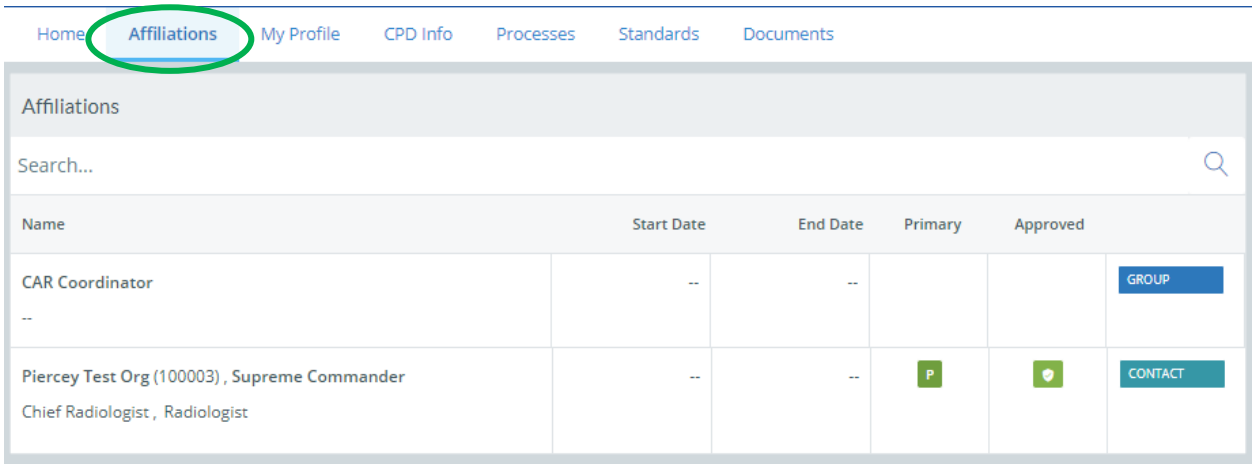
Notifications – provides a list of any notification send to you by Armature (email will be from noreply@car.ca)

Language Toggle – English and French options available

Account Navigation – Allows you to access your profile, change your persona (if you have multiple functions in the system), and log out.

1.4 AFFILIATIONS

Provides a searchable listing of all the facilities you are authorized to work at as well as your start date with each facility. If you are a primary or organizational representative an icon will be visible in the Primary column. For any updates, please contact the appropriate affiliated facility. If you are unsuccessful in working with the facility in question contact map@car.ca.

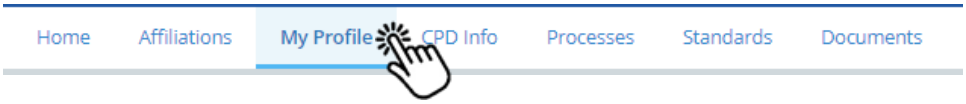


1.5 MY PROFILE

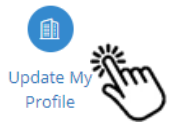
Update your contact information, review your professional profile, approval status and your user account details here.

<u>Gain access through:</u>

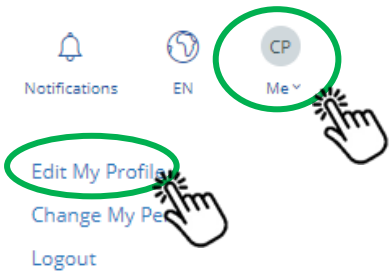
- **My Profile** tab on the main navigation bar "Update My Profile", Icon to right of name.



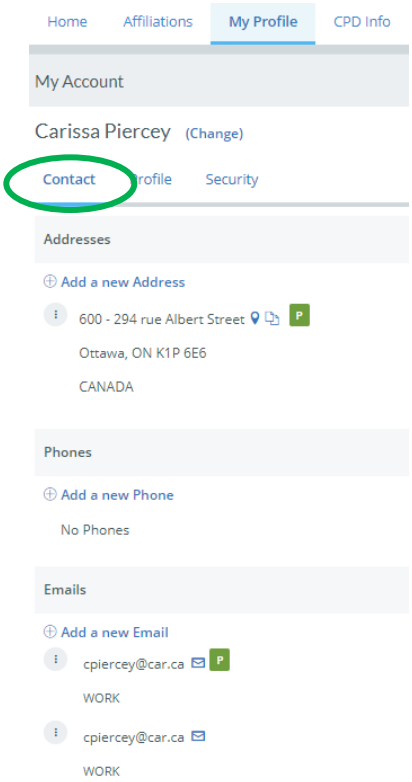
- **Update My Profile** button in the Quick Actions area



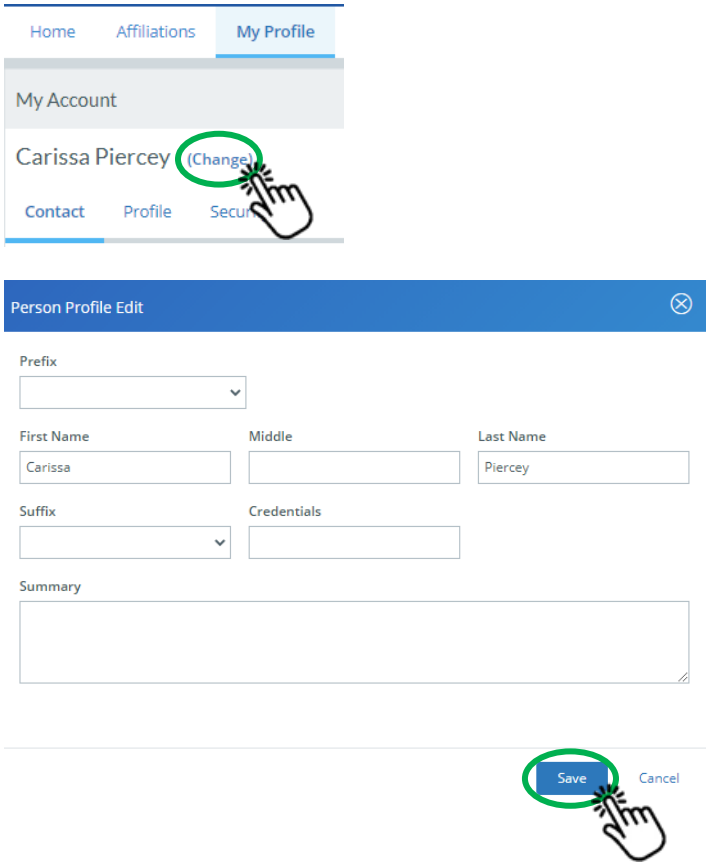
- **Edit My Profile** in the top right-hand corner navigation area



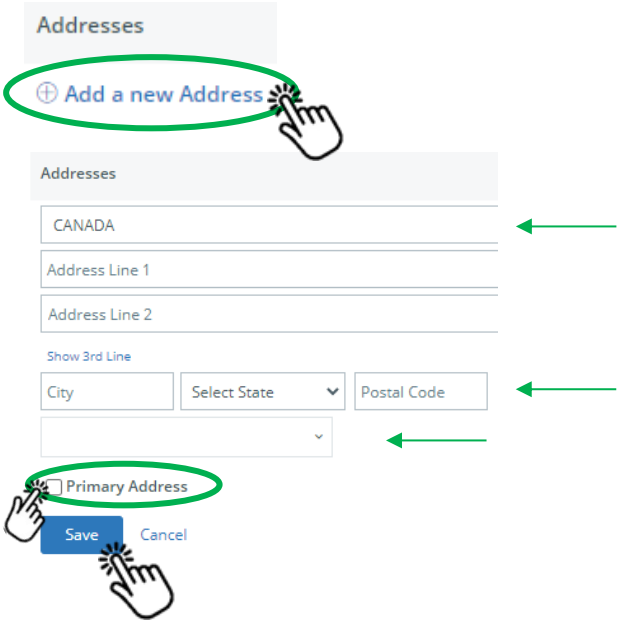
<u>CONTACT</u>

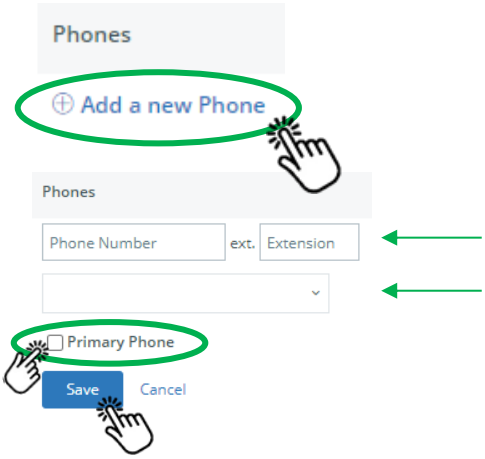


To make updates to your **Person Profile** (prefix, name, suffix, credentials) click **Change** to the left of your name, to open the edit window, enter or modify your detail, and click **Save**.

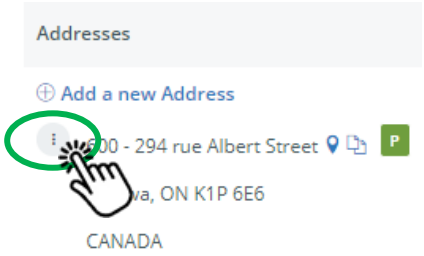


Enter your contact details by clicking **Add a new Address** and **Add a new Phone number**. The appropriate fields will open in the Contact page. You will be able to identify these details as Primary contact details should you have multiple entries.



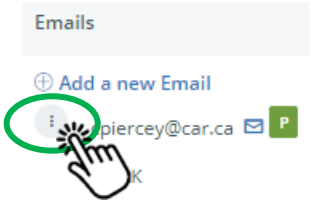


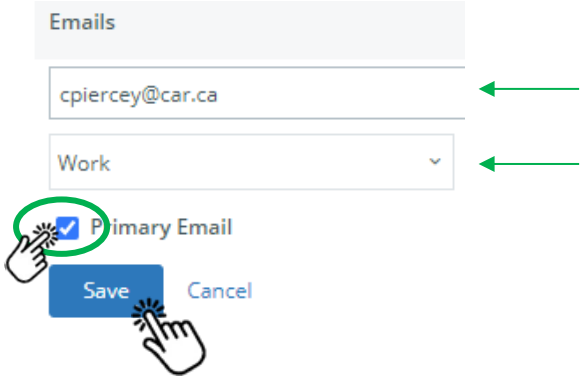
To update a current address or phone number, click on the icon to the left of the address or phone number being modified select **Edit**, modify your details, and click **Save**. You also have the option to delete an address or phone number using the same icon and selecting **Remove**.



All MAP related communications will be sent to the email address provided by your facility. **Please review your current email address** and mark as Primary or add your preferred email address.

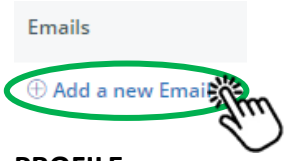
- Mark as Primary by clicking the icon, Edit, ticking the **Primary** box and clicking **Save**.





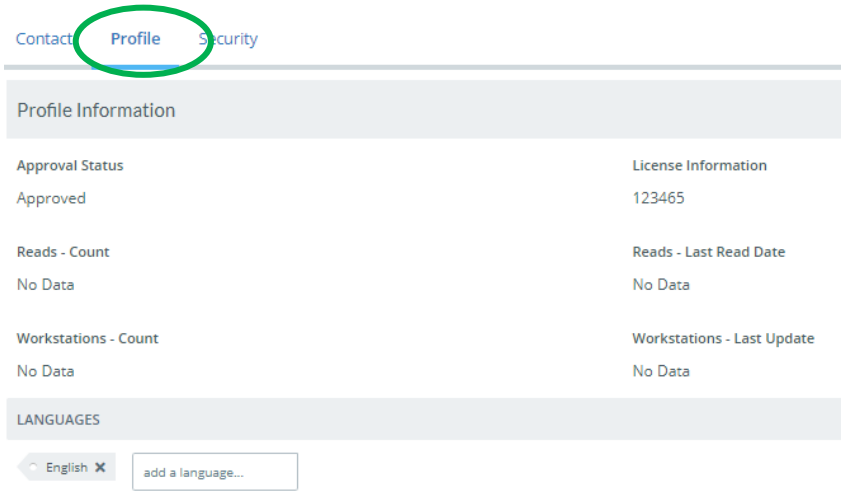
Or

- Click **Add a new Email**, enter your preferred email address, select the type of email, tick the Primary box and click Save.

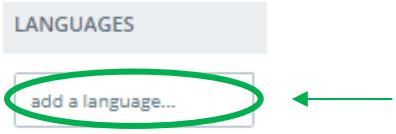


PROFILE

View your account, at a glance, profile status.



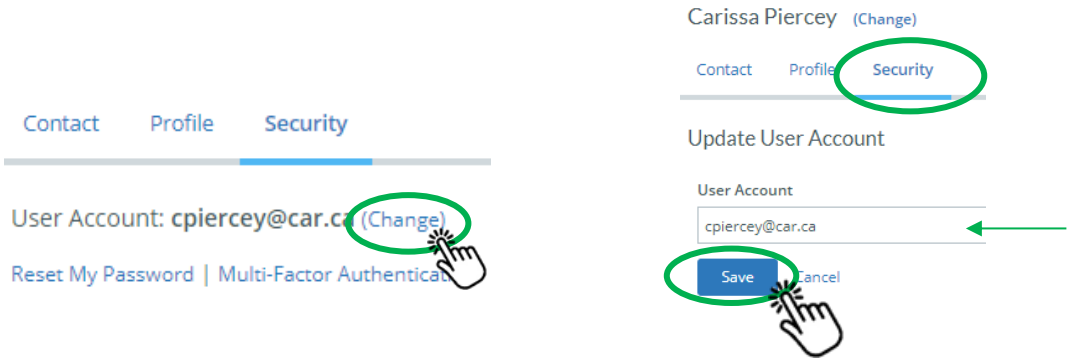
Please enter your preferred language of communication with the CAR MAP in the **Languages** area.



SECURITY

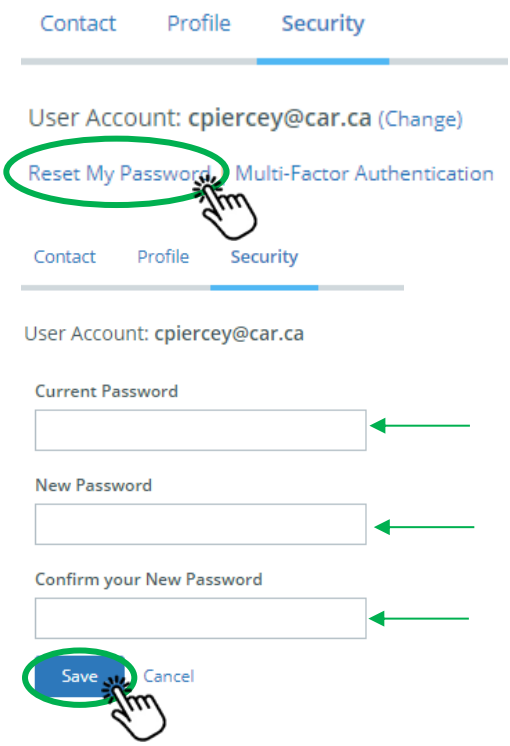
Find your **user account** name and **password reset** options here.

To update* your user account name, click **Change**, enter a new email address, and click **Save**.



***Please Note:** If you update your user account name (email address format only), the system **<u>will not</u>** automatically update the email address used for MAP communications. You will need to make that update through the **My Profile**, **Contact** area.

To reset your password click **Reset My Password**, enter your **current password**, **new password** twice and click **Save**.

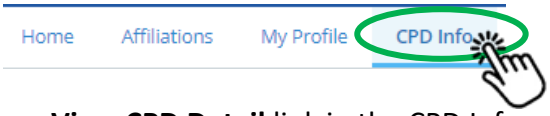


1.6 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL CPD REQUIREMENTS

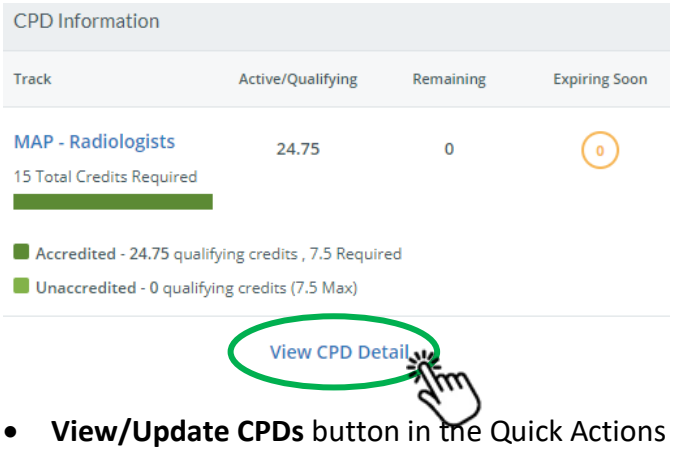
Add your CPD activities here and view your total number of accredited and unaccredited credits.

<u>Gain access through:</u>

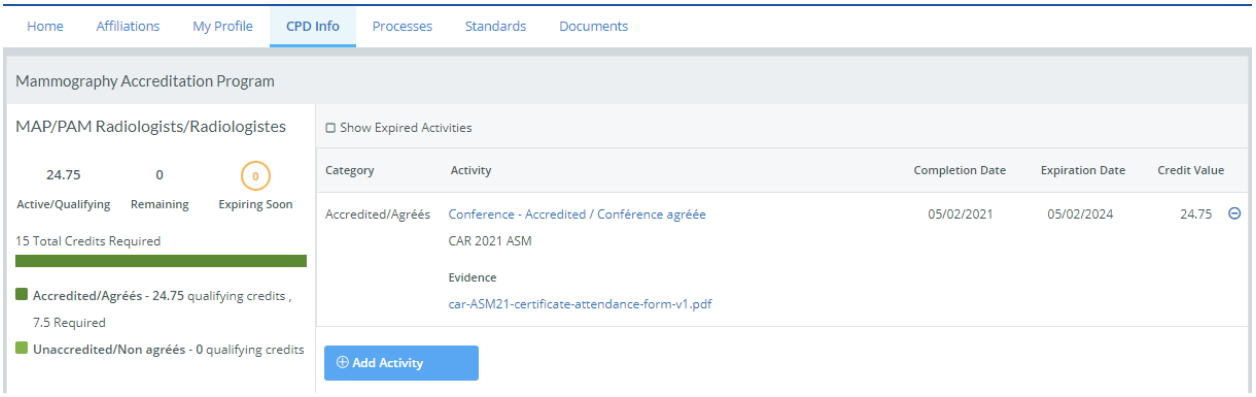
- **CPD Info** tab in the main navigation bar



- **View CPD Detail** link in the CPD Information area



- **View/Update CPDs** button in the Quick Actions area

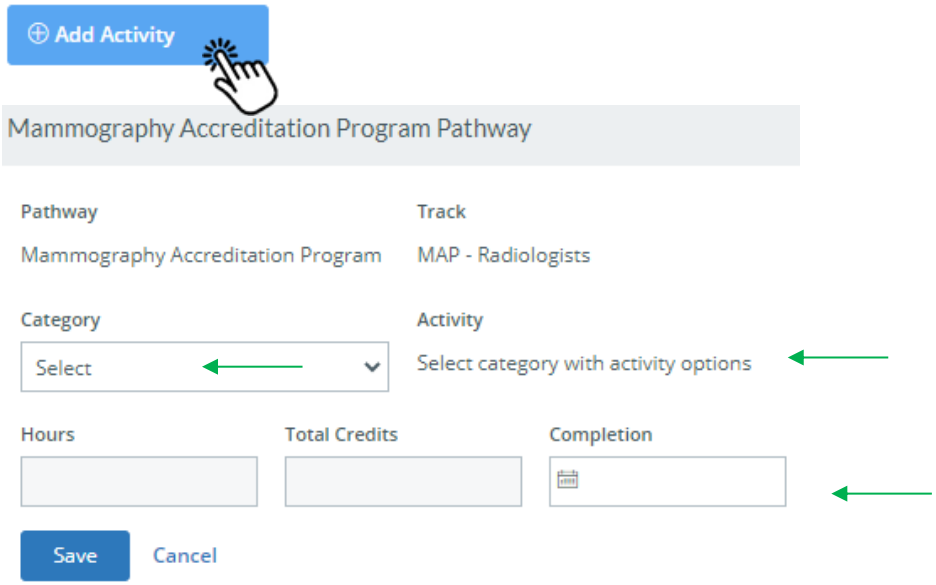


Each CPD activity will need to be added individually.

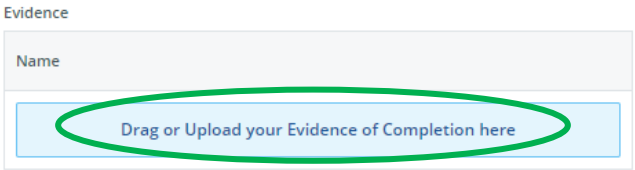
Some activities will require you to enter the credits by hour or total number of credits. The system will guide you to the correct field to enter (unavailable fields will be greyed out). For some activities, the system will default to 1 and allow you to enter the total number as per the CPD activity.

To enter a CPD activity:

- Click **Add Activity**



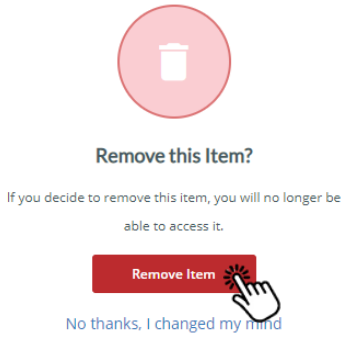
- Select **Category** Type – Unaccredited or Accredited
- Select **Activity** Type – A default list of activities is provided. The Activity selection will prompt the subsequent required fields to open. The certificate from an accredited activity is required for all accredited activities.
- Enter **Hours** or **Total Credits** (as applicable)
- Click on the **Completion** field and select the date as listed on your accreditation certificate or the date of the actual activity if no certificate was made available
- **Description/ Notes:** Enter the title of the activity or any additional notes here.
- **Evidence** – Mandatory for all accredited activities. Drag or upload documentation evidence of completed activity



- Click **Save***

You will return to the CPD landing page where your credit totals will automatically be updated, and a summary table populated with your submitted activities. Use the **Add Activity** button to submit additional CPD activities.

Once an activity is saved, you will not be permitted to make any edits. For any submission errors, you will need to remove the activity by clicking the ⊖ icon. You will them be prompted to confirm the removal of the activity.



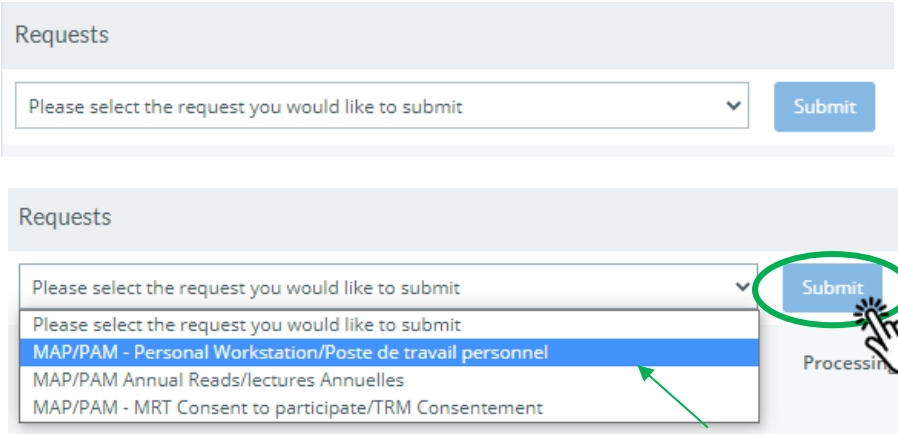
Should you need to re-submit the activity enter a new activity using the **Add Activity** button.

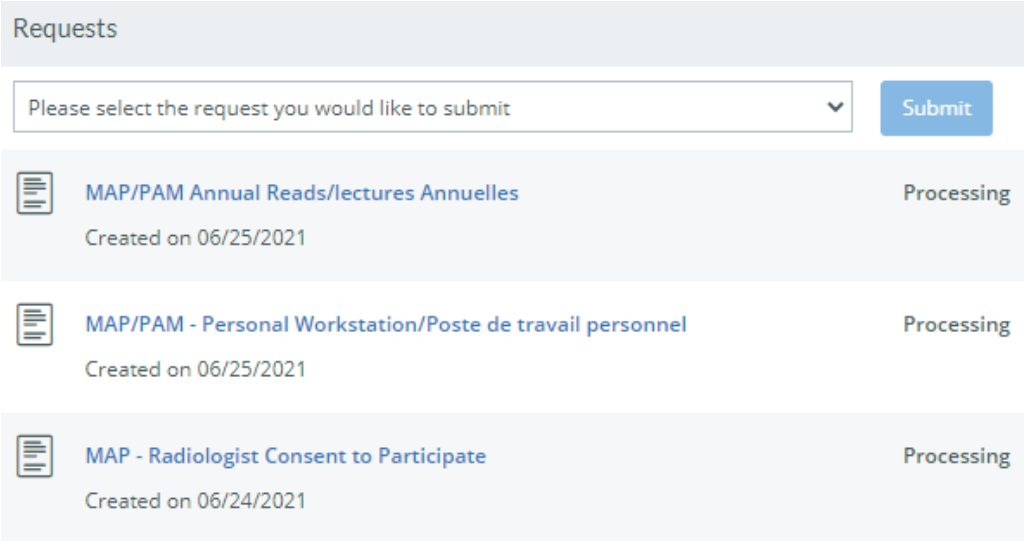
**You will be contacted by a CDP coordinator if additional details are required.*

1.7 REQUESTS - ANNUAL FORMS FOR COMPLETION

Request forms are required to be completed annually as part of the approval process and are accessible through the home page **Requests** area.

Use the dropdown list provided, select the form for completion, and click **Submit** to open the form. This will also add the form (with creation date) under the dropdown list area for ease of access until form is completed.



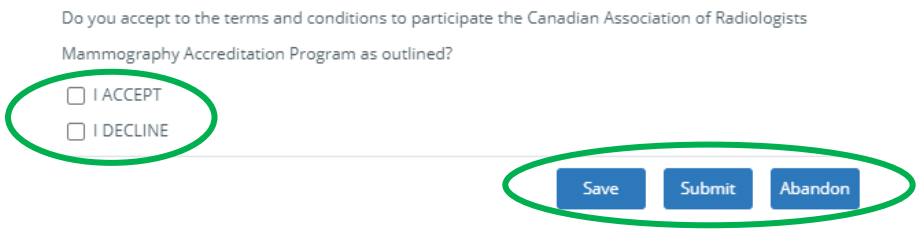


REQUIRED FORMS TO COMPLETE:

- **MAP/PAM - Radiologist Consent/Consentement du radiologiste**
- **MAP/PAM – Annual Reads/Lectures annuelles**
- **MAP/PAM – Personal Workstation/Poste de travail personnel**

<u>MAP/PAM - Radiologist Consent/Consentement du radiologiste Form</u>

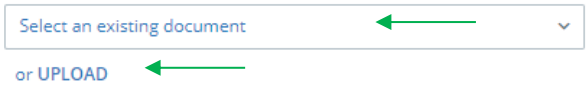
- Read the consent form and tick “I ACCEPT” or “I DECLINE” box.



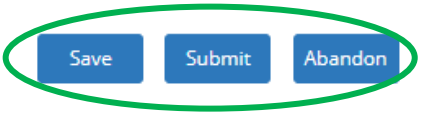
- Click **Submit** if the form is complete or **Save** if you are not ready to submit but want to save your details. You will be able to return to the form to make edits/updates. If **Abandon** is selected, your details will not be saved and the form removed from your list of forms created. The **X** at the top right-hand side of the form will close the form without saving any details.

MAP/PAM – Annual Reads/Lectures annuelles Form

- Read the instructions (additional criteria and documentation links have been made available)
- Complete the requested fields
- **Upload** the required **Proof Of Reads** documentation evidence



- Click **Submit** if the form is complete or **Save** if you are not ready to submit but want to save your details. You will be able to return to the form to make edits/updates. If **Abandon** is selected, your details will not be saved and the form removed from your list of forms created. The **X** at the top right-hand side of the form will close the form without saving any details.

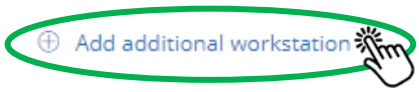


MAP – Personal Workstation/Poste de travail personnel Form

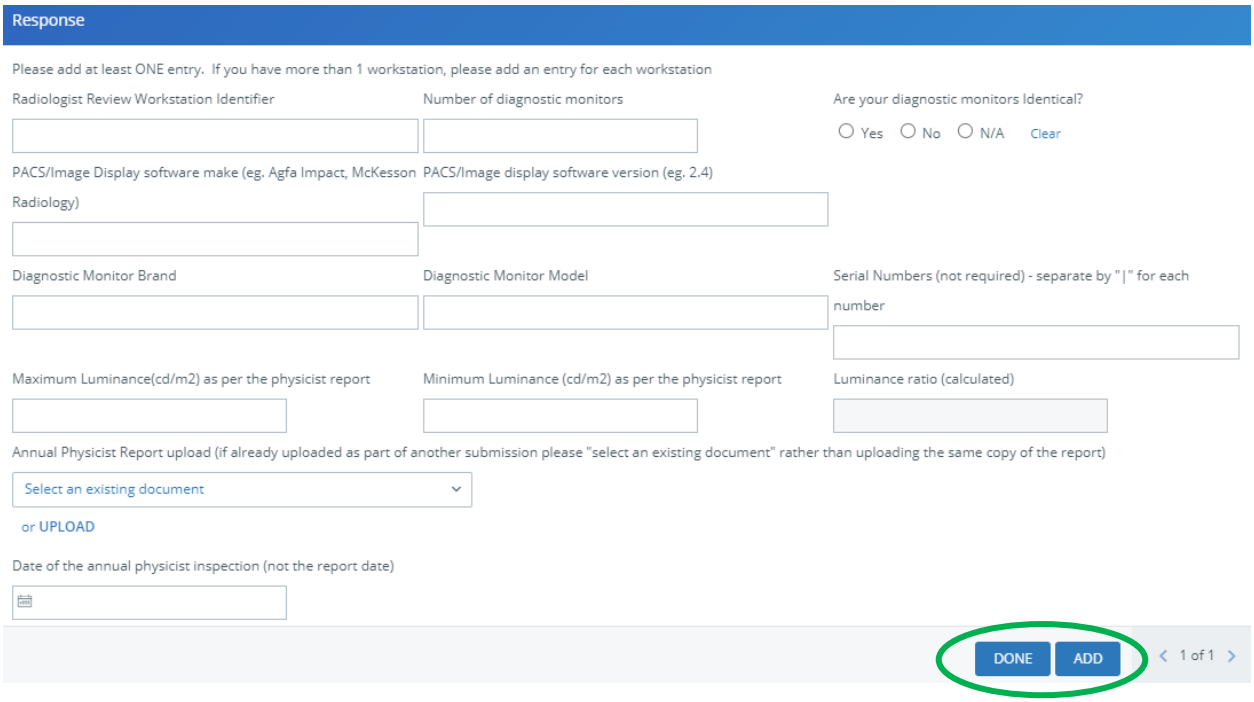
If you are working from a home workstation(s) you are required to complete this form.

- Read the instructions.

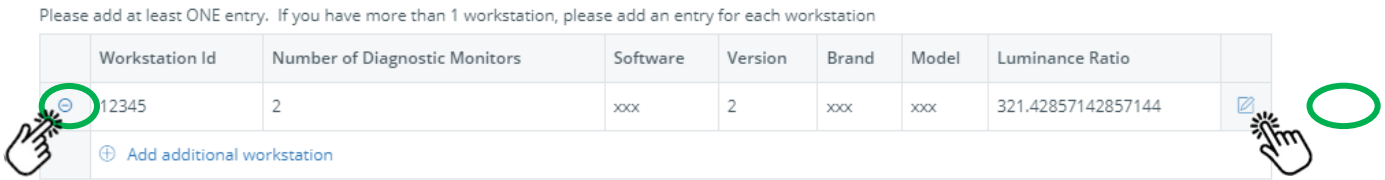
- To add a workstation Click **Add additional workstation**



- A new **Response** screen will open
- Complete the requested fields



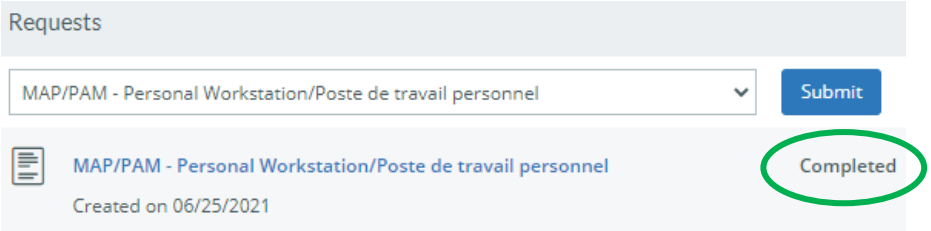
- The **Luminance ratio** will be automatically calculated based on the maximum and minimum numbers entered
- **Upload** your workstation's Annual Physicist Report (if needed)
- Click **DONE** is you are only adding one workstation or **ADD** if you have additional workstation(s) to include
- Once **DONE** is selected, you will see a table listing details about your workstation(s).



If you need to make updates to the workstation entries, click the icon.

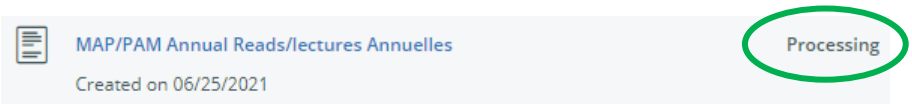
- If you need to remove a workstation entry, click the icon.
- Click **Submit** if the form is complete or **Save** if you are not ready to submit but want to save your details. You will be able to return to the form to make edits/updates. If Abandon is selected, your details will not be saved and the form removed from your list of forms created. The **X** at the top right-hand side of the form will close the form without saving any details.

Once your form(s) has been submitted the status will change to **Completed***. You will be able to view the completed form, but unable to make any changes. If any changes are needed, contact map@car.ca.



**You will be contacted by a CDP coordinator if additional details are required.*

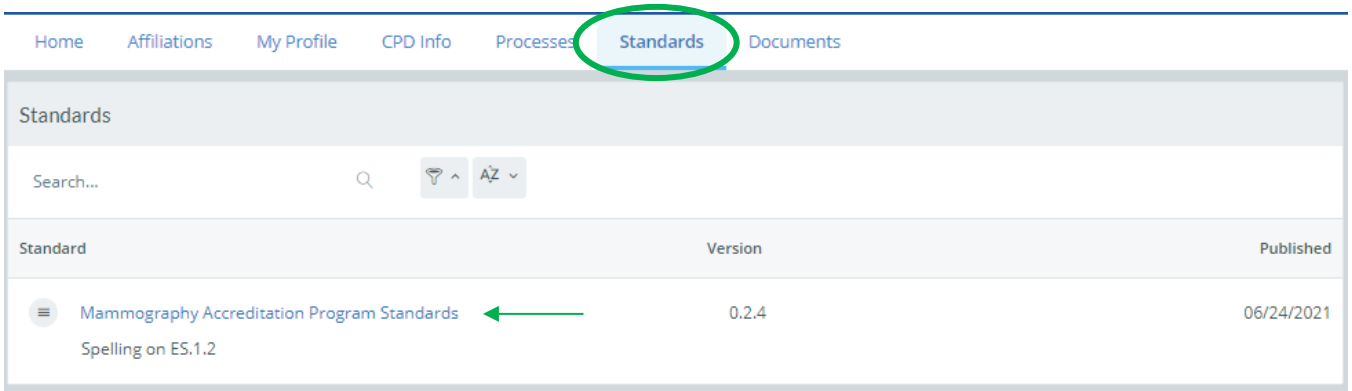
If you have saved your form(s) the status will be listed as **Processing**. You will need to return to the form and click **Submit** to have the status update to **Completed**.



You may also use the **View/Update Forms** Quick Actions button to view the progress status of your form(s) prior to submission.

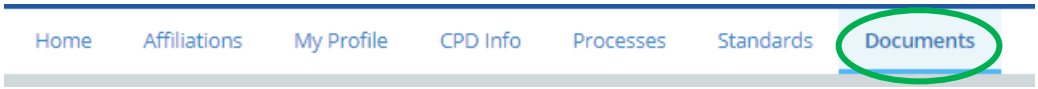
1.8 STANDARDS

The Mammography Accreditation Program Standards are available as a resource here.



1.9 DOCUMENTS

User guides and any documents uploaded as part od the Request forms will be available for viewing here.



1.10 QUESTIONS

For questions relating to your **affiliations**, please contact the **facility directly**.

For any other questions or assistance, please contact map@car.ca.