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| **X-ray Operator Introductory Course**  **Applicant submission** | | | |
| This activity is designed to familiarise applicants with their local radiographic service to:   * determine if the applicant has or can acquire the appropriate characteristics, skills and abilities to perform chest and extremity examinations * better understand the role requirements outlined on the final page of this document * become familiar with the local equipment, processes and staff involved with X-ray examinations * observe different techniques, workflow and communication styles of radiographers and X-ray operators (XOs) * become familiar with some basic radiographic terms and concepts.   To complete this activity, you will need to:   * observe a radiographer or XO perform at least four chest and extremity X-ray examinations[[1]](#footnote-1). * aim for a variety of examinations, e.g. at least 1 chest, 1 upper limb and 1 lower limb examination * aim for a variety of presentations, e.g. paediatric, geriatric, ED, inpatient, portable/mobile * observe the entire examination and where appropriate assist with minor tasks, e.g. documentation processes * discuss the examination with the RA or XO, reflect on your observations and complete the questions on the following pages * complete the *Applicant self-assessment* (final page) after having observed at least four examinations * submit this completed form as part of your application.   **Do not** acquire the X-ray (i.e. press the X-ray expose button) or position the patient.  Regarding questions 3 and 4 in the following tables, please consider the following tasks:   * prepare the X-ray unit e.g. turn on, warm up and/or move into position *(observe only)* * input patient and examination data into the RIS; pull up the worklist on the X-ray unit * patient identification and procedure matching check and consent * discuss clinical history or mechanism of injury with patient * provide patient instructions *(observe only)* * set up and align the X-ray tube to the patient, detector +/- grid *(observe only)* * set exposure factors * position the patient *(observe only)* * collimate to the region of interest * place side markers on the detector or grid * image post processing, e.g. crop, rotate, annotate images, check exposure index * post examination documentation e.g. scan request form, transfer images to PACS, check images available on PACS * clean and tidy the X-ray room and equipment. | | | |
|  | **Applicant name:** |  | |
| **No.** | **Questions** | **Examination #1** | **Examination #2** |
| **1** | **Date and name of RA or XO who performed the examination** |  |  |
| **2** | **What examination and projections were performed (e.g. PA and Lateral Chest X-ray)?** |  |  |
| **3** | **What aspects of the examination did you observe?** |  |  |
| **4** | **What aspects of the examination did you assist with?** |  |  |
| **5** | **What did you learn from reading the request form? Note any terms or acronyms that were unfamiliar** |  |  |
| **6** | **What aspects of the examination went well?** |  |  |
| **7** | **What aspects of the examination were difficult?** |  |  |
| **8** | **For staff not routinely involved in acute clinical care, what aspects of patient care were undertaken during the examination?** |  |  |
| **9** | **Any other comments, learnings or observations?** |  |  |

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|  | **Applicant name:** |  | |
| **No.** | **Questions** | **Examination #3** | **Examination #4** |
| **1** | **Date and name of RA or XO who performed the examination** |  |  |
| **2** | **What examination and projections were performed (e.g. PA and Lateral Chest X-ray)?** |  |  |
| **3** | **What aspects of the examination did you observe?** |  |  |
| **4** | **What aspects of the examination did you assist with?** |  |  |
| **5** | **What did you learn from reading the request form? Note any terms or acronyms that were unfamiliar** |  |  |
| **6** | **What aspects of the examination went well?** |  |  |
| **7** | **What aspects of the examination were difficult?** |  |  |
| **8** | **For staff not routinely involved in acute clinical care, what aspects of patient care were undertaken during the examination?** |  |  |
| **9** | **Any other comments, learnings or observations?** |  |  |

*Continue to observe and assist with X-ray examinations whenever the opportunity arises. This will help you with the online course theory modules and assist you to become more familiar with your local equipment and processes.*

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| **Applicant self-assessment** |
| After observing at least four X-ray examinations, please reflect on the XO role requirements and complete the following. Any responses of ‘No’ or ‘Unsure’ should be discussed with your Facility Manager prior to applying.   |  |  |  | | --- | --- | --- | | **Role requirement criteria** | **Yes/No/Unsure** | **Comments** | | Does your substantive role allow sufficient flexibility in workload and rostering to enable: |  |  | | 1. performing X-ray examinations at short notice, for approx.. 45 – 60 minutes per examination? | Choose an item. |  | | 1. mandatory X-ray training and assessment (annually in Qld)? | Choose an item. |  | | 1. completion of 50 – 75 hours of online coursework within 2 months? | Choose an item. |  | | Do you have personal flexibility to attend offsite training at least annually, and participate in on-call X-ray services (if required at your facility)? | Choose an item. |  | | Do you have good communication, interpersonal and teamwork skills to enable clear, accurate and respectful communication with patients, carers, referrers, radiographers and other clinicians? To escalate situations or report radiation safety breaches? | Choose an item. |  | | Do you have basic IT skills to: |  |  | | 1. enable navigation of online platforms, digital equipment and software systems; | Choose an item. |  | | 1. videocall using VC and MS Teams technology; | Choose an item. |  | | 1. manage accurate data input? | Choose an item. |  | | Do you possess an appropriate level of functional mobility to perform X-ray examinations, e.g. squatting, kneeling, using both arms above head height, moving beds and large equipment? | Choose an item. |  | | Do you possess literacy skills sufficient to read, understand and apply instructions on request forms, in manuals, policies or procedures? Write incident reports or log equipment faults? Correspond via email? | Choose an item. |  | | Do you have a basic understanding of and are able to apply basic mathematics e.g. arithmetic, decimals and fractions, measurement and geometry, statistics and square laws? | Choose an item. |  | | Do you have the ability to learn and apply a basic level of X-ray optics, atomic and radiation physics? | Choose an item. |  | | Do you have the ability to: |  |  | | 1. work autonomously within a defined scope of practice; | Choose an item. |  | | 1. problem solve; | Choose an item. |  | | 1. be accountable for work performance; | Choose an item. |  | | 1. willingly participate in learning and development activities and accept constructive feedback? | Choose an item. |  | | If from a non-clinical background, do you have local support to develop: |  |  | | 1. an understanding of duty of care and privacy obligations? | Choose an item. |  | | 1. have basic patient care skills? | Choose an item. |  | | By signing below, the applicant agrees they have read the [course information](https://www.health.qld.gov.au/cunninghamcentre/activities/068), will adhere to the [Cunningham Centre’s Academic Guidelines](https://www.health.qld.gov.au/cunninghamcentre/forms-guidelines) and the requirements of their local Radiation Safety and Protection Plan (RSPP) or jurisdictional equivalent: | | | | **Applicant name:**  **Signature:** | **Date:** | Click or tap to enter a date. | |

1. For facilities with very low numbers (e.g. <150 examinations per year), you may need to spend time at a radiographer facility or a nearby XO facility with higher patient throughput. [↑](#footnote-ref-1)