

Radiography Students Do's and Don'ts 2019

Radiography students must at all times practice in accordance with ELHT policies & procedures and work under the supervision of the qualified practitioner. Radiography student must adhere to the DCS student charter.

Details of the trust policies and procedures are available on the trust on the ELHT evidence hub.

<http://oli.xelht.nhs.uk/sorce/beacon/default.aspx?pageid=Policies>

The DCS student charter is available on Q Pulse and you should have a printed copy as well.

Hours Student radiographers work 33 practice hours per week.
If the student is on a normal week the hours will be 4 days - 8.45am-5pm with 45min lunch and 1 day - 8.45am-11.45am
If the student is on long days the hours will normally be 8am-8pm with 1 hour lunch.

The student's time sheet must be completed and signed by the person supervising the student at the end of each shift. At the end of placement this then needs to be shown to the Practice Educator's who will verify and sign off for the student to upload to pebblepad.

Bank Holidays The students do not have to work bank holidays. However if they choose to work this day they will be able to take the hours as lieu time at a later date.

Long days Students can only work long days if these are a department's shift pattern.

Weekends/Nights Students are required to work a variety of shifts including weekends, nights and late shifts.

Students can reasonably be expected to work at least 2 weeks of nights in year 2 and 3.

Absence Whilst on clinical placement you must:

- Report your absence to the Practice Educator at your placement within 1 hour of start time on the first day of absence on either 01282 805152 or 01254 734612
- If it is not possible to contact the Practice Educator then you must speak to the departmental head on 01282 805020 or 01254 734612 who will ensure that your message is passed on
- If it proves impossible to contact these then you must leave a contact phone number with the person who answers your call and expect the call to be returned later in the morning.
- You must also inform the Placement Learning Unit via the Sickness and Absence line on 01524 590816

It is not acceptable to:

- Send a message with another student
- Contact the University only
- Not bother to ring at all
- Send a text message or what's app message

When you ring in absent you will be expected to say why you are absent and when you expect to return. If you are off for more than five days you will need to provide a 'fit note' from your GP.

It is very important to close your absence upon your return and you do this by contacting PLU via the sickness and absence line as above.

Uniform Policy

The University currently provides a uniform for placement. These are fitted and given to each student prior to placement and must be laundered by each student during placement blocks. Any replacement uniforms will need to be purchased at cost by the student.

At all times in placement you must maintain a professional appearance and adhere to the Trust's Uniform Policy whilst the University also has one that the student must adhere to.

Mobile Phones

Usage of mobile phones in a clinical area is prohibited. Mobile phones should be left in the staff locker/changing rooms. The following numbers should be given as an emergency contact for whilst you are on placement. These phone numbers are for the secretary pool and they will pass the caller's name and number onto the senior on duty at that site so they can let you know.

Blackburn Secretary Office – 01254 734533 / 733628

Burnley Secretary Office – 01282 804109 / 804103 / 805188

Making up time

Making up time will only be allowed if it has been arranged and agreed by the Practice Educator's. Make up time must not be arranged by the student on an ad-hoc basis.

Supernumerary

Supernumerary status means that students are extra to the established team numbers in the practice area to facilitate their learning. This does not mean however, that students are purely observers. Students must participate in a range of clinical activities, under direct or indirect supervision of their mentor/supervisor in order to develop all skills/competencies and achieve all learning outcomes.

Supervision

Students must be supervised at all times as they are not accountable for their practice. Any radiographer who delegates a task to a student is accountable for that student's actions. The student can document the relevant information on CRIS after an examination but this must be checked and finalised by the radiographer.

All students must show a qualified radiographer the relevant x-ray request **before** proceeding with **any** examination.

The radiographer will discuss the relevant details & negotiate the level of supervision required. This will be appropriate to the stage of training and level of ability. They will then put their RA number into the post processing section on the CRIS attendance to accept responsibility for the examination and provide the student with adequate supervision. This will be the justification of the x-ray procedure in line with IR(ME)R.

If at any time during the examination the student feels they need further advice or assistance e.g. if the patient proves to be less co-operative or the examination proves more complicated than expected they must ask the advice of the radiographer who has justified the examination. If that radiographer is unavailable, the student may seek the help from another qualified radiographer.

The images must be checked by the supervising radiographer.
Students must not delete or accept images without the consent of the supervising radiographer.

If the supervising radiographer is unavoidably detained, they should "hand over" the supervision of that examination to another qualified radiographer.

Students x-raying children under 6 years should be supervised at all times

Patients arriving in the department on a trolley or wheel chair must not be moved onto the x-ray table or asked to stand, without prior consultation with the supervising radiographer.

Students must always seek advice on patient care & technique from qualified radiographers.

Students must have a completed training log for each work area.

Once the student has gained experience in a particular room, the training logs must be completed & a copy of the completed training logs must be kept on the L drive in the student's personal file.

A student must always conform with the Ionising Radiation Regulations. In particular;

- Gonad protection must be given to all patients undergoing any examination likely to irradiate the gonads in line with department protocols.
- All females of child bearing age undergoing any examination from the diaphragm to the upper femora must be asked if they are or might be pregnant (the LMP should be checked for 10 day rule examinations). The patient must sign & date the pregnancy slip, in order to testify there is no chance of pregnancy. Students must show this signature to the supervising radiographer before proceeding with the examination.

For additional information on any of these guidelines please refer to the appropriate trust policy, the Royal Marsden Clinical Procedures or the ELHT evidence hub. If you require further clarification about these or any other student related issues please contact:

Lead Practice Educator
Carrie Whitfield
carriann.whitfield@elht.nhs.uk
01282 805152 or 01254 734612

or

Clinical Tutor
Helen Lord
helen.lord@elht.nhs.uk
01282 805152