



## THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

### Radiology Quality Management

#### Meeting the requirements of the New Zealand Code of Radiological Practice.

This course is designed for radiology practice managers, medical radiation technologists (MRTs) and radiology quality management staff. It will assist them develop, implement and refine a documented quality system and the practical requirements of accreditation by International Accreditation New Zealand (IANZ).

#### Key topics covered:

- Quality manual development and implementation
- Document control
- Procurement of services and supplies
- Accommodation and environment
- Imaging procedures
- Staff recruitment, training, and continuing development
- Equipment management, calibration and quality control
- Patient management
- Service to, and feedback from patients and clinicians
- Corrective and preventive action
- Internal audits and management review Recording and reporting.

#### Suitability

This course is equally suited to radiology staff responsible for preparing for IANZ Accreditation, or to staff from IANZ Accredited practices seeking to fine-tune existing systems and gain the best possible benefit from the accreditation process.

The New Zealand Institute of Medical Radiation Technology has approved the Radiology Quality Management course run by the NZ Quality College as qualifying for continuing professional development points. This course qualifies under groups 1.3, 1.4 and 1.5, and is approved for 10 CPD credits.

#### Presenter

This course is presented by Graham Walker, senior assessor in the IANZ Radiology accreditation programme. He brings a unique mixture of enthusiasm and experience to his training, combined with practical exercises and humour. Jane Busby, programme manager of Radiology will also be on hand.

#### Please note

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

#### Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

#### Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

#### Duration & Prices

Two day course \$1135 +gst

*Book one month in advance to receive the early bird price of \$965 +gst*

#### Dates & Locations

Auckland 10-11 March 2011

# NZQC COURSE REGISTRATION FORM



Name of Course **Radiology Quality Management**

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

Please read the terms and conditions below before posting your registration for this course.

## METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

**Pay By Cheque**

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

**Pay by Credit Card**

Currently we accept VISA and MASTERCARD

VISA  MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Payment Amount:  
\$ \_\_\_\_\_ (+ GST)

**Direct bank deposit**

**A/C 03-0196-0131722-00**

**Reference: NZQC**

## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 5 working days prior to the course commencing at no additional cost. If we receive a transfer request within 5 days of the course, a 25% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.