

Course process | X-ray Operator Introductory Course

This document aims to assist applicants to determine their suitability for the X-ray operator (XO) role. It will step through the application process and next stages.

Considering applying?

To successfully undertake this course and perform the XO role you will need to have:

- support from your facility manager and Radiographic Advisor (RA)
- sufficient role flexibility to leave your substantive workload to perform ad hoc imaging, and to undertake regular training and annual competency assessment
- personal flexibility to attend remote location training or on call, as required
- commitment to ongoing learning and willingness to accept constructive feedback
- an understanding that there are regulations that must be adhered to, and penalties apply to breaches of the Radiation Safety legislation. You will need strong personal accountability to follow legislative requirements and work independently within the law
- good communication, interpersonal and teamwork skills
- an appropriate level of functional mobility to perform X-ray examinations, e.g. squatting, using both arms above head height, moving beds and large equipment.
- adequate IT skills to navigate the online course and the digital X-ray systems
- adequate skills in patient care and thorough understanding of privacy and confidentiality
- adequate maths skills to apply arithmetic, decimals, measurement, geometry, statistics and algebra
- adequate literacy skills to read and apply instructions, protocols and feedback; and accurately write incident reports and log faults
- the ability to learn and apply a working level of X-ray optics and radiation physics
- completed all mandatory training; non-clinical staff may need to complete additional clinical modules.

If you meet the above role requirements, please note the course requires you to:

- take responsibility for completion of the online, self-paced theory component within 2 months of online access; requesting timely help as needed
- review and respond to all emails sent to you from the AHET team
- attend a practical workshop of 3-5 days, likely in a different location to your facility
- review the [academic guidelines](#) and check the [software requirements](#) to ensure your device is compatible with our learning systems.

Your health service will need to provide you with:

- offline (rostered) time to complete the online course activities (estimated 50 – 75 hours)
- offline (rostered) time to attend the practical workshop (3-5 days, plus travel time)
- travel and accommodation arrangements for the practical workshop
- access to an RA, local XOs, the X-ray room and systems, and videocall capability in the X-ray room
- access to a device with internet access and webcam, printer and scanner
- payment for Radiation Health Unit licence fees, personalised lead side markers, dosimeter
- the resources outlined in the [X-ray Operator Services Guideline](#) and any local policies.

Note that remote (local) workshops are considered where there are 6 applicants from one HHS interested in the course. Facility managers can contact the AHET team to discuss before submitting applications.



Application

To apply for this course, you will need to:

- have observed at least 4 X-ray examinations with an RA or XO. Spending 1-2 days work shadowing your local RA before applying is strongly recommended.
- review the [course outline](#) and read all information on the [X-ray Operator Introductory Course webpage](#)
- complete the required application documentation listed under “[Apply](#)”:
 - [supervision agreement with RA input](#)
 - [payment form](#)
 - [facility manager form](#)
- under [Course Dates](#) choose the relevant workshop and follow the link to apply. Some services will have specific links only open to their HHS
- complete the online enrolment by the closing date; upload all completed application documentation and keep a copy for your records. *Incomplete online enrolments will be deleted.*

The AHET team will email applicants, managers and RAs with the application outcome within 2 weeks of the closing date. Accepted applicants will have practical workshop dates confirmed.

If demand for the course exceeds capacity, applications may prioritised based on details of clinical service provision needs, ratio of XOs to facility X-ray workload, distance from another X-ray facility, support provided to applicants and appropriateness of applicant.

Facility managers or RAs can contact the AHET team if there is an urgent need for training to begin before the next cohort.

Pre-Course

Upon acceptance into the course you will need to:

- ask your manager to schedule offline time before the workshop, including attendance at videoconference tutorials. You will need 50-75 hours to complete online activities
- organise travel and accommodation for workshop with your manager
- organise with your RA when and where the practical activities will be completed. If your location is significantly remote from your RA, local experienced XOs may need to assist
- complete pre-course activities emailed to you, e.g. anatomy review, examination log, [BTS PIPM training](#)
- observe and assist RA and XOs with patient examinations whenever possible. This provides context for the online theory and assists with practical activity tasks.

Contact the AHET team immediately if you need to withdraw from the course. Refunds are not available once you have logged into the online course.

Course

During the course you will need to:

- log into the course using the access details provided to you by email
- attend videoconference tutorials offered. Non-clinical staff will be required to attend at least 3 tutorials, clinical staff will be required to attend at least 2 tutorials
- promptly complete one quiz so that the positioning manual can be posted to you
- contact the AHET team if there are any issues with the online platform, course content or assessment
- complete all activities one week before the workshop. The workshop facilitators consider the online content as pre-requisite knowledge. Discuss with your manager if you need more offline hours to complete the coursework on time
- successfully complete all assessment tasks within 3 attempts. You may be withdrawn from the course if any assessment task is failed 3 times
- undertake a local X-ray orientation with your RA
- continue to assist your RA or existing XOs with patient X-ray examinations whenever possible
- organise your Radiation Health Unit application, including certified documents and fee payment
- attend the practical workshop. There is very limited capacity to change confirmed workshop dates.



Post Workshop

Licensing:

- If all course components are successfully completed by the end of the practical workshop, the AHET team will send your licensing documentation to the Radiation Health Unit.
- If all course activities are not complete before the end of the workshop, you may be allocated 2-3 weeks to finalise all activities. If successful, you will be provided with course completion certificates, and you are then responsible for submitting licence application documentation directly to the Radiation Health Unit. Note that your licensing may be significantly delayed in this situation.
- If you have not completed all course components within the required timeframe you will be withdrawn from the course and not eligible for a licence.
- You are not permitted to perform any X-ray examinations until after you have been issued with a licence from the Radiation Health Unit.
- Check [online](#) weekly for licence issue (after 3 weeks have elapsed since the workshop).

Once licensed as a trainee XO, you will need to:

- fulfil the agreed training activities within your supervision agreement with support from your manager and RA. Ensure your XO role and supervision agreement are included in your next PAD process
- Engage with all opportunities to build on your knowledge and skills during the trainee year. Note that use of PDL is discouraged for XO training in the [X-ray Operator Services Guideline](#)
- aim to perform at least 50 examinations per year. If numbers at your facility are low, this can be offset by attending a radiographer facility to supplement examination numbers
- organise a competency assessment with a Radiation Health Unit endorsed radiographer at least 3 months before licence expiry. This may be done through [AHET](#)
- Once deemed competent in chest and extremity radiography, [additional training](#) to obtain a rural and remote extended scope licence may be considered.

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