Mammography Accreditation Program

MAP - Guide

Radiologist CPD and Forms

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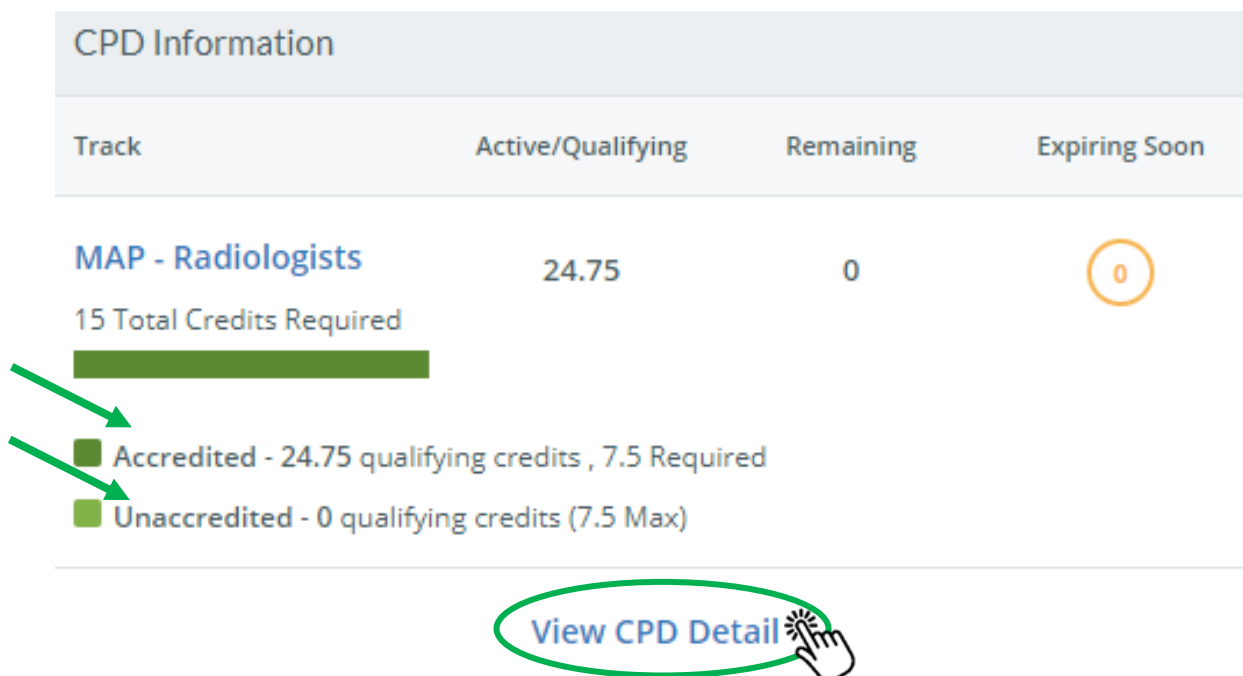## 1.1 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL PROFILE

The CAR MAP has provided you with a professional online account at **accred.car.ca**, where you are be able to keep track of your required Continuing Professional Development (CPD) credits and complete the required annual forms to fullfill the conditions for your approval within the MAP. Your approval status is carried across all facilities. Only MAP approved radiologists can interpret images from a MAP accredited unit.

The following guide overviews the sections of Continuing Professional Development (CPD) credits, the Consent to Participate form, the Annual Reads form and the Home Workstation form.

First time logging in? Go to accred.car.ca, click on "can't log in" at the bottom of the login window and the system will let you set your password.

1.2 MAMMOGRAPHY ACCREDITATION PROGRAM – PERSONAL CPD REQUIREMENTS

Radiologists must document 15 continuing professional development (CPD) breast related credits completed within the past 36 months. A minimum of 7.5 of those credits must be from accredited activities and substantiated with certificates of completion. In the CPD Information section of your profile's Home page, you will see your total number of qualifying (completed within the past 36 months) accredited and non-accredited CPD credits.

To view your CPD activities or add new CPD activities to your profile, click on "View CPD Detail"

1.3 MAMMOGRAPHY ACCREDITATION PROGRAM – ADDING CPD ACTIVITIES TO YOUR PROFILE

Click on "Add Activity"

Select **Category** Type – Accredited or Non-Accredited

Select **Activity** Type – A default list of activities is provided. The Activity selection will prompt the subsequent required fields to open. The certificate of completion from an accredited activity is required and must be uploaded.

Enter **Hours** (non-accredited activity) or **Total Credits** (accredited activity)

Click on the **Completion** field and select the date as listed on your certificate of completion (accredited activity) or the date of the activity was completed (non-accredited activity).

Name: Enter the title of the activity and the activity provider.

Evidence – <u>Mandatory for all accredited activities</u>. Drag or upload the certificate of completion.

Evidence

Name
Drag or Upload your Evidence of Completion here

Click **Save** once you have populated all required fields.

Save   Cancel

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

Activity	Completion Date	Expiration Date	Credit Value	
Breast Symposium 2021 - CAR	06/01/2021	06/01/2024	6.75	⊖

1.4 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, and click **Submit** to open the form.

Requests

Please select the request you would like to submit ⌄   Submit

Please select the request you would like to submit
MAP/PAM - Personal Workstation/Poste de travail personnel
MAP/PAM Annual Reads/lectures Annuelles   Processing
MAP/PAM - MRT Consent to participate/TRM Consentement

REQUIRED FORMS TO COMPLETE:

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

Once a form is completed, click **Submit** 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.
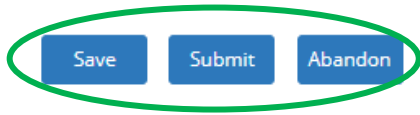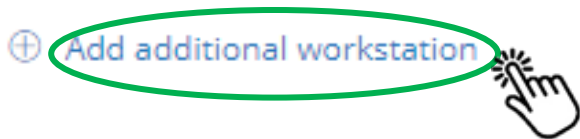

If you have saved your form the status will be listed as **Processing**. You will need to return to the form and click **Submit** to have the status update to **Completed**. You will be able to view the completed form, but unable to make any changes. If any changes are needed, contact map@car.ca.

*MAP – Personal Workstation/Poste de travail personnel Form

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

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

- 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
- 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.

1.5 QUESTIONS

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