



CARDIOLOGY TECHNOLOGISTS' ASSOCIATION OF NOVA SCOTIA (CTANS)

# MEMBER POLICY MANUAL

## MEMBERS POLICY MANUAL

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## **1. MISSION STATEMENT**

We, the CTANS, are dedicated to the ongoing commitment of achieving the highest standards in terms of skilled Cardiology Technologists. By continually upgrading our education programs we can be assured of highly trained technologists.

We will do our utmost to assist Cardiology Technologists attain National recognition for the varied services they offer as health care professionals.

## **2. STATEMENT OF PROFESSIONALISM**

CTANS is a society comprised of Cardiology Technologists performing many diverse tests and procedures within the field of Cardiology. As such, the CTANS Board requires that Associate/Student members and Registered Technologists must meet and follow standards to ensure the public is provided with these medical services in a safe, confidential, and professional manner.

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### **3. CODE OF ETHICS**

The purpose of the Code of Ethics shall be that of a guide to assist the Health Care Institute in obtaining a high level of competent and ethical conduct in Cardiology Technology. All members of the Cardiology Technologists Association of Nova Scotia, upon acceptance of membership, shall commit themselves to the following standards of conduct:

1. Practice care, discretion, and good judgment in fulfilling of cardiology testing upon only those patients referred by the physician for testing.
2. Without discrimination, provide testing for the patients with full respect to their dignity and confidentially.
3. At all times, conduct one's private and professional life in such a manner as to maintain integrity and confidence in the member and his/her profession.
4. Avoid any activities that may result in unprofessional conduct or conflict of interest.
5. Maintain and update curricula that will be recognized as the Educational Standards of the Canadian Society of Cardiology Technologists.
6. Be actively engaged in a current continuing education program or credit system, so as to update and maintain levels of competency which is vital to maintain and advance oneself and profession.
7. Remain worthy of the trust that is invested in us by our physicians, colleagues, and patients.
8. Be familiar with and abide by the Standards of Practice for the Society of Cardiology Technologists and to understand that actively participating in and supporting the Society of Cardiology Technologists and to understand that actively participating in and supporting the Society is a professional responsibility of each member.

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## **4. STANDARDS OF PRACTICE**

The purpose of the Standards of Practice shall be that of a guide to assist the Health Care Institute in obtaining a high level of competent and ethical conduct in Cardiology Technology. All members of the Cardiology Technologists Association of Nova Scotia, upon acceptance of membership, shall commit themselves to the following Standards of Practice:

1. Members of the Cardiology Technologists Association of Nova Scotia shall maintain the Standards of Practice herein prescribed in the performance of their profession.
2. The Technologist carries out responsibility for the patient's safety.
3. The Technologist shall promote an environment in which the spiritual beliefs, customs and values of the patient are respected.
4. The Technologist shall respect the confidentiality of matters pertaining to colleagues, other health care workers and patients.
5. The Technologist shall not influence any patient for the purpose of affecting change of the referring physician.
6. The Technologist shall assume responsibility for professional decisions made in the practice of the profession but understand that the diagnosis is outside the scope of the profession.
7. Interpretation of tests shall not be given to patients by the Technologist.
8. The Technologists shall willingly participate in the education and training of the Canadian Society of Cardiology Technologists candidates or members where applicable.

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## 5. MEMBERSHIP TYPES AND REQUIREMENTS

**REGISTERED ACTIVE MEMBER IN GOOD STANDING** - a Registered Member who holds a valid certificate of successful completion of the CSCT's certification examination and who has satisfied all prerequisites established by the Board, including but not limited to full payment of all applicable membership dues and/or collection of mandatory CEUs. A Registered active Member in Good Standing has the right to vote at a meeting of the Members, may be elected to the Board, and may be appointed to an office of the Society.

**REGISTERED INACTIVE MEMBER IN GOOD STANDING**- A Registered member who has paid all applicable membership dues and submitted the mandatory thirty (30) CEUs but who has self-declared that he/she is not actively working in the field. Inactive Members do not have the right to vote, or be appointed to an office of the Society.

**MEMBER NOT IN GOOD STANDING** - a Member who has not satisfied all prerequisites established by the Board, including but not limited to full payment of all applicable membership dues and/or collection of mandatory CEUs. A Registered Member Not in Good Standing has no right to attend the CTANS annual general meeting.

**BUSINESS, COMMERCIAL OR INDUSTRY MEMBER** – a proprietorship, association, body corporate, trustee, executor, or administrator of legal representative who has paid the applicable annual membership fee and who has received approval of the board. This category of membership has no vote, is not eligible to be elected for office in the association and is not entitled to this membership type if they work as a registered cardiology technologist.

**LIFE MEMBER** - a Registered Member who is recognized for professional contribution to the Society, as approved by the Board (See policy 11). A Life Member has all of the privileges of a Registered Member in Good Standing. A life member is not required to pay annual membership fees to CTANS but is required to maintain the mandatory thirty (30) CEUs per triennium.

**STUDENT MEMBER** – a person actively pursuing registration with the CSCT and who has satisfied all prerequisites established by the board, including but not limited to payment of student membership fee. A student member is entitled to attend meetings of the association, but is not entitled to vote or hold office.

**HONORARY MEMBER** – a person who is recognized for services or contributions to the association and elected by the board of the association. An honorary member is entitled to attend all meetings of the association but is not entitled to vote or hold office in the association.

## **MEMBERSHIP TYPES AND REQUIREMENTS CONT...**

- A. All membership periods shall be annual, subject to their renewal. Memberships are non-transferable. Certification/Registration (membership) cards shall be issued electronically by the Society annually. Such cards are the property of the Society, and the Society reserves the right to recall any membership card at any time.
- B. To keep membership in good standing requires:
- Payment of annual dues and any outstanding fees
  - Compilation of the mandatory thirty (30) CEUs per triennium
- C. Failure to comply with policy 5B shall result in one or more of the following:
- Change in membership status
  - Fine(s)
  - CEU accumulation to meet requirements
  - inability to vote at an AGM or special meeting
  - Requirement to rewrite the CSCT certification exam
- For more information about reinstatement, see policy 7.
- D. When a member moves to another provincial association, a transfer form is to be completed by the member and sent to their current provincial registrar. The completed form is then submitted to the new provincial association registrar and the CSCT Registrar. The form for transfer is located on the CTANS website.
- E. To maintain any position on a Board or committee, a member must maintain their status as “in good standing”. Failure to comply will result in removal from that position.
- F. To change membership status to active or inactive, the ‘change membership status’ form found on the CTANS website must be filled out and submitted to the CTANS registrar. Change in active/inactive membership is approved by the registrar once applicable documentation and fees are collected.

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## 6. CURRENT FEES AND DUES

**All membership dues are due by midnight October 31<sup>st</sup> of each year. CEUs are due by midnight December 31<sup>st</sup> in the last year of the triennium.**

A. CURRENT DUES ARE AS FOLLOWS:

Active member (NS)*	\$280.00
Active member (PEI)*	\$120.00
Inactive member *	\$80.00
Student	\$75
Life*	waived
Business, Commercial and Industry member*	\$1500.00

*\*CSCT per capita due amount is included in your membership dues. Per capita dues are paid by the CTANS treasurer on your behalf.*

B. ADMINISTRATION/LATE FEES:

Late Dues penalty	\$100
Late/Delinquent CEUs	\$150

C. A charge will be applied for any NSF (non-sufficient funds) cheque received by CTANS

D. CSCT and CTANS dues are non-refundable

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## 7. REINSTATEMENT

CTANS must comply with CSCT policy on reinstatement.

CSCT Policy is as follows:

### *CSCT Reinstatement Policy*

*Effective January 1, 2020 to December 31, 2022*

A Member “Not in Good Standing” is a Registered Member (except a Life member) who has lapsed in one or both of the following:

1. Annual dues and / or any applicable fees
2. The required 30 CEUs per triennium

A Member “Not in Good Standing” applying for reinstatement must complete the requirements as outlined below:

***In order to apply for reinstatement, please contact your Provincial Association in order to ensure eligibility PRIOR to paying any back dues and/or fees.***

#### **Lapsed Membership Dues:**

<b>Years of Not in Good Standing</b>	<b>Admin fee (to stay in province)</b>	<b>Additional requirements:</b>
End of one year	\$50	<ul style="list-style-type: none"> <li>• Pay all membership back dues and applicable fees at current rate</li> <li>• Confirmation of membership status from CSCT registrar</li> <li>• Provide required documentation eg. legal, medical or other as applicable</li> </ul>
End of two consecutive years	\$100	
End of three consecutive years	\$150	
End of four consecutive years	\$200	
End of five consecutive years	\$250	
End of six consecutive years or more		<ul style="list-style-type: none"> <li>• Pay all membership back dues and applicable fees at current rate</li> <li>• Confirmation of membership status from CSCT registrar</li> <li>• Provide required documentation (eg. legal, medical or other as applicable)</li> <li>• <b>Challenge and pass the CSCT Certification exam WITHIN the first 4 available consecutive sittings</b></li> <li>• <b><i>In the event of failing to pass the CSCT certification exam within the allowed time frame, the member must graduate from a recognised Cardiology Program and then challenge and pass the exam as a new student.</i></b></li> </ul>

**CEU Noncompliance:**

Years of Not in Good Standing	Admin fee (to stay in province)	CEUs to be submitted	Additional requirements:
End of first triennium	\$150	Delinquent CEUs	<ul style="list-style-type: none"> <li>● Pay all membership back dues and applicable fees at current rate</li> <li>● Confirmation of membership status from CSCT registrar</li> <li>● Provide required documentation (eg. legal, medical or other as applicable)</li> </ul>
End of second triennium			<ul style="list-style-type: none"> <li>● Pay all membership back dues and applicable fees at current rate</li> <li>● Confirmation of membership status from CSCT registrar</li> <li>● Provide required documentation (eg. legal, medical or other as applicable)</li> <li>● <b>Challenge and pass the CSCT Certification exam WITHIN the first 4 available consecutive sittings</b></li> </ul> <p><i>In the event of failing to pass the CSCT certification exam within the allowed time frame, the member must graduate from a recognised Cardiology Program and then challenge and pass the exam as a new student.</i></p>

*Note: If considered eligible to write the CSCT Certification exam, the member must apply to write the **designated** exam sitting. Failure to apply will be counted toward the total allotted attempts (4).*

*Approved 2019 by CSCT Executive Board*

**REVISED FEB 9, 2022**

## 8. ANNUAL GENERAL MEETING

- A. The Annual General Meeting will take place on the first Sunday in May Each year. Meetings will follow the short version of ‘Roberts Rules’ as closely as possible.
- B. The Vice president will send notice of meeting and an agenda to all CTANS members via the Spring Newsletter.
- C. Proxy forms can be found on the CTANS website. Proxies must be received by the Registrar in the time frame as directed on the proxy and will be validated prior to the meeting. Only Active members in good standing are eligible to vote.
- D. Meeting minutes will be kept by the CTANS secretary and can be found on the CTANS website
- E. Registrar will maintain attendance book at the AGM. Certificates of attendance will be given to members for CEU supporting documents.
- F. To allow for recounts or discrepancies, all proxies received at an AGM will be sealed and stored with the CSCT registrar for one (1) year and destroyed (by motion) at the next AGM. A request for an AGM vote recount must be made immediately after the initial vote.
- G. At an AGM, when voting on issues other than those on the original proxy, the voting member is allowed one (1) vote for themselves and one (1) vote for each valid proxy that they are carrying and as directed by the proxy.
- H. Members in arrears who wish to attend and vote at an AGM must ensure that their dues, fees and CEUs for Active membership, are submitted no later than one (1) month prior to the AGM to allow for full processing of the documents and funds.
- I. Voting members must check in (register) prior to the start of the AGM. As per bylaw 41.3 Quorum at an AGM shall be 25% of the members eligible to vote. If within 30 minutes from the time appointed for the meeting a quorum of members is not present, the meeting shall be dissolved and rescheduled.
- J. Attendees who leave the room will not be allowed back into the AGM while a motion is in progress. They can rejoin the meeting after the vote is officially complete.

- K. Any member requesting to add a new item to the AGM agenda for membership discussion must submit a written request and summary of the topic, to the president, fourteen (14) days prior to the AGM. The president will notify the member of the Board's Decision.
- L. The following statement is to be read at the end of each AGM:

*“Be it resolved that all act, bylaws, proceedings, appointments, election and payment enacted, made, done, and taken by the Directors and Officers of CTANS since the date of the Annual General Meeting of CTANS be the same are hereby approved, ratified and confirmed.”*

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## 9. CTANS LETTERHEAD

The CTANS letterhead is for the use of CTANS business only.  
Specified usage is for Board members and specific committees only.

A. Approved current usage is for:

- President
- Provincial Director
- Treasurer/Registrar
- Vice President
- CEU/Education Director
- Secretary

B. All other usage must be requested in writing and approved by the CTANS Executive.

C. The CTANS President is to receive a copy of all letters sent on behalf of CTANS

## 10. LIFE MEMBERSHIP

*For the recognition of outstanding service or contribution to the membership as a whole.*

It will be the responsibility of the CTANS Board of Directors (BOD) to use these criteria to accept/deny nominations. The BOD will consider the value of service/contribution of each accepted nominee to discern (by discussion and vote with a minimum threshold of 75% of BOD) whether the honour of Lifetime Member should be awarded. The BOD will acknowledge all nominations but has no responsibility to respond to the nominator or nominee regarding the success of the candidate.

**To be considered for Life Membership by the CTANS BOD, the nominee must currently be a Member in Good Standing of the CSCT/CTANS meet all of the following criteria:**

1. a minimum of 20 years in good standing with CTANS / CSCT (or other provincial association in combination)
2. served on the provincial board for a minimum of 10 years
3. Has made a **Significantly Notable Contribution** to the CTANS membership as a whole (submitted in writing by the nominator).

### **To nominate a member for life membership**

- A. A nomination with supporting documentation is to be sent to the CTANS President. The president will bring the nomination before the Board.
- B. The Board will review all such recommendations and validate all pertinent information.
- C. If a life membership is awarded, an official certificate and congratulatory letter, signed by the president, is announced and presented at the first available AGM. If the member is unable to attend, then the certificate and letter will be sent to the member.

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