

**RULES
OF
TENNESSEE BOARD OF PODIATRIC MEDICAL EXAMINERS
DIVISION OF HEALTH RELATED BOARDS**

**CHAPTER 1155-03
GENERAL RULES GOVERNING PODIATRY X-RAY OPERATORS**

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1155-03-.01 SCOPE OF PRACTICE AND CERTIFICATION.

- (1) Scope of Practice - Any person who applies x-rays to human beings for diagnostic purposes in a podiatrist's office in Tennessee must be certified by the Board of Podiatric Medical Examiners.
 - (a) Only those individuals that are qualified by training and experience may obtain a certificate to practice as x-ray operators in a podiatrist's office and must do so under the supervision of a duly licensed podiatrist.
 - (b) Each person certified by the Board must practice only in the "foot/ankle" specialty area. Practicing radiography beyond the scope of certification is grounds for decertification.
 - (c) Board issued certificates shall be posted in a location visible to all patients receiving radiographic examinations.
 - (d) Certificates issued by the Board are subject to being disciplined for the same causes, to the same extent and pursuant to the same procedures as issued podiatry licenses.
 - (e) Under no circumstances may a person certified pursuant to this chapter perform any procedure utilizing contrast media or any invasive radiological procedure.
- (2) Certification - Individuals desiring certification must submit a notarized application on a form prescribed by the Board. This application must have a recent photograph properly attached and must be accompanied by a non-refundable fee as provided in Rule 1155-03-.06.
 - (a) The applicant must be at least eighteen (18) years of age; and
 - (b) The applicant must possess a high school diploma or its equivalent and comply with either Rule 1155-03-.02 or 1155-03-.03; and
 - (c) The applicant must be free from physical and mental impairment that interferes with the performance of duties or otherwise constitutes a hazard to the health or safety of patients.
 - (d) An applicant shall cause to be submitted to the Board's administrative office directly from the vendor identified in the Board's certification application materials, the result of a criminal background check.

Authority: T.C.A. §§ 4-3-1011, 4-5-202, 4-5-204, 63-3-106, 63-3-119, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. Repeal and new rule filed September

(Rule 1155-03-.01, continued)

14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001. Amendment filed May 5, 2006; effective July 19, 2006.

1155-03-.02 EDUCATION, TRAINING, AND EXAMINATION REQUIREMENTS.

- (1) Education Requirement-The applicant shall cause to be submitted to the Board's administrative office official verification of attendance and successful completion of six (6) contact hours of didactic instruction in the field of x-ray operation.
 - (a) The instruction shall include, but not be limited to, radiographic imaging equipment, principles of radiographic exposure, radiation safety and protection, patient care and positioning, radiographic quality, radiographic film processing, radiographic image protection, and quality control methods.
 - (b) The six (6) contact hours of didactic instruction may be obtained by attending a course on x-ray operation provided or sponsored by the American Podiatric Medical Association (APMA), a state or regional affiliate of the APMA, an affiliated specialty group, the United States government, or a Board-approved course on x-ray operation. Requests for approval of coursework must be received in the Board's administrative office at least forty-five (45) days prior to commencement of the course.
 - (c) Verification of successful completion of the requirements of this paragraph must be sent directly to the Board by the course provider.
- (2) Training Requirement-The applicant shall cause to be submitted to the Board's administrative office official verification of successful completion of at least sixty (60) hours of supervised clinical experience.
 - (a) The supervised clinical experience shall include, but not be limited to, training in radiographic methodology, technique, patient care and positioning, equipment maintenance, darkroom, x-ray processing, radiation protection and x-ray quality control.
 - (b) The x-ray operator, while attaining the supervised clinical experience, may take x-rays only in the presence of the supervising licensed podiatrist or a certified podiatric x-ray operator.
 - (c) Verification of successful completion of the requirements of this paragraph must be sent directly to the Board by the supervising licensed podiatrist on a form provided by the Board.
- (3) Examination Requirement
 - (a) In order to be certified pursuant to this Chapter, the applicant must successfully complete an examination approved by the Board and shall achieve a minimum score of 70. Examination scores obtained by an applicant in order to apply for certification shall be effective for five (5) years from the date that the applicant took the examination or the last part of the examination, should the examination be given in multiple parts.
 - (b) The examination administered by the Tennessee Podiatric Medical Association (TPMA) at its annual meeting and the Podiatric Medical Assistant, Certified (PMAC) examination given by the American Society of Podiatric Medical Assistants are two (2) examinations deemed adequate to meet the requirement of subparagraph (3)(a).

(Rule 1155-03-.02, continued)

- (4) Application review, approval, denial, and interview decisions shall be governed by Rule 1155-02-.07.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. Repeal and new rule filed September 14, 1999; effective January 28, 2000. Repeal and new rule filed August 23, 2001; effective November 6, 2001. Amendment filed August 21, 2002; effective November 4, 2002. Amendment filed January 20, 2012; effective April 19, 2012.

1155-03-.03 RECIPROCITY.

- (1) Reciprocity based on certification in another state - An applicant requesting certification as a podiatry x-ray operator in Tennessee based on certification in another state must be duly certified or licensed in another state, provided that state's requirements substantially meet or exceed Tennessee's requirements and further provided the applicant's certification or license in the other state is current and in good standing. To receive such certification an applicant must:
- (a) Submit a completed and notarized application form as supplied by the Board, a recent photograph and the non-refundable application fee as specified in 1155-03-.06; and
 - (b) Cause to be submitted directly to the Board Administrative Office official verification of current certification/licensure from the other state; and
 - (c) Submit a copy of the statutes and rules governing x-ray operators from each state in which the applicant holds certification/licensure.
- (2) Reciprocity based on certification from a Tennessee licensing board - An applicant requesting certification as a podiatry x-ray operator in Tennessee based on certification from a Tennessee licensing board must be duly certified to take extremities x-rays by the Tennessee Board of Medical Examiners or the Tennessee Board of Osteopathic Examination, or must be duly certified by the Tennessee Board of Chiropractic Examiners as a chiropractic x-ray technologist. To receive such certification an applicant must:
- (a) Submit a completed and notarized application form as supplied by the Board, a recent photograph and the non-refundable application fee as specified in 1155-03-.06; and
 - (b) Cause to be submitted directly to the Board Administrative Office official verification of current certification from the applicable Tennessee licensing board.
- (3) Reciprocity based on certification from the American Registry of Radiological Technologists - An applicant requesting certification as a podiatry x-ray operator in Tennessee based on certification from the American Registry of Radiological Technologists must be currently registered as a registered technologist (RT). To receive such certification an applicant must:
- (a) Submit a completed and notarized application form as supplied by the Board, a recent photograph and the non-refundable application fee as specified in 1155-03-.06; and
 - (b) Provide evidence of current registration from the American Registry of Radiological Technologists as a registered technologist (RT).
- (4) Application review, approval, denial, and interview decisions shall be governed by 1155-2-.07.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. Repeal and new rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new

(Rule 1155-03-.02, continued)

rule filed August 23, 2001; effective November 6, 2001. Amendment filed June 1, 2004; effective August 15, 2004.

1155-03-.04 CONTINUING EDUCATION.

- (1) Each person certified by the Board must biennially complete four (4) hours of radiological related continuing education in courses provided or sponsored by the APMA, a state or regional affiliate of the APMA, an affiliated specialty group, the United States government, or other courses approved by the Board.
- (2) Each licensee must retain proof of attendance and completion of all continuing education requirements. This documentation must be retained for a period of four (4) years from the end of the biennial time period in which the continuing education was required. This documentation must be produced for inspection and verification, if requested in writing by the Board during its verification process. The Board will not maintain continuing education files.
- (3) The individual must, within thirty (30) days of a request from the Board, provide evidence of continuing education activities. Certificates verifying the individual's attendance or original letters from course providers are such evidence.
- (4) The individual is exempt from the continuing education requirements for the calendar year that he/she completed the education and training requirements pursuant to Rule 1155-03-.02.
- (5) Violations
 - (a) Any person who falsely attests to attendance and completion of the required hours of continuing education may be subject to decertification.
 - (b) Any person who fails to obtain the required continuing education hours may be subject to decertification.
 - (c) Education hours obtained as a result of compliance with the terms of a Board order in any disciplinary action shall not be counted toward the continuing education hours required to be obtained by paragraph (1) of this rule.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. Repeal and new rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001. Amendment filed August 21, 2002; effective November 4, 2002.

1155-03-.05 RENEWAL.

- (1) The due date for renewal is the last day of the month in which a certificate holder's birthday falls pursuant to the Division of Health Related Board's biennial birthdate renewal system as contained as the expiration date on renewal certificates.
- (2) Methods of Renewal
 - (a) Internet Renewals - Individuals may apply for renewal and pay the necessary fees via the Internet. The application to renew can be accessed at:

<https://apps.tn.gov/hlrs/>
 - (b) Paper Renewals - For individuals who have not renewed their certificate online via the Internet, a renewal application form will be mailed to each individual certified by the

(Rule 1155-03-.05, continued)

Board to the last address provided to the Board. Failure to receive such notification does not relieve the certificate holder from the responsibility of meeting all requirements for renewal.

- (3) A certificate issued pursuant to these rules is renewable by the expiration date. To be eligible for renewal an individual must submit to the Division of Health Related Boards on or before the expiration date the following:
 - (a) A completed and signed renewal application form.
 - (b) The renewal and state regulatory fees as provided in Rule 1155-03-.06.
- (4) To be eligible for renewal an individual must have completed the continuing education requirements provided in Rule 1155-03-.04 and must indicate completion by signing the renewal application. An individual who fails to obtain continuing education hours, pursuant to Rule 1155-03-.04, may be subject to disciplinary action by the Board.
- (5) Certificate holders who fail to comply with the renewal rules or notification received by them concerning failure to timely renew shall have their certification processed pursuant to Rule 1200-10-1-.10.
- (6) Certificate holders whose certificates have expired as a result of the certificate holder's failure to renew pursuant to Rule 1200-10-01-.10 may be reinstated upon meeting the conditions as provided in Rule 1155-03-.05 (7).
- (7) Reinstatement of a certificate that has expired as a result of failure to timely renew in accordance with Rule 1200-10-1-.10 may be accomplished upon meeting the following conditions:
 - (a) Payment of all past due renewal fees;
 - (b) Payment of the late renewal fee provided in Rule 1155-03-.06; and
 - (c) Compliance with continuing education requirements pursuant to Rule 1155-03-.04.
 - (d) An individual who has a certificate that has been expired for at least twelve (12) months shall submit to a criminal background check and cause the results to be submitted to the Board office before the certificate can be reinstated.
- (8) Renewal decisions shall be governed by Rule 1155-02-.07.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-1-107, 63-1-116, 63-3-106, 63-3-115, and 63-3-125.
Administrative History: Original rule filed April 30, 1997; effective July 14, 1997. Repeal and new rule filed September 14, 1999; effective January 28, 2000. (Formerly 1155-03-.04). Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001. Amendment filed July 22, 2002; effective October 5, 2002. Amendment filed January 20, 2012; effective April 19, 2012.

1155-03-.06 FEES.

	Amounts
(1) Application	\$50.00
(2) Renewal (biennial)	\$30.00

(Rule 1155-03-.06, continued)

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|-----|-----------------------------|---------|
| (3) | Late Renewal | \$20.00 |
| (4) | State Regulatory (biennial) | \$10.00 |

Authority: T.C.A. §§ 4-3-1011, 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. (Formerly 1155-03-.05) Repeal and new rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001.

1155-03-.07 RETIREMENT AND REACTIVATION.

- (1) A person who holds a current certificate and does not intend to practice as a certified podiatric x-ray operator may apply to convert an active certificate to inactive (“retired”) status. An individual who holds a retired certificate will not be required to pay the renewal fee.
- (2) A person who holds an active certificate may apply for retired status in the following manner:
 - (a) Obtain, complete, and submit to the Board’s administrative office an affidavit of retirement form.
 - (b) Submit any documentation which may be required to the Board’s administrative office.
- (3) A podiatric x-ray operator whose certificate has been retired may re-enter active status by doing the following:
 - (a) Obtain complete and submit to the Board’s administrative office a reactivation/reinstatement application.
 - (b) Pay the renewal fees and state regulatory fees as provided in Rule 1155-03-.06. If retirement reactivation is requested prior to the expiration of one (1) year from the date of retirement, the Board will require payment of the late renewal fee and past due renewal fees.
 - (c) Submit verification of successful completion of continuing education hours for the period of retirement, pursuant to Rule 1155-03-.04.
 - (d) An individual having a certificate that has been retired for at least twelve (12) months shall submit to a criminal background check and cause the results to be submitted to the Board office before the certificate can be reactivated.
- (4) Certificate reactivation applications shall be treated as certificate applications, and review decisions shall be governed by Rule 1155-2-.07.

Authority: T.C.A. §§ 4-3-1011, 4-5-202, 4-5-204, 63-1-107, 63-1-111, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. (Formerly 1155-03-.06) Repeal and new rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001. Amendment filed January 20, 2012; effective April 19, 2012.

1155-03-.08 DISCIPLINARY ACTION. Any violation of this chapter could result in disciplinary action against the x-ray operator and the supervising podiatrist, pursuant to Rule 1155-2-.15.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001.

1155-03-.09 CHANGE OF ADDRESS AND/OR NAME.

- (1) Change of Name - An individual registered with the Board shall notify the Board in writing within thirty (30) days of a name change and will provide both the old and new names. A request for name change must also include a copy of the official document involved and reference the individual's profession and certificate number.
- (2) Change of Address - Each person holding a certificate who has had a change of address or place of employment shall file in writing with the Board his current address, giving both old and new addresses. Such requests shall be received in the Board's administrative office no later than thirty (30) days after such change is effective and must reference the individual's name, profession, and certificate number.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-3-106, and 63-3-125. **Administrative History:** Original rule filed April 30, 1997; effective July 14, 1997. (Formerly 1155-03-.07) New rule filed September 14, 1999; effective January 28, 2000. Amendment filed December 13, 2000; effective February 26, 2001. Repeal and new rule filed August 23, 2001; effective November 6, 2001.