X-ray Operator Extended Scope Course

Application information

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**General information**

This application package contains information relevant to applicants, their Facility and Line Managers and Radiographic Advisors[[1]](#footnote-1) (RAs). It is essential for all parties to read this document carefully and understand their responsibilities before an application is submitted.

All parties must review and adhere to the:

* requirements of their local Radiation Safety and Protection Plan**[[2]](#footnote-2)** (RSPP).
* [Cunningham Centre’s Academic Guidelines](https://www.health.qld.gov.au/cunninghamcentre/what-you-need-to-know#section__academic-guidelines) which encompass enrolments, academic progress, assessment and refunds.

All Queensland Health employees should review the Department of Health’s [X‑ray Operator Services Guideline](https://www.health.qld.gov.au/qhpolicy/docs/gdl/qh-gdl-363.pdf) regarding initial and ongoing training and supervision recommendations.

**Course objectives**

This course aims to provide existing XOs with the knowledge and skills to perform extended scope diagnostic plain radiography within a rural or remote health service. Successful participants will be eligible to apply for a trainee rural and remote extended licence from the Radiation Health Unit, Queensland which administers the *Radiation Safety Act 1999* and radiation use licenses.

Within Queensland, extended scope plain radiography includes the shoulder joint, hip joint, abdomen and cervical spine examinations in addition to chest and extremity examinations.

This course aligns with the recommendations of the Department of Health’s [Education and Training Framework for X-ray Operators](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0019/2193031/xray-operators-fwork.pdf). Upon successful completion of all course components, participants will be able to (pertaining to rural and remote extended scope radiography):

* further develop the skills and knowledge required to safely and appropriately operate plain X-ray equipment, as well as image processing and ancillary equipment
* understand and apply the principles of radiation protection for the patient, themselves (as a licensee), staff and members of the public
* understand the responsibilities relevant to holding a Radiation Use Licence under the *Radiation Safety Act 1999*, including duty of care and consequences of poor radiography
* apply knowledge of common radiographic terminology, anatomy and pathology, including interpreting and evaluating an X-ray request form
* following advice from a radiographer, perform routine diagnostic projections of the shoulder joints, hip joints, abdomen and cervical spine, for various patient presentations, with remote supervision if required
* review and evaluate images for clinical value, artefacts and technical proficiency.

**Eligibility**

To be eligible for this course the applicant must:

* hold a current XO chest and extremities licence
* if a Queensland participant, provide a copy of their most recent Certificate of Competency[[3]](#footnote-3)
* be up to date with relevant mandatory training
* have support of the local RA, RSO and Facility Manager.

In addition, the applicant’s employer must:

* demonstrate that there is a clinical or health service need in the rural or remote area.

If an applicant does not meet the above criteria but a need exists for this training, please [contact](#XOSupportContact) the Allied Health Education and Training (AHET) team directly to discuss.

**Cost**

The course cost for the course is $1,295.

Payment forms are located under [Fees and Payments](https://www.health.qld.gov.au/cunninghamcentre/fees). Payment is processed after applicant is offered and has accepted a place in the course.

Additional costs to be considered for each applicant:

* offline time for the XO to complete learning and assessment tasks (see Course Outline)
* costs for the practical training, including participant’s wages and travel to RA site
* RA support – a fee for service arrangement may be necessary
* if an applicant does not complete the coursework, refunds and transfers of enrolment are generally unable to be offered – please review Enrolment Changes.
* personalised lead side markers are required by legislation
* ongoing annual fees for licensing, dosimeters, training and assessment.

**Course outline**

Minor changes to course requirements can occur from one cohort to the next. Time allocated to each activity will vary for each individual participant depending on participant’s:

* professional background, work and study experiences
* IT skill level navigating the online platform
* support provided by local RAs and experienced XOs
* existing level of familiarity with the local X-ray service and systems.

**Extended Scope Course Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module** | **Task Required** | **Time** | **Evidence** | **Evidence Due** |
| **PRE-COURSE ACTIVITIES** | | | | |
| Pre-Course | Mandatory Training |  |  | Prior to start of course |
| Application and enrolment process | 1h | See *Application submissions* |
| Pre-reading | 1-2h | Welcome  Terms and Conditions |
| **THEORY COMPONENT** | | | | |
| **1** | Radiation Safety | 5-8h | *Radiation Safety Quiz* | **Within 6-8 weeks of commencing course** |
| **2** | Introduction to Image Critique | 1-2h |  |
| **3** | Radiography of the Abdomen | 5-8h | *Abdomen Quiz* |
| **4** | Radiography of the Pelvis and Hip Joints | 4-6h | *Pelvis and Hips Quiz* |
| **5** | Radiography of the Shoulder and Clavicle | 5-8h | *Shoulder and Clavicle Quiz* |
| **6** | Radiography of the Cervical Spine and Soft Tissue Neck | 5-8h | *Cervical Spine and Soft Tissue Neck Quiz* |
|  | **Practical and Ongoing Activities (with RA or experienced XO)\*** | 3-5h | *Practical Activity*  *Examination Log* |
| **PRACTICAL TRAINING** | | | | |
|  | **Practical training delivered by qualified radiographer** | 12 – 16h | *Role play, request form interpretation, and supervised patient examinations* RA to complete *Practical Assessment – RA Report* | |
|  | **Assessment by AHET team radiographer** | 1.5-2h | *AHET Practical Assessment* – *video role play submissions*  Statement of Attainment issued to successful participants | |
| **TOTAL OFFLINE REQUIREMENTS** | | | | |
|  | **Offline hours required\*\*** | **44-66h** | *30-48 hours of self-directed study and assessment*  *14-18 hours of practical training* | |
|  | **Supervised Practice with RA support** | **12 months – follow Supervision Agreement** | | |

*\*All practical activities are to be completed in accordance with your current Radiation Use Licence conditions. Any examinations beyond the scope of your current licence must be completed with the direct supervision of a radiographer or suitably licenced and experienced XO.  
\*\*Note these are minimum requirements, and some participants may require more time.*

**Practical training**

Once the participant has successfully completed the extended scope theory modules they will be required to (within a four-week timeframe) complete the mandatory practical training. The practical training consists of a minimum of 2 days (12-16 hours) of training with your local RA, followed by an assessment with the AHET team radiographer, including the submission of two role play videos.

**Practical training facilitated by a RA**

A local RA can be supported to provide the practical training at the RA’s and/or XO’s medical imaging department. 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 (more may be required) of face-to-face training must be completed by the XO with the RA; 2 consecutive days is strongly recommended. Sessions must be at least 6 hours.
* training location/s utilise equipment 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.

**Requirements of applicants, their managers and RAs**

**Application process**

* Facility Manager and RA determine the need for extended scope licences and select appropriate and competent chest and extremity use licensees
* applicant and managerplan the required offline time and any additional support needed for the applicant should be considered, e.g. literacy, IT or clinical needs
* applicant/s and RA discuss RA site visit, ongoing supervision requirements and service expectations; details are added to the [Supervision Agreement](#SupervisionAgreement) and forwarded to the Facility Manager for approval. [[4]](#footnote-4)
* Facility Manager completes the [Facility Manager application form](https://www.health.qld.gov.au/__data/assets/word_doc/0024/1143645/xo-fac-mgr-application.docx)[[5]](#footnote-5).
* manager completes [payment form](https://www.health.qld.gov.au/cunninghamcentre/fees).
* Applicant collates [documentation](#ApplicationSubmissions) and submits by [email](mailto:X-ray-Operator-Support@health.qld.gov.au?subject=Application%20for%20XO%20Introductory%20Course). Incomplete applications will not be accepted.
* Applicant retains copies of documentation and regularly checks for AHET team emails.
* AHET team emails applicant, manager and RA regarding outcome of application.

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

**Enrolment process**

* participant and manager organise IT resources and roster offline time
* participant, manager and RA determine dates and location for practical training
* participantchecks email and completes required processes, e.g. completes online enrolment form to enable access to course materials
* participant and manager ensure all mandatory training[[6]](#footnote-6) relevant to the course is up-to-date and participant can use Microsoft Teams
* participantcompletes all pre-course activities, e.g. pre-reading.

**During the course** the:

* managerprovides agreed offline time for study, assessment tasks and practical training[[7]](#footnote-7)
* participant works through the theory component of the coursework on the online platform, contacting the AHET team with any queries
* RA undertakes a site visit at the participant’s facility[[8]](#footnote-8) to orientate the participant to equipment and processes used for extended scope examinations
* RAassists participantto complete the Examination Log, with assistance from and experienced local XOs where necessary
* participant submits all assessment tasks within 8-12 weeks of online access being issued. Failure to do so may result in the participant being withdrawn from the course
* participant is entitled to a maximum of three submission attempts for any one assessment task. All assessment tasks must be passed to progress through the course. Failure to successfully complete assessments may result in participant being withdrawn from the course
* participant takes responsibility for their learning needs and seeks assistance when required. The participant liaises with their RA, manager and/or the AHET team if challenges arise which may affect course completion
* participant undertakes 12 – 16 hours of practical training with their RA or other local radiographer, adhering to the requirements of the AHET team processes.

Please note:

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, participants will be issued with a Statement of Attainment.
* **Participant** completes the application form for a licence to use a radiation source (on the [Radiation Health Unit website](https://www.health.qld.gov.au/system-governance/licences/radiation-licensing/apply/licences/medical/use/rural#2)) and organises required documentation and submits to Radiation Health with their Statement of Attainment and licencing fees. A letter from the Facility **Manager** demonstrating the need for the extended licence at the facility should be included in the application.
* **Manager** approves payment of any Use Licence fees[[9]](#footnote-9).

Once trainees receive their trainee (extended) licence from the Radiation Health Unit the:

* **trainee, manager and RA** fulfil the requirements of the [Supervision Agreement](#SupervisionAgreement)
* **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** organises a mandatory competency assessment with a Radiation Health endorsed radiographer at least three months prior to licence expiry[[10]](#footnote-10)
* **Facility Manager** provides funding and offline time to complete the annual competency assessment process.

**Enrolment changes**

It is recognised that adult learners may encounter unexpected circumstances which could disrupt their progress in this course. Participants are encouraged to [contact](mailto:X-ray-Operator-Support@health.qld.gov.au?subject=Introductory%20course%20query) the AHET team at their earliest convenience if it is unlikely the work will be completed in the required timeframe. The AHET team will endeavour to provide as much support and flexibility as practical to assist participants.

Before submitting a formal request for any enrolment change, please first review the [Cunningham Centre Academic Guidelines](https://www.health.qld.gov.au/cunninghamcentre/what-you-need-to-know#section__academic-guidelines). An administration fee may be charged for any approved request unless exceptional circumstances are demonstrated.

Refunds and transfers are unable to be granted once the participant has commenced the course[[11]](#footnote-11)[1], unless the client is unable to continue due to the impact of COVID-19. If a transfer is requested prior to course commencement, the Facility Manager should [contact](mailto:X-ray-Operator-Support@health.qld.gov.au?subject=Introductory%20course%20query) the AHET team as soon as possible to discuss.

If a participant does not complete the course in the required timeframe and wishes to re-enrol in a subsequent cohort, they will need to contact the AHET team to discuss the options.

**XO Support team contact details**

Please call (07) 4699 8097 or email [X-ray-Operator-Support@health.qld.gov.au](mailto:X-ray-Operator-Support@health.qld.gov.au) with any queries.

**Application submissions**

Contact the team for upcoming cohort dates. The XOS team will acknowledge receipt of applications within one week[[12]](#footnote-12). Please complete and submit the following documentation via email:

* Application form (below)
* [Supervision agreement](https://www.health.qld.gov.au/__data/assets/word_doc/0027/1143648/xo-supervision-agreement.docx)
* [Payment form](https://www.health.qld.gov.au/cunninghamcentre/fees) from Cunningham Centre website
* A copy of applicant’s most recent Chest and Extremities annual competency assessment documentation[[13]](#footnote-13).

**X-ray Operator Extended Scope Course**

**Application form**

**Privacy disclaimer:** Cunningham Centre is collecting this information in accordance with the *National Vocational Education and Training Regulator Act 2011* to meet your needs as a client and ensure records are maintained for accreditation purposes. Some of this information may be given to an external agency for the purpose of meeting contractual reporting arrangements. Your information will not be given to any other person or organisation unless authorised or required by law.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Facility name** |  | | **Health Service** |  | | |
| **XO service justification**  The Radiation Health Unit, Queensland requires X-ray operator (XO) licences to be 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)[[14]](#footnote-14) and the [X-ray Operator Services Guideline](https://www.health.qld.gov.au/__data/assets/pdf_file/0024/147570/qh-gdl-363.pdf). | | | | | | |
| How many XOs and/or Radiographers[[15]](#footnote-15) work at this facility? | | **XOs:** |  | | **Rads:** |  |

|  |  |
| --- | --- |
| How many existing XOs have an extended licence at your facility? |  |
| What is the distance to and location/facility of the nearest radiographers? | Public =       km at  *If private medical imaging is closer than public:*  Private =       km at |
| Why is the extended scope licence required at your facility? |  |

**Support for applicant to complete course**

It is up to the local facility to provide participants with readily available access to:

|  |
| --- |
| * a PC with reliable internet access and VC functionality * assistance from local RA/XOs to complete practical activities in the local X-ray room * videocall functionality within the X-ray room * offline time to complete all coursework (online theory and practical training) * clinicians on-site to provide patient care training/support for applicants with limited acute clinical skills * a radiographer available at all times to provide advice regarding every extended scope examination prior to imaging? |

|  |  |
| --- | --- |
| If any ‘no’ answers, please specify what access is limited/unavailable 🡪 |  |

**Applicant/s details**

Please list applicants in order of priority. If demand exceeds capacity, all applicants may not be accepted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant name** | | **Discipline** | | **Position title** | | |
|  | | Choose an item. | |  | | |
|  | | Choose an item. | |  | | |
|  | | Choose an item. | |  | | |
| **Cervical spine imaging** | | | | | |
| The extended licence scope permits XOs to perform multiple views of the cervical spine where appropriate. Plain X-rays of the cervical spine are not always clinically appropriate and can be technically difficult. Consideration should be given to:   * Is CT (as gold standard) available within a clinically appropriate time frame? * Are local medical staff willing clear a patient’s cervical spine based on clinical assessment and plain film radiography? * Has the RA confirmed that local equipment (including grids) is adequate to perform c-spine projections? * Is a radiographer available to provide advice before every c-spine examination, and (where necessary) to review the c‑spine images before the patient leaves the hospital?   *It is strongly recommended* that the XOs, RA and medical staff discuss this in depth and ensure the local radiographic protocols reflect the individual needs of your facility. | | | | | |
| **Facility Manager declaration**  By signing below the Facility Manager agrees that:   |  |  |  |  | | --- | --- | --- | --- | | * they have read the course information and are aware of the time commitment required for all course components to be successfully completed (all online coursework within 6-8 weeks, plus practical training) | | | | | * they will provide applicant/s with adequate offline time, IT resources and funding to complete the coursework | | | | | * 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. | | | | | FM Name |  | Phone |  | |  |  |  |  | | Email |  | Title |  | |  |  |  |  | | Signature |  | Date |  |   **RA support** | | | | | | |
| By signing below the RA agrees that:   * the equipment available at the facility is of an adequate standard to perform extended scope imaging * extended scope protocols are clear and available to XOs, e.g. when C-spine imaging is performed * they have no concerns regarding the applicant’s performance of chest and extremity radiography and support the participant to attain an extended scope licence. If any concerns exist, please speak with your RSO and the AHET radiographers prior to signing this form * a radiographer available at all times to provide advice regarding every extended scope examination prior to imaging * the RA (or delegated radiographer) will be able to provide extended scope practical training to the XO following the requirements outlined under ‘Practical training facilitated by an RA’.   Comments: | | | | | | |
|  | | | | | | |
|  |  | | | | | |
| RA name |  | | | | | |
|  |  | |  | |  | |
| Facility |  | |  | |  | |
|  |  | |  | |  | |
| Signature |  | | Date | |  | |

Email the following documentation tothe [XO Support team](mailto:X-ray-Operator-Support@health.qld.gov.au?subject=Extended%20Course%20application):

This application form

[Payment form](https://www.health.qld.gov.au/cunninghamcentre/fees)

[Supervision agreement](https://www.health.qld.gov.au/__data/assets/word_doc/0027/1143648/xo-supervision-agreement.docx)

Copy of most recent Certificate of Competency or other assessment documentation

Evidence that you have been signed off as competent in chest and extremity radiography by a Radiation Health   
 Unit endorsed radiographer

1. RA: a radiographer who agrees to support the XO trainee with face-to-face and remote training and supervision [↑](#footnote-ref-1)
2. By law, every medical imaging facility in Queensland requires a current RSPP [↑](#footnote-ref-2)
3. 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. 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. If the competency assessment has not yet been undertaken, XO can complete this requirement through the AHET team: <https://www.health.qld.gov.au/cunninghamcentre/html/courses/031> [↑](#footnote-ref-3)
4. One agreement can be completed for all applicants from the same facility with the same RA [↑](#footnote-ref-4)
5. One application can be completed for all applicants from the same facility with the same RA [↑](#footnote-ref-5)
6. Participants from non-clinical streams undertake relevant clinical modules, e.g. Basic Life Support, PPE [↑](#footnote-ref-6)
7. Participants must be on their local roster for each of the practical workshop days. Funding for any travel or accommodation for the workshop is the responsibility of the participant’s facility. [↑](#footnote-ref-7)
8. RA site visit can be waived if participant has attended an RA site visit within the last 12 months and no new equipment issues exist. Where site visit is impractical (e.g. due to distance), please discuss with the AHET team. [↑](#footnote-ref-8)
9. According to Queensland Health [Policy 209](https://www.health.qld.gov.au/__data/assets/pdf_file/0039/395868/qh-pol-209.pdf) [↑](#footnote-ref-9)
10. The AHET team offers [XO training and assessment sessions](https://www.health.qld.gov.au/cunninghamcentre/html/courses/031) [↑](#footnote-ref-10)
11. [1] Course commencement occurs when online or hard copy resources have been accessed [↑](#footnote-ref-11)
12. Christmas/New Year compulsory closure may affect response times from Cunningham Centre staff [↑](#footnote-ref-12)
13. Provide any documents or emails from RA or assessor regarding current performance. Queensland participants also provide Certificate of Competency. [↑](#footnote-ref-13)
14. or the relevant Radiation Safety regulatory body in your jurisdiction [↑](#footnote-ref-14)
15. Include all examinations performed by on-site or visiting radiographers / RAs [↑](#footnote-ref-15)