X-ray Operator Introductory Course

Facility Manager form

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| **Facility name** |  | | **Health Service** | |  | | |
| **Justification for additional X-ray operator/s**  The Radiation Health Unit, Queensland requires evidence that any X-ray operator (XO) licence is warranted as a clinical or health service need in rural or remote locations. For further details, refer to [Radiation Health’s webpage](https://www.health.qld.gov.au/system-governance/licences/radiation-licensing/apply/licences/medical/use/rural)[[1]](#footnote-1) and the [X-ray Operator Services Guideline](https://www.health.qld.gov.au/__data/assets/pdf_file/0024/147570/qh-gdl-363.pdf) and other relevant local health service policies. | | | | | | | |
| How many XOs and/or radiographers[[2]](#footnote-2) work at this facility? | | **XOs:** | |  | | **Rad FTE:** |  |
| How many examinations were performed at your facility in the last 12 months (XO vs radiographer exams)? | | **XO exams:** | |  | | **Rad exams:** |  |

|  |  |
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| If you don’t have any radiographer FTE, on average how often does a radiographer visit your facility to support XOs? |  |
| What is the distance to and location/facility of the nearest radiographer? | Public =       km at  *If a private Medical Imaging facility is closer than public:*  Private =       km at |
| What is the annual workload average for each XO? | *(e.g. 420 XO exams ÷ 4 XOs = 105)* |

If the annual XO workload average is less than 75 exams/XO and there is at least 3 existing XOs, please provide details regarding:

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| 1. Why there is a need for additional XOs, e.g. details of succession planning, service changes |  |
| 1. Strategies which will be used to maintain XO skill level e.g. visits to RA facility. |  |
| 1. If your facility has over 1500 examinations annually and no radiographer FTE, why are more XOs (rather than radiographers) needed to provide this service? [[3]](#footnote-3) |  |

**Support for applicant to complete course**

It is up to the local facility to supply applicant/s with readily available access to:

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| * a PC with reliable internet access and VC functionality |  |  |
| * assistance from local XOs to complete practical activities in the local X-ray room |  |  |
| * videocall functionality within the X-ray room |  |  |
| * offline time to complete all coursework (50-75 hours for theory and a minimum of 3 days for practical training) | | |
| * clinicians on-site to provide patient care training/support for applicants with limited acute clinical skills |  |  |
| * ongoing funding for licence fees and annual training/assessment costs. |  |  |

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| If any of the above cannot be provided, please specify what is limited/unavailable 🡪 |  |

**Applicant/s details**

Only list applicants who have agreed to undertake the course and understand the requirements of your X-ray service (e.g on call). Please list applicants in order of priority; if demand exceeds capacity, all applicants may not be accepted. Clinical staff may be prioritised where demand exceeds capacity, i.e. Aboriginal and Torres Strait Islander health practitioners, allied or oral health professionals, clinical assistants, doctors, nurses or paramedics.

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| **Applicant name** | **Discipline** | **Position title** |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

If any non-clinical applicants, please describe the additional support they will be provided with locally to assist to build clinical skills:

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**Facility Manager declaration**

By signing below the Facility Manager agrees that:

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| * they have read the [course webpage](https://www.health.qld.gov.au/cunninghamcentre/activities/068) and are aware of the time commitment required for all course components to be successfully completed (up to 75 hours of online coursework within two months, plus practical workshop) | | | | | | |
| * they will provide applicant/s with adequate offline time, IT resources and funding to complete the coursework | | | | | | |
| * applicant/s possess the skills and attributes related to the role requirements, as listed on the [course webpage](https://www.health.qld.gov.au/cunninghamcentre/activities/068) and agreed upon with the local Radiographic Advisor | | | | | | |
| * applicant/s are up to date with relevant mandatory training, including clinical training relevant to basic patient care | | | | | | |
| * the health service can support the post course training and supervision required to maintain and develop quality XO skills as outlined in the Supervision Agreement and by their Radiation Safety and Protection Plan | | | | | | |
| * they agree to the terms and conditions of Cunningham Centre [Academic Guidelines](https://www.health.qld.gov.au/cunninghamcentre/forms-guidelines) and are aware that refunds are generally unable to be granted. | | | | | | |
| Name |  | | Phone | |  | |
|  |  | |  | |  | |
| Email |  | | Title | |  | |
|  |  | |  | |  | |
| Signature |  | | Date | |  | |
| **Possession Licensee/Executive level support for applicant/s[[4]](#footnote-4)** | | | | | | |
| The Radiation Health Unit, Queensland requires Possession Licensee or Executive level support when processing applications for trainee X‑ray operator use licences. Further information can be found on Radiation Health’s [website](https://www.health.qld.gov.au/system-governance/licences/radiation-licensing/apply/licences/medical/use/rural).  Comments: | | | | | | |
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| Name | |  | | | | |
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| Position Title | |  | |  | |  |
|  | |  | |  | |  |
| Signature | |  | | Date | |  |

1. or the relevant Radiation Safety regulatory body in your jurisdiction [↑](#footnote-ref-1)
2. Include all examinations performed by on-site or visiting radiographers / RAs [↑](#footnote-ref-2)
3. Radiographers are generally employed where there are more than 1500 X-ray examinations annually [↑](#footnote-ref-3)
4. This may not be required for applicants external to Queensland however may assist with prioritisation where demand exceeds capacity. [↑](#footnote-ref-4)