

Course process | X-ray Operator Extended Scope Course

Completion of the X-ray operator (XO) extended scope course allows XOs with a chest and extremities licence to apply for an extended rural and remote area X-ray licence from Radiation Health. The extended licence includes shoulder joints, hip joints, abdomen and cervical spine examinations in addition to the chest and extremity examinations. This course aligns with the Queensland Health [X-ray Operator Services Guideline](#) (the guideline). For further information, contact the Allied Health Education and Training (AHET) team: 07 4699 8097 or x-ray-operator-support@health.qld.gov.au

Determine need for XOs

- Facility manager and Radiographic Advisor (RA) identify the need for additional extended scope licence XOs and discuss the capacity of the RA to provide the relevant practical training required during the course, and ongoing support during the trainee year.
- The facility manager and RA identify chest and extremity XOs who have:
 - passed a competency assessment with an Endorsed Radiographer,
 - have capacity within their substantive role,
 - clearly fulfil the XO role requirements (below), and
 - are willing to undertake the extended scope course.
- The RA or facility manager informs the relevant XO Clinical Educator (XOCE) of any appropriate XOs to undertake the extended scope course.
- The course [webpage](#) is checked for upcoming course dates.
- Consideration of any applicant may include the likelihood of retaining the staff member at the facility, noting 1 year is generally needed to attain competence in extended scope examinations.

XO role requirements

XOs and managers confirm the XO's ability to fulfil course and role requirements, including:

- support from their line manager
- fulfils all requirements of the XO role and their substantive position, including on call if required, with capacity for increased X-ray workload and training
- demonstrated accountability to work within scope of practice and legislative regulations, and seeks help when appropriate
- support from their RA, noting development of a solid foundation of routine radiographic concepts and practice, including radiation safety, radiographic physics and principles, use of systems and equipment, local X-ray processes
- evidence of regular RA supervision and participation in training activities
- current level of functional mobility adequate to perform X-ray examinations, e.g. can raise both arms above head height, move beds and large equipment, squat to check detector underneath ED trolley
- demonstrated communication, teamwork and interpersonal skills relevant to the XO role.



To enrol into the course, the applicant must:

- hold a current XO chest and extremities use licence with Radiation Health, or have held a trainee chest and extremity licence for at least 6 months and has been assessed by a Radiation Health Endorsed Radiographer¹
- provide a copy of their most recent Certificate of Competency and assessment feedback
- be up to date with relevant mandatory training
- have support of the local RA, facility manager and XOCE.

The health service must provide applicants with:

- rostered offline time and/or SARAS (Study and Research Assistance Scheme) leave for 40-60 hours to complete course activities prior to the closing date of the relevant cohort. Activities to be undertaken include:
 - attendance at 1-2 online virtual tutorials
 - completion of all online learning activities and quizzes
 - completion of all practical activities
 - RA site visit at the XO facility to assist with practical activities and complete the RA Report.
- funding for any travel or accommodation required for the RA site visit or practical training (for the XO and/or RA)
- access to local extended licence XO assistance (if available)
- access to a fully functional X-ray room, equipment and imaging systems
- access to videocall capability in the X-ray room (e.g. via MS Teams)
- access to a device that meets the courses [software requirements](#) – ideally a PC in the X-ray room with access to the internet, a webcam, headset, printer and scanner
- payment of Radiation Health [use licence fees](#), personalised lead side markers, dosimeter
- resources as outlined in [the guideline](#) and any HHS requirements, e.g. Radiation Safety and Protection Plan (RSPP).

Interested applicants must meet course and role requirements, and agree to:

- the requirements of [the guideline](#)
- review the course outline and all information on the [course webpage](#)
- review, respond to and/or action all emails sent from AHET, their RA and/or XOCE
- use allocated offline time or SARAS leave to attend the online tutorial and complete the online theory component and activities
- be responsible for own learning and request timely assistance from AHET and/or RA if needed
- review the [academic guidelines](#) and [software requirements](#) to ensure device is compatible with the course learning systems
- review and comply with the copyright requirements of the course content
- contact the AHET team with any questions prior to submitting an application.

¹ Applicant must be signed off as competent in chest and extremity radiography by a Radiation Health Unit endorsed radiographer (assessor) prior to enrolling in this course and meet the performance benchmark requirements per the statewide standardised competency assessment process. If sufficient time exists prior to licence expiry, an XO may wish to retain their Certificate of Competency (for chest and extremities) until this course is completed, so that all paperwork can be submitted at once and one licence is issued by Radiation Health at the time of renewal. Contact the relevant XOCE if more information is needed.

Application Process

During application rounds, XOs will apply online using the relevant hyperlink and will need to:

- answer the online questions regarding their application
- upload the required forms, including a [Supervision Agreement](#)
- complete the process prior to the closing date of the application round.

The AHET team emails applicants, managers and RAs with the application outcome within 2 weeks of the closing date. Please contact AHET immediately if an application needs to be withdrawn.

Facility managers or RAs can contact the XOCE and AHET if there is an urgent need for training outside of scheduled cohorts.

Course

Upon acceptance into the course participants need to:

- organise offline time for the online tutorial, theory component, assessment tasks and practical training, contacting the AHET team or their RA with any queries
- organise the RA site visit at the participant's facility to orientate the participant to equipment and processes used for extended scope examinations. If RA has visited the XO site in the last 9 months with the course applicant in attendance, and no new or extended scope equipment issues exist (per RA advice), this visit to the XO site can instead be scheduled during the first 3 months of the extended trainee licence.
- complete all theory components and submit all assessment tasks prior to the cohort closure date. Requests for extension may be granted only under exceptional circumstances, by contacting the AHET team as soon as practical. Failure to do so may result in the participant being withdrawn from the course
- successfully complete all assessment tasks within the maximum three submission attempts (for any one assessment task). All assessment tasks must be passed to progress through the course. Failure to do so may result in the participant being withdrawn from the course
- take responsibility for their learning needs and seek assistance when required, liaising with their RA, manager and/or the AHET team if challenges arise which may affect course completion.

Once the participant has successfully completed the extended scope theory modules they will be required to complete the mandatory practical aspects of the training, see below.

Practical Training

A local RA can be remotely supported by AHET to provide the practical training and complete the RA Report at the RA's and/or XO's facility. For this to occur, the following criteria must be met:

- the RA must be willing to follow and complete all practical training activities, processes and documentation according to AHET standards
- a minimum of 12 hours for clinicians, and a minimum of 16 hours for non-clinicians of face-to-face practical training must be completed by the XO with the RA. Sessions must be at least 6 consecutive hours in duration, though a 2 or 3-day block is recommended for a better learning experience. Additional hours of practical training may be required for any participant, where the RA deems there is a need.
- training location/s utilise equipment and systems relevant to the XO's needs
- some extended scope patient examinations are performed during training sessions
- organisation of sessions is the responsibility of the XO and RA.

The participant's health service is responsible for any related costs, e.g. wages, travel, accommodation of XO or RA as required.

Participants are not permitted to perform unsupervised extended scope radiographic examinations on patients until they have received their trainee (extended) Use Licence from Radiation Health.

Post Course

- Upon successful completion of all course components, AHET issues participants with a Statement of Attainment for a trainee extended scope use licence, and a Cunningham Centre Certificate of Completion.
- Participant completes the [application form for a licence to use a radiation source](#), organises required documentation and submits to the Licensing Unit with their Statement of Attainment, Certificate of Completion and any licence payment² information. Include a copy of the HHS Memo of Support (from application) signed by the Facility Manager.
- Participant checks the [online public register](#) regularly for licence issue.

Once XO receives their trainee (extended) licence from Radiation Health the:

- trainee, manager and RA fulfil the requirements of the [Supervision Agreement](#)
- RA and manager actively support the trainee to utilise the trainee licence period to consolidate and expand on extended scope knowledge and skills
- trainee actively participates in training and supervision opportunities provided to them
- trainee contacts XOCE to organise a mandatory competency assessment at least three months prior to licence expiry
- Facility Manager provides funding and offline time to complete the annual competency assessment process.

² According to Queensland Health [Policy 209](#)