X-ray operator supervision agreement

This agreement is completed jointly by the course applicant or X-ray operator (XO), Radiographic Advisor (RA) and Facility Manager. Queensland Health facilities should review the Department of Health’s [X-ray Operator Services Guideline](https://www.health.qld.gov.au/__data/assets/pdf_file/0024/147570/qh-gdl-363.pdf).

One agreement can be used for multiple XOs where the facility, RA and training requirements are all the same. Use separate agreements if the particulars vary for any individual. Agreements should be updated annually and used in the XO’s PAD process.

*Amend the examples* below in **bold and shaded text boxes** to meet XO, RA, RSPP and health service requirements; *delete any that do not apply*. Trainee examples should be considered for XOs who do not meet competency benchmarks at annual assessment.

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| Objective | Supervision/training requirement | Format | Frequency |
| RA site visit | RA (or delegate) visits XO facility to assist with practical training, supervised examinations and address other concerns (e.g. radiation safety, equipment/systems) | Face-to-face | **Intro course applicant: once**  **Trainee: 2 - 3 times**  **Unrestricted XO: annually** |
| Remote supervision | XO contacts RA to request supervision at time of examination (e.g. for new or challenging examinations).  If VC is unavailable, phone advice provided. | **MS Teams** | **Each examination until RA decides competence in each region** |
| Remote image review | RA reviews imaging and contacts XO to discuss any immediate concerns. XO reviews all RA’s written advice, and contacts RA if unsure of comments. | **PACS** | **RA reviews images weekly; comments on PACS. XO reviews comments weekly** |
| Image review sessions | 1. XO and RA thoroughly discuss XO’s examinations, highlighting consistent errors or problems.  2. Attend [Cunningham Centre VC training](https://www.health.qld.gov.au/cunninghamcentre/html/courses/031) sessions. | **PACS & Teams** | **Trainee: Monthly RA session; 1-2 Cunningham Centre VCs**  **Unrestricted XO: Quarterly RA session; 1 Cunningham Centre VC** |
| Improve skills | XO attends RA’s hospital to focus on issues identified in above activities or work on new techniques. | Face-to-face | **Trainee: 2 - 3 times**  **Unrestricted XO: annually** |
| In-service training | 1. Local in-services  2. Cunningham Centre pre-recorded in-services  3. Radiation Safety (annual) or other: **specify** | **Teams** | **Trainee: Monthly**  **Unrestricted XO: 3 - 4 /year** |
| Competency assessment | XO organises and undertakes annual assessment via [Cunningham Centre](https://www.health.qld.gov.au/cunninghamcentre/html/courses/031)  or local endorsed radiographer. | Face-to-face **& VC** | Annually, approximately 2-3 months before licence expiry. |
| Remedial training | XO works with RA on issues identified at assessment. Extra time to increase numbers may be required if XO has < 50 examinations/year. | Face-to-face **+/-Teams** | **Per assessment recommendations**  **1 day with RA per 10 exams <50** |
| Other | **specify** | **specify** | **specify** |

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| **All parties agree to the time and costs of XO training and supervision; and will undertake/support the identified tasks.** | | | | | |
| XO/course applicant facility |  | RA facility |  | | |
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| Facility Manager name & signature |  | | | | Click or tap to enter a date. |
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| RA name[[1]](#footnote-1) & signature |  | | | | Click or tap to enter a date. |
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| 1) XO/applicant name & signature |  | | | | Click or tap to enter a date. |
|  |  | | |  |  |
| 2) XO/applicant name & signature |  | | | | Click or tap to enter a date. |
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| 3) XO/applicant name & signature |  | | | | Click or tap to enter a date. |
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1. RA: is responsible for ensuring RSO and RSPP processes are followed; agrees to support the applicant ongoing; will notify Cunningham Centre if any course applicant performance concerns or support is withdrawn. [↑](#footnote-ref-1)