



CONTROLLED DOCUMENT

Appendix C - Return to Registration Supervised Practice Framework



Name _____

Supervisors Name _____

Date Practice Supervision Commenced _____

Date 1st Probation Meeting _____

Date 2nd (additional) Probation Meeting _____

Date Final Probation Meeting _____

Date Completed _____

Supervisors Signature _____

Professional Lead Signature _____

**CONTROLLED DOCUMENT**

Appendix C - Return to Registration Supervised Practice Framework

Scope: To provide a framework for supervised practice for radiographers returning to practice after a break of 2 years or more.

Responsibilities: This framework is for use in collaboration with the 'return to registration' radiographer, Practice Development and Educator team and relevant section managers.

Documentation: Return to Registration Policy – Q pulse doc

Return to Registration Application Form – Appendix A

Return to Registration – Timetable – Appendix B

Return to Registration – Framework –Appendix C

Return to Registration – SMART objectives – Appendix D

Return to Registration – SWOT Analysis – Appendix E

Return to Registration – Review meeting Form - Appendix F

[HCPC Returning to Practice, April 2011](#)

HCPC Standards of Proficiency; Radiographers, Aug 2013

HCPC Standards of conduct, performance and ethics, Aug 2012

SCoR Return to Practice

[Ionising Radiation \(Medical Exposure\) Regulations 2000 \(IRMER\)](#)



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1 Context

- 1.1.1 The return to registration radiographer is not registered with the HCPC and **MUST** be supervised at all times. They are not entitled to act as an operator under IR(ME)R.
- 1.1.2 The return to registration radiographer may not make treatment decisions; use the control panel of CT/Linac/Gulamy or image without direct supervision.
- 1.1.3 The return to practice radiographer may not administer drugs, IV contrast or undertake any specialist role that they may have previously been competent in. This includes image review and verification.
- 1.1.4 The return to registration radiographer may not undertake patient chats of any kind without direct supervision.
- 1.1.5 The return to registration radiographer may not sign treatment sheets or upload or approve on ARIA.
- 1.1.6 Access to in house IT may be useful, such as intranet access for local policies and NHS e-mail address allows access to the NHS e-learning modules. Any access will be in line with the Trust's IT policy
- 1.1.7 This framework is not a competency framework. It is to provide structure and a record of what the returning radiographer has seen and participated in. We do not expect the returning radiographer to prove competency during their time in department.



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Supervised Practice Framework

Documents Received	Read – Q pulse document	Practice Educator Sign when completed
Department Welcome Pack	Ref 120	
Department Induction Pack	Ref 126	
IT Access		
NHS Mail Account		
Q Pulse Access and Training		



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SWOT Analysis – 1st Day (to be repeated as needed – see Appendix E for guidance and template)

<p>Strengths: What do you do well? What unique resources can you draw on? What do others see as your strengths?</p>	<p>Weaknesses: What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?</p>
<p>Opportunities: What good opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?</p>	<p>Threats: What trends could harm you? What is your competition doing? What threats do your weaknesses expose you to?</p>



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SMART Objectives – Day 1 (See Appendix D for help with writing objectives and template)

Main Objectives	Time Frame	Supervisor Sign when completed



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Review Timetable – (please use Appendix F for recording all meetings).

Time Table	Activity	Date	Supervisor Sign when completed and documented
Day 1	SWOT Analysis with supervisor/practice educator		
Day 1	Objective setting with supervisor/practice educator		
5 th day	Review meeting – supervisor & practice educator		
10 th day	Review meeting & re do SWOT analysis – supervisor & practice educator		
12 th day	Review meeting – supervisor & practice educator		
15 th day	Final meeting - Review meeting & re do SWOT analysis – supervisor & practice educator		Decision to be taken regarding fitness to reregister
20 th day <i>(if necessary)</i>	Review meeting – supervisor & practice educator		
25 th day <i>(if necessary)</i>	Review meeting re do SWOT analysis – supervisor & practice educator		
30 th day <i>(if necessary)</i>	Final meeting - Review meeting re do SWOT analysis – supervisor & practice educator		Decision to be taken regarding fitness to reregister



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Health & Safety	Read – Q pulse document	Supervisor Sign
<ul style="list-style-type: none"> • Fire policy – • SASH Fire Policy- • Fire safety procedures • Infection Control • Local Manual Handling 	<p>Ref 22</p> <p>Ref 114</p> <p>Discuss with Supervisor</p>	
<ul style="list-style-type: none"> • Radiotherapy Radiation Protection Procedures Handbook - • Radiotherapy Department Service Manual • Procedure for Patient Identification before Exposure to Ionising Radiation 	<p>AD PC 11</p> <p>QM-9</p> <p>TD PC 29</p>	
<ul style="list-style-type: none"> • Emergency Medical Contact at RSCH/SASH • Emergency Equipment at RSCH/SASH 	<p>Discuss with Supervisor</p>	



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Patient Safety	Q pulse Document	Seen – Supervisor Sign	Participated in-Supervisor Sign	Comment
Patient ID Procedure	TD PC 23			
Pregnancy Declaration	AD PO 20			
Consent requirements	Discuss with Supervisor			
Prescription and Plan requirements	Discuss with Supervisor			

Pre Treatment Procedure	Q pulse Document	Seen – Supervisor Sign	Participated in-Supervisor Sign	Comment
CT Run up/Down/Morning Q A	EQC 64,149 RH EQC 10			
Pre CT Chat & Contrast QA	CT PC 10, 26, PL PC 55			
Use of contrast and Injector	CT PC 74			
Breast CT scan & documentation	R PL PC 9, CT PC 13, 52			
Pelvis Plan & documentation	CT PC 6, 5, 71, 32, 33, 62, , PT PC 12			
Other CT sites H&N Lung-SABR	CT PC 13, 21,34,61 CT PC 74,19, 48 PI PC 63			
Brachytherapy CT	CT PC 27			



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Trials	RS 4			
Virtual Sim Prep	PL PC 56 V5			

Treatment	Q pulse Document	Seen – Supervisor Sign	Participated in-Supervisor Sign	Comment
Linac Morning QA	EQC 21			
First day treatment procedure	PI PC 02			
Imaging overview	TD PC 96,101			
Breast Technique	TD PC 66			
DIBH technique	TD PC 90			
Prostate Technique	discuss with supervisor			
Other Techniques H&N Lung- SABR	discuss with supervisor discuss with supervisor			
Gulmay overview	TD PC 5			
HDR Gynae Overview	BR PC 11,1,23			



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Patient Support/Research	Meet with	Seen – Supervisor Sign	Participated in-Supervisor Sign	Comment
Role of Patient Support Radiographer	Patient support team			
SCoR Skin Care Guidelines	Patient support team			
Supplementary Prescribing for Radiographers	Patient support team			
Fiducial Overview	Urology specialist radiographer			
Research Overview	Research radiographer			

Supervised Practice	Hours	Confirmed by Supervisor	Comments
Pre Treatment Hours of Supervised Practice			
Treatment Hours of Supervised Practice			
Total Hours of Supervised Practice			



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Supervised Practice Satisfactorily Completed	Sign and Date
Return to Registration Radiographer	Name..... Sign..... Date.....
Supervisor	Name..... Sign..... Date.....
Section Manager	Name..... Sign..... Date.....

Return to Registration Radiographer successfully Re registered with HCPC?	Yes/No
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