



CT Coronary Angiography (CTCA) Frequently Asked Questions

Initial Certification

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1. I would like to be certified for CTCA, how does this work?

Please visit the [ANZCTCA website](http://anzctca.org.au) to check the requirements for initial certification. Please note that you will need the following:

- Evidence of Fellowship in Cardiology, Nuclear Medicine, or Radiology
 - Cardiology - evidence of RACP Fellowship and CSANZ membership or completion of Cardiology training from RACP.
 - Nuclear Medicine - Letter of credentialing for Nuclear Medicine from the Joint Nuclear Medicine Credentialing and Accreditation Committee (JNMCAC) or Medicare letter of confirmation as a consultant physician in Nuclear Medicine.
 - Radiology - evidence of RANZCR Fellowship or Educational Affiliate membership.
- Medical registration with AHPRA or the MCNZ
- Certificate from a CTCA training course or evidence of completion of a 1-year cardiac imaging Fellowship completed within the last 3 years
- Logbook of cases (if applying for Level A Pathway 1)

If you have completed a CTCA training course but are also completing a cardiac imaging Fellowship, then it is recommended that you hold off applying for CTCA certification until this is complete. You will then be able to apply for Level A Pathway 2 or Level B Pathway 1. Please note that if you apply for Level A Pathway 1 after completing a CTCA training course then you will not be eligible to convert to a Level B for 3 years (until the end of your first recertification cycle).

It is recommended you read the initial certification requirements before you apply to ensure you can meet the requirements.

2. What is the difference between Level A and Level B CTCA specialist?

Level A – recognition of training that enables the CTCA Specialist to provide CTCA services independently and without supervision

Level B - recognition of training that enables the CTCA Specialist to both provide CTCA services independently and without supervision, and to supervise Specialists and other CTCA Specialists in their CTCA training.

Please note that you can only apply for Level B if you have completed a cardiac imaging Fellowship however if you wish to become a Level B you can apply for conversion at the end of your recertification cycle (3 years after initial certification).

3. How can I tell if my CTCA training course meets the CTCA certification requirements?

Please refer to the [course provider guidelines](#) on the ANZCTCA website. Many of the courses run in Australia and New Zealand meet the requirements as do some overseas run courses. A list of some CTCA training courses are listed on the website for the information of applications.

When deciding on a course, it is recommended that you review the course program and look for the following:

- A course of a minimum of 40 hours
- A structured program of didactic learning as well as case review on workstations
- All course participants should have access to a workstation
- Supervised by the ANZCTCA Level B or equivalent (e.g. SCCT Level 3)
- The ratio of course participants to one clinical trainer should be 15:1
- Cases should be worked up from raw data with direct supervision
- Cases with non-coronary cardiac and non-cardiac findings should be included
- Library cases should be correlated, and should include documentation of patient prior history

Applicants are responsible for selecting and registering for a course. Please note that the CTCA Committee does not provide endorsement, accreditation or certification of courses, nor does it allocate continuing professional development (CPD) hours, points or credits to them. The eligibility of the course as a CPD activity and the allocation of CPD hours, points or credits is the responsibility of the applicant's CPD Home. The CTCA Committee only consider CTCA training courses in the context of initial certification and its requirements.

If you wish to complete a CTCA training course before you have become a Fellow of RACP or RANZCR, it is recommended that you complete it in your last year of training just before your Fellowship. It is also recommended that you complete your 50 live cases after completing your training course.

4. My CTCA training course or Fellowship were completed more than 3 years ago, what should I do?

Please note that CTCA training (either a course or a Fellowship) and cases completed more than 3 years ago will not meet the requirements for initial certification. It is the responsibility of the prospective applicant to apply before the 3-year deadline. If you hold off applying for more than a year after you have completed your CTCA training, you may wish to do additional supervised live cases just before you apply for initial application to ensure your skills are current.

If your CTCA training course or Fellowship was more than 3 years ago and you would like to be certified for CTCA, then you will need to complete a CTCA training course and report 50 live cases with a Level B supervisor.

If you are reaching the end of the period of eligibility and have any questions, please contact the CTCA Secretariat at ctca@ranzcr.edu.au

5. I have completed a cardiac imaging Fellowship, what information do I need to provide as part of my application?

If you have completed a cardiac imaging Fellowship which included CTCA training (in addition to having met the other requirements) then you are eligible to apply for Level A Pathway 2 or Level B Pathway 1. Please note that applicants should ensure they select the pathway they wish to apply under. If you wish to change your pathway (Level A or Level B) this can only be done prior to the submission deadline for the application round as specified on the Home page of the ANZCTCA website and not after review by the Committee.

If applying with evidence of completion of a Fellowship completed within the last 3 years, the applicant must also include a letter from their Fellowship supervisor providing as much detail as possible. This may include:

- Start and finish dates of the Fellowship
- Proportion of the Fellowship that was CTCA
- Number of CTCA cases reported
- Didactic learning
- Attendance at clinical meetings or multidisciplinary team meetings with CTCA cases
- Confirmation of supervision by a ANZCTCA Level B supervisor (if overseas a SCCT Level 3 or similar)
- Any other relevant information about the Fellowship

Providing as much information as possible assists the CTCA Committee with their review of the application and reduces the need for further follow up with questions about the applicant's Fellowship.

6. Can I still apply for CTCA certification if I have not met the requirements?

Prospective applicants must check the [ANZCTCA website](#) to ensure that they meet the current requirements before applying for initial certification.

If you are not meeting a requirement, for example you are not a FRACP or a FRANZR then you will need to wait to be eligible before applying for initial certification.

If you apply for initial certification and are not eligible, the CTCA Secretariat will notify you of this and your application will not progress to the review part of the process. You will be able to reapply once you have met all the requirements for initial certification.

7. What are the requirements for the logbook of CTCA cases?

The correct logbook template should be used when applying for initial certification. The current version of the logbook can be downloaded from the [ANZCTCA website](#).

Please note the following when completing your logbook:

- ANZCTCA Initial Certification Logbook template should be used
- Logbook should be submitted in Excel format (not PDF or other formats)
- All required fields of the logbook should be completed
- Only one logbook is to be submitted in the application form (please ensure all cases are in the one logbook as multiples are not accepted)
- Any cases that you have completed more than 3 years ago should **not** be included
- Ensure that you have included a minimum of 50 live cases supervised by a Level B (their name should be included in logbook)
- A maximum of 100 library cases from the CTCA training course can be included
- No live cases from the CTCA training course can be included in the logbook
- There should be a minimum of 25 cases with non-coronary cardiac findings
- There should be a minimum of 25 cases with non-cardiac findings

Important - Please ensure that you do not include identifiable patient information, e.g. patient names in your logbook. Should you send CTCA documentation that contains identifiable patient information **it will not be accepted**. Where applicants submit logbooks which contain identifiable patient information these will be immediately deleted, and the applicant will be responsible for resubmitting an updated version of the logbook with de-identified information.

Any logbooks that do not meet the requirements will be sent back to the applicant to resolve and may cause delays in processing the initial certification application.

8. What is a correlated case?

A correlated cases means a case where correlation is achieved through audit by coronary angiography/ stress echo/ nuclear MPS and/or through clinical follow-up with referring medical practitioner/multidisciplinary team.

9. What happens if there are any documents missing or incorrect information in my CTCA application form?

The CTCA secretariat will contact individual CTCA specialists for the following reasons:

- Missing documentation, e.g. CTCA training course certificate
- Incorrect documentation
- Documentation in incorrect format, e.g. logbooks not in Excel format (files from Apple computers will need to be converted to a Microsoft format like Excel)
- Missing information in application form
- Logbook cases – not enough correlated cases, missing DLPs or cases without a Level B supervisor
- Unpaid invoices

All of the above issues will mean that your application may be delayed if you do not submit the correct information by the deadline and you may miss the next Committee review period. Your application will then be delayed to the following meeting provided that the application and supporting documentation are correct.

Applicants are responsible for the following:

- Correct information in application form
- Correct pathway selected in application form (e.g. Level A Pathway 2 or Level B Pathway 1)
- Submission of all documentation in a clear and readable format
- Advising of any change of contact information (e.g. address, phone number etc.)
- Paying their invoice in a timely manner

Please note – if you make an error on your application form **please contact the CTCA secretariat as soon as possible**. If you fail to notify the CTCA secretariat before the next meeting date, then your application will be assessed as it has been submitted. For example, if you submit the recertification application form as Level A when you intended to apply for a Level B then it is your responsibility to contact the CTCA secretariat to have the application form updated. **This must be done before the Committee meets and your application is finalised.**

10. How long does it take to process and review my application for initial certification?

The CTCA Committee meets approximately every 3 months and there are 4 application rounds a year. The deadlines for each application round are listed on the [ANZCTCA website](#).

Please note – there are frequently large numbers of applications that are being processed and finalised in the same round as your application. It would be appreciated all applicants could **please be patient** and ensure that they submit their applications correctly and on time as this improves the application processing time. Applicants can contact the CTCA Secretariat if they have questions but please note that it takes time to correctly process applications and send acknowledgement emails so phoning and sending multiple emails can cause delays and confusion.

The process for initial applications is as follows:

- Application submitted (at any point in the 3-month period leading up to a CTCA Committee meeting)
- Acknowledgment of receipt of initial certification application (approx. 5 business days after submission)
- Application deadline (3-4 weeks before meeting)
- Preparation of application for review (3 weeks before meeting)
- Review by CTCA Committee (2 weeks before meeting)
- CTCA Committee meeting
- Outcome letters sent out to applicants (day after meeting and for the next 2 weeks)

Applicants will be notified of the meeting date and the time period in which the outcome of their application will be sent to them in an acknowledgement email after their application is submitted. Any missing or incorrect documentation will need to be resubmitted before the CTCA Committee meeting to ensure it can be reviewed on time otherwise it may need to be delayed until the next application round.

Please also ensure that your invoice is paid in a timely manner as failure to pay your invoice will result in the delay of your application outcome.

11. I need CTCA certification for my new job, how can I ensure I am certified for CTCA before I start?

The CTCA Committee only meet once every 3 months, 4 times a year. It is recommended that you apply for initial certification as soon as you have met the requirements. The Committee is not able to review applications out of session and all applicants will need to wait for the next meeting of the Committee. For example, if you apply for certification in June and will need to start reporting in July but the next Committee meeting is in August then you will need to apply for certification in an earlier application round.

If you need to check the timeline for review and approval of applications in an application round, please contact the CTCA secretariat as soon as possible to discuss your options by phoning +61 9268 9777 and selecting 'CPD' or by emailing ctca@ranzcr.edu.au.

12. I have been certified as a CTCA specialist, what should I do now?

Once you have received your outcome letter then the following will happen:

- you will be able to start reporting CTCA cases without supervision
- Your name will be added to the [CTCA Specialists register](#)
- If you are registered in Australia, then Medicare will be notified

Please note that it may take 1-3 days for the above to be finalised after your outcome letter has been sent. Medicare may also take several days to update your records. It is also recommended that you read your outcome letter and the recertification requirements for your recertification cycle. You are required to meet the recertification requirements 3 years after your CTCA certification. Please refer to the [ANZCTCA website](#) for more information on recertification.

Please also ensure that you add your recertification date to your calendar to remind you to submit in a timely fashion.

Please note that it is your responsibility as a CTCA specialist to ensure that you meet the recertification requirements.

13. I have just been certified but will be taking a break in practice during my recertification period and will not report CTCA for an extended period, what do I need to do?

Recognised CTCA Specialists may seek to formally suspend their CTCA Registration on compassionate grounds for a period of up to twelve months during their three-year recertification cycle. Reasons for CTCA Registration suspension may include sabbatical leave, parental leave, or illness. It is recommended that you apply for suspension within your recertification period so that you will be able to meet the recertifications requirements.

Any CTCA cases performed during the period of suspension by the CTCA Specialist will not be eligible for use in their recertification logbook, and Medicare Australia will be advised of the CTCA Specialist's temporary suspended registration. The validity of 'compassionate grounds' will be considered on a case-by-case basis by the Committee where these are ambiguous.

Applications for Suspension of CTCA Registration are assessed by the Conjoint Committee for the Recognition of Training in CT Coronary Angiography (CTCA). Following the approval of an application for suspension of registration, applicants will be notified and their recertification due date updated.

Please contact the CTCA secretariat to request the Suspension application form by phoning +61 9268 9777 and selecting 'CPD' or by emailing ctca@ranzcr.edu.au.