

**SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE
(Chapter 359)**

**RADIOGRAPHERS (REGISTRATION AND DISCIPLINARY
PROCEDURE) REGULATION**

**Application for Registration
as a Radiographer**

I of
(name in both English and Chinese)

..... being
(correspondence or home address in both English and Chinese)

qualified for registration under section 12(1)*(a)/(b)/(c) of the Supplementary Medical Professions Ordinance apply for registration as a radiographer and request that my name be placed on Part (Category) of the Register.

2. I hold the following qualifications (please state qualifications obtained in chronological order):

Qualification	Issuing Authority	Date Issued

3. I have the following professional experience (please state professional experience obtained in chronological order):

Post Title	Name of Organization/Company	Period	
		From	To

4. My business address(es) *is/are as follows:

(English)
.....

(Chinese)
.....

5. My telephone numbers are (Home)(Office).

6. I *†have/have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment. I *have/have not been found guilty in Hong Kong or elsewhere of unprofessional conduct. I *am/am not the subject of an existing order under section 22(1)(i) or (ii) of the Supplementary Medical Professions Ordinance.

I declare that the information given in this application is correct to the best of my knowledge and belief.

Signed at
.....
theday of 20.....



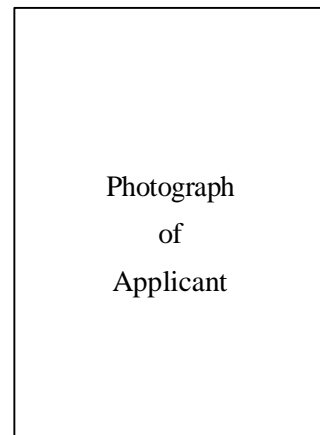
.....
(Signature of Applicant)

Before me,

.....
(Name in block letters)

.....
(Signature)

* Radiographer registered in Part I of the Register/ Barrister/ Solicitor/ Registered Medical Practitioner/ Commissioner for Oaths.



† Please supply details of conviction.
* Delete if inappropriate.

**RADIOGRAPHERS BOARD OF HONG KONG
REGISTRATION OF RADIOGRAPHERS
GUIDE TO APPLICANTS**

Introduction

..... The purpose of registration is to ensure the professional competence and good conduct of radiographers. The statutory basis for registration is contained in the Supplementary Medical Professions Ordinance (the Ordinance), Cap. 359, and the Radiographers (Registration and Disciplinary Procedure) Regulation (the Regulation). Registration of radiographers has commenced on 1 July 1995 and the regulation has come into effect on 1 November 1996. The relevant provisions in the Ordinance that prohibit the practice of radiography by unregistered persons have come into effect since 1 November 1996. Certain categories of persons are however exempted from registration. For details, please see Appendix I.

How to obtain application forms

2. Applications for registration should be made on the prescribed form. Such forms are obtainable in person, or on written request, from the Central Registration Office at 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Categorization of radiographers

3. Registered radiographers are divided into 2 categories: diagnostic and therapeutic. A diagnostic radiographer is a radiographer who has been trained to operate:

- (a) radio-diagnostic, ultra sound and thermographic equipment for the purpose of radiological diagnosis; and
- (b) radionuclear equipment including isotopes.

A radiographer who has been trained to operate radiation therapy equipment for the treatment of diseases and (b) above is categorized as a therapeutic radiographer.

Qualifications required for registration

..... 4. The register of radiographers is divided into four parts. Before completing the application form, applicants should study carefully the registrable qualifications as specified in Appendix II, for entry in various parts of the register.

Registration in other parts of the register

5. A registered radiographer may, after he has attained further qualifications and/or working experience, which qualify him for registration in other part(s) of the register, submit a fresh application for this purpose.

Restrictions on the practice of radiographers

..... 6. The restrictions on the practice of radiographers as stipulated in section 15 of the Regulation are reproduced at Appendix III.

How to complete application forms

7. Completed application forms should be witnessed and signed by a person belonging to one of the following categories:

- (a) Radiographer registered in Part I of the register;
- (b) Barrister;
- (c) Solicitor;
- (d) Registered medical practitioner; or
- (e) Commissioner for Oaths.

8. The place where the witnessing was done should be entered after “Signed at.....” on page 2 of the application form.

9. If an applicant has more than one business address, he should indicate which is the principal one by a symbol “#”.

Documents to be submitted together with the completed application form

10. Applicants should submit four passport size (50mm x 40mm) photographs, including one to be pasted onto the photograph box in the application form. In addition, photocopies of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 7, should be submitted:

- (a) Hong Kong Identity Card, or Passport;
- (b) Diploma or certificate (if any) relating to qualifications in radiography (if the qualification is not one of those specified in sections B of Appendix II, transcripts of study and documentary proof of hours of study for each subject area, including those of clinical practicum should also be produced);
- (c) Documents certifying past professional experience (if any) in radiography (e.g. certification from employer);
- (d) Documents certifying present employment (if any) as a radiographer (e.g. certification from employer); and
- (e) Documents, certified by employers, with details on the duties undertaken in the present and past employment (if any) as a radiographer, and the respective percentage of time spent on the various duties undertaken.

Applicants who do not possess formal qualifications in radiography for submission under (b) should provide other relevant documents such as letter(s) certifying working experience from employers, duty lists, business registration certificates, membership cards of professional associations, attendance certificates at professional conferences, etc., to strengthen their proof of experience in practising this profession.

Deadline for returning application forms

Application for registration under section 12(1) of the Ordinance

11. Section 21(1) of the Ordinance stipulates that “..... a person who practises a profession without being registered in respect of that profession commits an offence”. This section has come into effect on 1 November 1996 in relation to the radiography profession. Registration under section 12(1) of the Ordinance is an on-going exercise without any

Application for provisional registration under section 15 of the Ordinance

12. The deadline for application for provisional registration under section 15 of the Ordinance was 30 December 1995. Late applications would not be accepted since provisional registration is a one-off exercise. This exercise would not be repeated in future.

Practising certificates

13. Under section 16(1) of the Ordinance, “A person registered shall not practise a profession in Hong Kong unless he is the holder of a practising certificate which is then in force”. This section has come into effect on 1 November 1996. Section 16(3) of the Ordinance states that “Where a practising certificate is issued pursuant to an application made under subsection (2), the certificate shall, subject to subsection (5), be in force for any period not exceeding 12 months and ending on 30 June in any year as may be specified in the certificate”. The need for a person practising radiography in Hong Kong to hold a valid practising certificate has become a mandatory requirement commencing from 1 November 1996. Applicants who wish to apply for a practising certificate are requested to complete the letter at Appendix IV. This should go together with the application form.

Self-addressed labels

14. Applicants are requested to complete the labels at Appendix V. Future correspondence will be sent to the address written on the labels. These labels should also be submitted with the application form.

How to return completed application forms

15. Completed application forms, together with all related documents, may be returned in person (either by the applicant himself or his representative) or by post to the Central Registration Office at 17/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.

Warning against false declaration

16. Under section 12(2) of the Ordinance, “A person who wilfully procures himself or any other person to be registered by making or producing or causing to be made or produced, any false or fraudulent representation or declaration, whether in writing or otherwise commits an offence”. Please note that the Board may verify information and documents submitted by applicants with the appropriate organizations.

Fees

17. The fees payable under the Ordinance and the Regulation shall be those specified in Appendix VI. Applicants will be notified later of the method of payment. No fees will be charged before approval of the application.

Statement of purposes

18. The ‘Statement of Purposes’ in relation to the personal data provided in the application forms is at Appendix VII.

Office hours of counter services and telephone enquiry number

19. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays, and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

20. The telephone enquiry number during office hours is 2961 8647/ 2961 8652.

January 2016

Exemptions

- A. Under section 30(2) of the Ordinance, the following persons practising radiography directly connected with and necessary for the discharge or performance of their duties shall while serving in the appointments specified be deemed to be registered---
- (a) a member of the Chinese People's Liberation Army; and
 - (b) a person holding an appointment in a ship.

However, section 30(2) of the Ordinance shall not extend to any person specified therein who is practising radiography privately in Hong Kong.

- B. Extract from Schedule 5 to the Regulation

Exemption from the Ordinance

<u>Item</u>	<u>Person Exempt</u>	<u>Exempt Section</u>
1.	A registered medical practitioner while practising medicine	21(1)
2.	A registered dentist while practising dentistry	21(1)
3.	A veterinary surgeon registered under the Veterinary Surgeons Registration Ordinance (Cap. 529) in relation to any treatment by him or an animal	21(1) & (2)
4.	A student in the course of undergoing any course in medicine or dentistry at the University of Hong Kong or The Chinese University of Hong Kong (except during a period between the end of an academic year of the relevant course and the beginning of the next academic year)	21(1)
5.	A student in the course of undergoing any course in radiography at the Hong Kong Polytechnic University while practising radiography at such institutions* as the Board may specify	21(1)

* For the Bachelor of Science degree in Radiography, the institutions specified by the Board are the hospitals/ clinics under the Hospital Authority and the Prince Philips Dental Hospital.

Qualifications

Registration eligibility is stipulated in sections 12(1) of the Ordinance. Under section 15A of the Ordinance, the Radiographers Board has the authority to hold examinations. Relevant extracts from the Ordinance are reproduced in section A of this Appendix. Qualifications/ criteria for registration under sections 12(1)(a), 12(1)(b) and 12(1)(c) of the Ordinance are described in sections B to D respectively.

A. Extracts from the Ordinance

Section 12 “ **Persons who are qualified to be registered**

(1) Subject to this Ordinance, the following persons are qualified to be registered---

(a) a person who---

- (i) holds such degree, diploma or other document as may be prescribed, issued by any examining body as may be prescribed or by the board; or
- (ii) holds any such degree, diploma or other document and has the prescribed experience; or

(b) a person who holds such other degree, diploma or any other document of any examining body, which together with appropriate experience, may from time to time be recognized by the Council as qualifying the holder thereof to be registered; and in deciding whether or not to so recognize the Council may consult the relevant board; or

(c) a person who, on the date on which this section commenced to apply to a profession, is practising that profession and who by reason of his education, training, professional experience and skill satisfies the Council, after consultation with the relevant board, that he is a fit person to be registered.”

Section 15A “ **Examinations by the board**

Each board may---

(a) hold examinations for the purposes of sections 12(1) (a) and 15(2) and (2A) as and when it considers expedient or necessary;

(b) conduct such examinations itself or appoint examiners to conduct them on its behalf; and

(c) specify conditions as regards the eligibility of persons to sit for---

- (i) any examination held under paragraph (a);
- (ii) any examination so held which is of a particular class; or
- (iii) any particular examination so held.”

B. Qualifications eligible for registration under section 12(1)(a) of the Ordinance

Category	Part of register	Qualification	Experience
Diagnostic	I	(a) Bachelor of Science Degree in Radiography*; or	Not less than 2 years' recognized experience acquired after obtaining the qualification (a) or (b); and at least 20% of the 2-year period should be spent on plain radiography.
		(b) Professional Diploma in Diagnostic Radiography* issued before 1.1.97.	
		(c) Higher Certificate in Diagnostic Radiography* issued before 1.1.96.	Not less than 10 years' recognized experience acquired after obtaining the qualification (c), (d) or (e) and at least 3 years of which shall have been acquired after obtaining the qualification (c); and at least 20% of the 2-year period should be spent on plain radiography.
	II	(a) Bachelor of Science Degree in Radiography*; or	Not having the prescribed experience for entry to Part I.
		(b) Professional Diploma in Diagnostic Radiography* issued before 1.1.97.	
	III	(c) Higher Certificate in Diagnostic Radiography* issued before 1.1.96;	Not having the prescribed experience for entry to Part I.
(d) Certificate in Diagnostic Radiography* issued before 1.1.91;		Not appropriate.	
(e) Diploma issued by the Hong Kong Radiological Technician Association before 1.1.82; or			
(f) Certificate from the Radiographers Board showing a pass in the Board examination.			
Therapeutic	I	(a) Bachelor of Science Degree in Radiography*.	Not less than 2 years' recognized experience acquired after obtaining the qualification.
	II	(a) Bachelor of Science Degree in Radiography*.	Not having the prescribed experience for entry to Part I.

* These qualifications are awarded by The Hong Kong Polytechnic University or the then Hong Kong Polytechnic.

C. Criteria for registration under section 12(1)(b) of the Ordinance

A person who holds non-local qualifications in radiography or qualifications other than those mentioned in section B above may apply for registration under section 12(1)(b) of the Ordinance. The Supplementary Medical Professions Council will decide whether a particular qualification is registrable and if registrable, in which part of the register the name of the holder should be entered. Broadly speaking, the experience to qualify for registration as a Part I diagnostic radiographer should be no less than 2 years' recognized post-qualification experience and have spent at least 20% of the 2-year period on plain radiography.

D. Criteria for registration under section 12(1)(c) of the Ordinance

A person who possesses very rich experience in practising radiography but who do not possess any formal qualifications may apply for registration under section 12(1)(c) of the Ordinance. The Supplementary Medical Professions Council will consider each application and determine in which part of the register the name of the successful applicant shall be entered based on the applicant's education, training, professional experience and skill. Each application will be considered on its own merits.

Restrictions on the Practice of Radiographers

- (1) Subject to subsection (2), no diagnostic radiographer may operate any irradiating apparatus.
- (2) A diagnostic radiographer specified in column 2 of Part 1 of Schedule 4 may operate an irradiating apparatus---
 - (a) for the purpose specified in column 3 of that Part opposite to the reference to him; and
 - (b) where the condition specified in column 4 of that Part opposite to the reference to him is fulfilled in relation to the operation.
- (3) A therapeutic radiographer specified in column 2 of Part 2 of Schedule 4 shall not, in relation to the procedure in therapeutic radiography specified in column 3 of that Part opposite to the reference to him, practise unless the condition specified in column 4 of that Part opposite to the reference to him is fulfilled.

Note: Schedule 4 is attached at the Annex.

SCHEDULE 4

RESTRICTIONS OF PRACTICE OF RADIOGRAPHERS

PART 1

Item	Radiographer	Purpose	Condition
1.	Part I diagnostic radiographer Part II diagnostic radiographer Part III diagnostic radiographer	Medical exposure involving the use of a contrast medium or tomography for diagnostic purposes.	Under the personal supervision of a medical practitioner who must be present on the premises in which the examination is taking place at the time it takes place.
2.	Part I diagnostic radiographer	Medical exposure involving localization fluoroscopy for positioning of a patient in radiodiagnostic examinations to be undertaken by a medical practitioner.	Under the personal supervision of a medical practitioner who must be present on the premises in which the examination is taking place at the time it takes place.
3.	Part I diagnostic radiographer	Medical exposure involving the taking of plain radiograph for diagnostic purposes.	On referral by--- (a) a medical practitioner; (b) in the case of medical exposure of the teeth or jaw, either a medical practitioner or a registered dentist; or (c) in the case of medical exposure of the vertebral column and peripheral joints, including the pelvis, either a medical practitioner or a chiropractor.
4.	Part II diagnostic radiographer Part III diagnostic radiographer	Medical exposure involving the taking of plain radiograph for diagnostic purposes.	(a) On referral by--- (i) a medical practitioner; (ii) in the case of medical exposure of the teeth or jaw, either a medical practitioner or a registered dentist; or (iii) in the case of medical exposure of the vertebral column and peripheral joints, including the pelvis, either a medical practitioner or a chiropractor; and (b) Under the direction of--- (i) a medical practitioner; or (ii) a Part I diagnostic radiographer.

Item	Radiographer	Purpose	Condition
5.	Part IV diagnostic radiographer	Medical exposure involving the taking of plain radiograph for diagnostic purposes.	<ul style="list-style-type: none"> (a) On referral by--- <ul style="list-style-type: none"> (i) a medical practitioner; (ii) in the case of medical exposure of the teeth or jaw, either a medical practitioner or a registered dentist; or (iii) in the case of medical exposure of the vertebral column and peripheral joints, including the pelvis, either a medical practitioner or a chiropractor; and (b) Under the personal supervision of any of the following persons who must be present on the premises in which the examination is taking place at the time it takes place--- <ul style="list-style-type: none"> (i) a medical practitioner; (ii) a Part I diagnostic radiographer; or (iii) a Part II diagnostic radiographer or Part III diagnostic radiographer acting subject to the direction of a medical practitioner or a Part I diagnostic radiographer.

PART 2

Item	Radiographer	Procedure	Condition
1.	Part I therapeutic radiographer	All procedures in therapeutic radiography.	Under the direction of a medical practitioner.
2.	Part II therapeutic radiographer	<p>(a) All procedures in therapeutic radiography without involving radioactive substances.</p> <p>(b) All procedures in therapeutic radiography involving radioactive substances.</p>	<p>Under the supervision of---</p> <p>(a) a medical practitioner; or</p> <p>(b) a Part I therapeutic radiographer acting subject to the direction of a medical practitioner.</p> <p>Under the personal supervision of any of the following persons who must be present on the premises in which the treatment is taking place at the time it takes place---</p> <p>(a) a medical practitioner; or</p> <p>(b) a Part I therapeutic radiographer acting subject to the direction of a medical practitioner.</p>
3.	Part IV therapeutic radiographer	All procedures in therapeutic radiography.	<p>Under the personal supervision of any of the following persons who must be present on the premises in which the treatment is taking place---</p> <p>(a) a medical practitioner; or</p> <p>(b) a Part I therapeutic radiographer acting subject to the direction of a medical practitioner.</p>

Central Registration Office
17/F, Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong

Dear Sir/Madam,

Application for Practising Certificate

If my application for registration as a radiographer is granted, please treat this letter as my application for a practising certificate under Section 16 of the Supplementary Medical Professions Ordinance, Cap. 359.

Signature _____

Name _____

Hong Kong Identity Card/ Passport Number _____

Date _____

IMPORTANT NOTE: The need for a person practising radiography in Hong Kong to hold a valid practising certificate has become a mandatory requirement commencing from 1 November 1996.

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

FEES

<u>Item</u>	<u>Particular</u>	<u>Fee (wef 1.1.2016)</u>
1.	Registration under section 13 of the Ordinance	HK\$1,330
2.	Practising certificate issued under section 16 of the Ordinance	HK\$435
3.	Certified copy of a certificate of registration under section 14(3) of the Ordinance	HK\$310
4.	Duplicate certificate of registration under section 14(7) of the Ordinance	HK\$360
5.	Restoration to the register under section 10(5) of the Ordinance	HK\$585
6.	Certificate of standing under section 14A of the Ordinance	HK\$720
7.	Examination fee for an examination for the purpose of section 15A of the Ordinance	HK\$1,750
8.	Certificate verifying registration under section 14A of the Ordinance	HK\$545

Statement of Purposes

Purpose of Collection

The personal data provided by you to the Radiographers Board are to be used for the following purposes in relation to the Supplementary Medical Professions Ordinance (Cap 359) and the Radiographers (Registration and Disciplinary Procedure) Regulations:

- (i) to process your application for registration and/or examination;
- (ii) to compile statistics;
- (iii) to prepare, maintain and publish the register;
- (iv) to process complaints or enquiries;
- (v) to send you materials issued by the Radiographers Board; and
- (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Radiographers Board may be unable to process your application for registration.

Disclosure of Personal Data to the Public

2. Under section 11 of the Supplementary Medical Professions Ordinance, a list of the names, addresses, qualifications and dates of the qualifications of all persons whose names appear on the register has to be published annually in the Government of the Hong Kong Special Administrative Region Gazette. The correspondence address that you provide to the Radiographers Board will appear in the Gazette and on the relevant Government website where the e-Gazette is published.

3. The names and the registration numbers of registrants will also be posted on the website (www.smp-council.org.hk/rg/english/index.htm) of the Radiographers Board.

4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered radiographers and are entitled to practise the profession in Hong Kong.

Classes of Transferees

5. The personal data that you provide are mainly for use within the Radiographers Board, but, if required, they may also be disclosed to other government departments, bureaux, agencies and authorities for the purposes mentioned in paragraph 1 above. Apart from such disclosure, your data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

Enquiries

7. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Secretariat, Radiographers Board
Boards and Councils Office
46/F, Revenue Tower
5 Gloucester Road
Wan Chai, Hong Kong
Tel No.: 2527 8380
Fax No.: 2865 5540
Email: rgb@dh.gov.hk