Title **Trainer Approval Requirements** Document No: **GDL-XXX**

Approval date:

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1 General Provisions

1.1 Scope

This guidance provides the general and specific approval requirements for the Training Provider; a description of the duties that may be performed; the required qualifications of personnel, equipment and premises; the content and layout of the forms and validity periods for the reports and certificates issued by the Training Provider.

1.2 Definition

The Training Provider is an approved legal person or entity that provides services to third parties, deemed to be competent to perform tasks of the Training Providers referred to in this guidance and properly approved from the perspective of radiation protection.

1.2.1 Approval of Training Providers

The Commission for the Protection from Ionising and Nom-Ionising Radiation (Commission) approves Training Providers through granting an approval certificate. The approval is an integral part of a procedural decision issued by the Commission, which also contains the requirements for performing the practice. The requirements for approval are described in section 2 of this document.

The Training Provider with an appropriate approval is responsible for the provision of quality and timely services from its scope of work to undertakings, and the Commission.

Unless otherwise stated, the validity period is five years.

The layout and content of the approval for Training Providers are shown in Annex 2.

The Commission approves Training Providers in ionizing radiation protection in accordance with Regulation 102 of SL 585.01.

Approval by the RPC will be subject to a fee of *******

1.2.2 Renewal of the authorization for trainers

If the approved holder intends to continue, an application for approval renewal must be sent to the Commission at least 30 days before expiry date of the approval certificate. For re-approval, the application shown in Annex 1 must be filled in again and submitted together with any required supporting documentation.

1.3 Tasks of the Training Provider for radiation protection training

The Training Service Provider for radiation protection training may perform the following tasks:

Commission guidance on courses		
	Code	Title
Legal	LEG-GEN	Legal – General
	LEG-MED	Legal – Medical
	LEG-RPO	Legal - Radiation Protection Officers
	LEG-MAN	Legal – Management
Radiation Protection	RP-INTRO	Radiation Protection - Introduction
	RP-BASIC	Radiation Protection - Basic
Specific Applications	APP-SRP	Application - Specialist Register Doctors
	APP-DEN (a)	Application - Dentist
	APP-DEN (b)	Application – Dentist CBCT
	APP-REF	Application - Referrer
	APP-DRI	Application - Drivers of Class 7

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The learning objectives of the courses is given in Training requirements in terms of Regulation 14 of BSS

2 Authorization Requirements for Training Providers

2.1 General approval requirements

In order to obtain the approval for carrying out the practice of Training Providers, the applicant must submit the following documentation to the Commission:

a) Completed approval application Form 86 shown in Annex 1 (ticking the relevant course(s) in section 3),

b) Name(s) of person(s) providing the training along with their qualification(s)

c) If equipment is needed for the provision of training, the availability of equipment must be proven,

d) Templates of certificates that will be issued to the training participants,

e) Application fee.

2.2 Specific requirements

Training Providers may be approved to deliver all or part of the training syllabi as listed in 2.1. Depending on the syllabus applied for, specific requirements will need to be met.

Any Training Provider who seeks approval in any of the specified syllabi needs to meet the following requirements:

2.2.1 Personnel:

a) A radiation protection expert in the relevant field of training; or

b) A medical physics expert in the relevant medical field of training; or

c) Any other person with adequate qualifications or expertise related to ionising radiation in the medical or industrial area, subject to approval from the Commission.

2.2.2 Availability of Sample training material for each syllabus, such as:

a) Presentations;

b) E-learning;

c) Handouts;

d) Other means.

2.2.3 Availability of equipment if applicable

Any necessary equipment may be self-owned, leased, or client provided.

Equipment may include:

a) Training equipment and accessories for conducting theoretical and practical courses, with modern educational technologies;

b) Essential technical equipment for individual monitoring and workplace monitoring, the necessary equipment for practical training;

c) The necessary equipment for practical training in the specific practice.

2.2.4 Premises.

a) Theoretical training: Own or have access to any room/s that is equipped with normal classroom facilities, including projections and writing facilities;

b) Practical training: For training with dummy sources, any room as described above. If ionising generators or sources are to be used, then a suitable exposure room needs to be available. If the Training Provider does not have their own, it may contract holders of authorizations for medical, non-medical, and scientific research practices for practical training in the relevant training fields in their premises and with their equipment.

3 Documentation: Reports And Certificates

3.1 Issuing and sending documents

Approved Training Providers must send annual performance reports to the Commission by 28 February the following year. As a minimum, this should include:

a) Number of the different courses delivered,

b) Name of trainer for each course delivered,

c) List of employers for whom training was provided, including course title,

d) Number of employees trained,

e) Number of employees that passed and that failed the assessment.

3.2 Documentation

Approved Training Providers must retain a report with training provided, names of attendees, and their examination results.

3.3 Certificates

The approved Training Provider shall issue an attendance certificate including the test result.

The layout and content of the certificates of radiation safety, quality control, and protection and quality control in intraoral dental radiology are shown in Annex 3.

The certificates issued by the approved training provider shall have a validity period of a maximum of five years

3.4 Reporting deadlines

The Training Provider must send a report on completed tasks to the client and the Commission, as mentioned in 3.2 within fourteen days from date of completion of the activity.

3.5 Record keeping

Training Providers must keep records on:

a) issued reports on conducted activities;

b) issued test results;

c) issued certificates

Training records are to be kept by the training provider in compliance with their obligations under GDPR and for a minimum 2 years.

4 Application Process

4.1 Procedure

The Commission will review and assess the application and documentation against an internal procedure to verify compliance with the requirements for the Training Provider referred to in this guidance within 20 working days after the application for Technical Service Provider authorization has been submitted.

The review and assessment process issues a proposal for the approval or rejection of the application.

The Executive Secretary issues a decision on granting or refusing the approval.

4.2 Inspection surveillance

Training Providers are subject to inspection prior to and after approval, as part of the approval process and for monitoring purposes by the Commission.

4.3 Complaint

Applicant Training Providers, whose application is rejected have the right to complain to the Commission by writing to the Executive Secretary and stating their complaint.

The complaint procedure is conducted in accordance with the Commission's administrative procedure process.

5 Obligations of training providers and sanctions

5.1 Reporting obligation

The approved Training Provider must notify the Commission of all changes within itself regarding the fulfilment of the requirements laid down in this guidance that occur after the approval.

5.2 Obligation to perform tasks

The authorized Training Provider must perform tasks from its scope of work as approved by the Commission.

5.3 Loss of approval and sanctions

If an approved Training Provider fails to comply with any part of this guidance, they will be sanctioned by the loss of approval and depending on the nature of failure, sanctions might include action in accordance with the provisions of SL 585.01 or other relevant ionising radiation related regulations.

6 Transitional and Final Provisions

Training Providers who were providing services prior to the issuance of this guidance will be approved to continue practicing for a period of 6 months from the date of issuance.

Training Providers approved in accordance to the above, shall submit relevant application to the Commission within 5 months from the issuance of this guidance.

Annex 1- Application form for Training Provider – FRM-086

Title	**Training Provider Application**	Document No:	**FRM-086**

Complete this notification form and return to the address below of the Commission for the Protection from Ionising and Non-Ionising Radiation (the Commission). Where space is insufficient for any item, attach additional signed sheets.

1. Name and address of the Training Provider:

Name:

Address:

Tel:

e-mail:

Nominated Contact:

Initial application: ☐ Renewal of application: ☐

If renewal, Approval No.:

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2. Name and address of the responsible officer (i.e. legal person) making the notification:

Name:

Address:

Tel:

e-mail:

Position:

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3. Areas for which the entity is seeking approval / re-approval:

1) LEG-GEN – Legal – General ☐
2) LEG-MED – Legal – Medical ☐
3) LEG-RPO – Legal – Radiation Protection Officers ☐
4) LEG-MAN – Legal – Management ☐
5) RP-INTRO – Radiation Protection – Introduction ☐
6) RP-BASIC – Radiation Protection – Basic ☐
7) APP-SRP – Application – Specialist Register Doctors ☐
8) APP-DEN (a) – Application – Dentist ☐
9) APP-DEN (b) – Application – Dentist CBCT ☐
10) APP-REF – Application – Referrer ☐
11) APP-DRI – Application – Drivers of Class 7 ☐

SUPPORTING DOCUMENTATION

1) Names of persons providing the training along with their qualifications,
2) Proof of availability of equipment, if required for the provision of training,
3) Copy of the certificate templates that will be issued to the training participants,
4) Application fee or proof of payment.

DECLARATION

- I, on behalf of the entity, am including the fee for carrying out this approval or re-approval process.
- I agree to give the Commission every facility to carry out an audit of the entity and agree to pay any expenses incurred for this process.
- It is understood that in the event that approval or re-approval is not achieved, any fees paid shall be forfeited to the Commission.
- It is also understood that in the event of approval or re-approval not being achieved, any expenses incurred for carrying out this process shall be paid to the Commission.
- The entity agrees that if approval or re-approval is achieved, then it will abide by any conditions set in the licence awarded.

SIGNATURE of the person making the notification:	Name in BLOCK LETTERS
Date	Position in the Entity

Return the completed and signed form to the RADIATION PROTECTION COMMISSION, Sorbonne Centre, Unit F22, Mosta Technopark, Mosta, MST 3000, Malta

Annex 2- Training provider certificate template

APPROVAL CERTIFICATE TEMPLATE

The RADIATION PROTECTION COMMISSION

In virtue of Regulation 37 of the Basic Safety Standards for Ionising Radiation Regulations, SL 585.01

Approves

(Entity name)

of

Address or housed within

To provide technical support to ionizing radiation undertakings within Malta

Subject to attached notes

Authorisation No. (as per Qs-REF-04)

_____

Paul Brejza

Executive Secretary

Radiation Protection Commission

Date of Authorisation	**DD Month YYYY**
Expiry date of Authorisation	**DD Month YYYY**

Unit F22,
Mosta Technopark
Mosta
Tel: 27998676
email: info.rpc@gov.mt

INTRODUCTORY NOTE

1. These conditions form part of the Certificate of Approval.

2. The authorisation does not permit contravention of any other enactment or any order made, granted or issued under any enactment; nor does it permit any contravention of any role of law or breach of any agreement.

3. Areas of Approval

   Training in ionizing radiation protection;

Annex 3 - Information to be included in training certificate.

Information to be included in certificate as per paragraph 3.3

TRAINING CERTIFICATE

Certificate no.

Course syllabus reference

Name of the Training Provider:

Name of the participant:

Name of the client

Name of Technical Service Provider:

Training Provider approval number:

Name of Training Provider person issuing the certificate:

Signature of person issuing the certificate

Certificate issuance date:

Certificate expiry date:

Revision History

Prepared by	Approved by	Approval Date	Summary of change
P Brejza			Initial version