

Personal Development Review



Post Outline Name: Radiographer - Radiology Department (version 2)

Staff Name: Thornley Angela

Job Title:

Review Date: 28/02/2013

Staff Comments:

Reviewer Comments:

Manager Comments:

No	Name	Foundation Level	Full Outline Level	Current Level	Evidence
C1	COMMUNICATION	2	2	2	<p>As part of my Job I communicate regularly with a wide range of people i.e. patients (adults and children), carers, health professionals and students, through verbal and non verbal forms using face to face, telephone, written and computer skills on matters concerning patient examinations and care.</p> <p>On a daily basis I communicate with patients across a wide age range from paediatrics to geriatrics and from a variety of ethnic backgrounds and also including individuals with varying degrees of ability and understanding.</p> <p>As a member of a multidisciplinary team I regularly communicate with colleagues within the radiology department and throughout the hospital and also within the community e.g. GPs and dentists.</p> <p>Using these many forms of communication, direct verbal communication, telephone and e-mail, requires a varying number of Interpersonal skills. These may include, verbal, non-verbal communications e. g. body language, active listening, empathy, reflecting and building rapport with patients, cares and members of the multi-disciplinary teams.</p> <p>During all forms of communications I try to maintain an empathetic approach, utilising tact, diplomacy and persuasive skills when dealing with the patients/carers (distressed/ anxious/worried/aggressive & learning difficulties).</p> <p>This entails listening to someone and hearing what they say while putting yourself in their situation or understanding their feelings. Understanding and having the ability to see the world as another person, to share and understand another person's feelings, needs, concerns and/or emotional state.</p> <p>Showing empathy enables us to learn more about the patient and is a skill which is very beneficial to try and master.</p>

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					<p>As part of my daily job I try to provide good communication, in many forms, e. g. Body language, empathy and understanding. This allows me to allhallows fears by ensuring that patients/carers, who have a barrier to understanding or are unable to communicate have the benefit of informed choice by using patience, tact, diplomacy and persuasive skills when explaining radiographic procedures.</p> <p>As well as empathy and understanding I try to not overcomplicate situations by using unfamiliar terms. Try to remove emotional barriers and give my full attention as well as overcome physical disabilities and barriers.</p> <p>As part of my daily routine I have to maintain accurate patient records ensuring I update patients' CRIS records accurately. I ensure I identify patients using 3 forms of ID before all examinations and exposures, as determined by IRMER.</p> <p>As daily routine all communication regarding patients complies with IR(ME)R, Caldicott and maintains professional standards.</p> <p>Department protocol is that the Radiology "CRIS" system is accessed to appropriately investigate only the records of those patients for whom I am conducting examinations. I maintain patient confidentiality at all times by only discussing their details with colleagues and only when this is necessary professionally and by ensuring any written notes are kept out sight of the public. I attended a talk on NHS codes of practice on maintaining patient confidentiality</p>
C2	PERSONAL AND PEOPLE DEVELOPMENT	1	2	2	<p>PERSONAL AND PEOPLE DEVELOPMENT</p> <p>a)reflects on own practice and takes account of feedback from line manager and other colleagues / peers.</p> <p>I have regularly reflected on my own practice and regularly go over techniques and working practice with colleagues and senior colleagues. Seeking advice and support whenever needed.</p> <p>b) actively participates in PDP review meeting and production of Personal Development Plan, identifying learning opportunities.</p> <p>As part of my annual PDP review I discuss my achievements and identify any areas where I need to develop my skills further. I regularly add all CPD certificates to my CPD website to keep an up to date CPD folder.</p> <p>c)identifies and seeks learning opportunities from a wide range of sources, not only prescriptive training programmes, actively participates in learning opportunities, recording attendances and learning outcomes.</p>

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					<p>I have attended various talks within my workplace which have been carried out by members from different departments, radiographers, nurses, doctors and Physiotherapists. These include: MRI - Orbits and Metallic foreign bodies Dementia Companionship Bone Age Radiography e-learning Physical Fitness & Behavioural Changes</p> <p>d)assesses the benefits of learning opportunities and highlights this information to colleagues. Shares the knowledge gained with peer group/managers.</p> <p>I have read journal articles and maintain these along with associated reflective reports in my PDP folder .</p> <p>e)actively participates in identified learning opportunities and CPD sessions, recording attendances learning outcomes and maintaining up to date records.</p> <p>I am a member of the Society of Radiographers I use the website to read and research relevant articles. I also use the e-Learning Healthcare website to help learn and research all forms of radiography. Every month I read the Society of Radiography magazine which has relevant articles and also quizzes to complete.</p> <p>f)shares the knowledge gained form learning opportunities with peer group. Participates in the training and induction of new members of staff. Participates in the training of Student Radiographers.</p> <p>As part of trust policies I have attended all mandatory training courses. (see annex for details and dates)</p> <p>I participate in the training of student radiographers including the completion of comment/assessment forms for individual students.</p>
C3	HEALTH, SAFETY AND SECURITY	1	2	2	<p>a)works within organisational/departmental policies and procedures ensuring safe working practices for patients and colleagues e.g. IR(ME)R, COSHH, moving and handling, identifying and assessing risks involved.</p> <p>I continuously work to departmental policies and procedures while assessing any potential risks. I have also attended mandatory training in fire and safety: moving and handling. Duties also include following organisational/departmental policies and procedures ensuring safe working practices for patients and colleagues e.g. IR(ME)R, COSHH. Whilst following Caldicott recommendations to ensure all patients identifiable information is treated in a secure and confidential manner.</p> <p>b)takes appropriate action to manage risks to the patients and staff e.g. minimises the radiation risk, violence and</p>

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					<p>aggression, moving and handling.</p> <p>I continuously adhere departmental protocols and comply with these at all times. I am vigilant and try to assess situations to minimise any difficult situation. I am familiar with IR(ME)R 2000 regulations and comply with these at all times. In my practice I understand and work within the scope of my roles as both operator and practitioner.</p> <p>c)works within organisational/departmental policies and procedures identifying, assessing and managing risk to self and others e.g. Radiation protection, violence and aggression, COSHH.</p> <p>In my first 3 month induction I completed a justification competency and I now justify all examinations within my own scope of practice under IRMER and departmental protocols.</p> <p>Under IRR99 I ensure that the dose to patients and all other individuals within the controlled area I am working within is kept as low as reasonably achievable. I do this by maintaining a secure environment, using protective clothing when appropriate, identifying patients using 3 forms of identification before examinations, confirming requests are correctly justified.</p> <p>d)demonstrates awareness of how quickly controlled and stable situations can become emergency life threatening conditions, responding with speed and accuracy to minimise delays in treatment and diagnosis e.g. reaction to contrast injections, assessing trauma patients.</p> <p>I take care to ensure the health and safety of myself, patients and colleagues. I comply with hand hygiene protocol and disposal of confidential waste protocols. I notify senior colleagues of any situations arise which require management involvement or issues with defective equipment.</p> <p>I have signed competences for all areas I work within and all equipment I work with.</p> <p>While working alone in the department when on-call I assess patients' requirements and prioritise my workload accordingly, while also assessing potential unstable or acute situations.</p> <p>When dealing with patients I remain attentive to their condition in order to respond to any potentially dangerous changes.</p>
C4	SERVICE IMPROVEMENT	1	1	1	<p>a)identifies changes/improvements in work practices to appropriate manager for the benefit of patient care. I participate in using new equipment and filling in feedback forms for the practical use in our department. Whilst also taking part in departmental audits.</p> <p>b)following discussion with line manager, changes to own</p>

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					<p>practice should be implemented as required, according to time guidelines based on service requirements.</p> <p>I adhere to any changes within department protocols or practices implemented by my line manager. I also work flexible hours for example when the orthopaedic clinics are running in order to support waiting time initiatives.</p> <p>Whilst participating in an out of hour's service to aid waiting times.</p> <p>c)participates in staff/patient surveys and departmental audit.</p> <p>I attend and contribute in staff meetings and share any concerns or issues and ideas that I believe will contribute to improvements in patient care and service. I also attend mandatory training and departmental seminars, lectures and tutorials to improve my performance.</p> <p>d)communicates with colleagues on any aspect that may affect the day to day running of the department.</p> <p>As part of my duty I share any information that has caused any concerns or caused any problems on a day to day basis verbally and through the departments communication book.</p>
C5	QUALITY	1	1	1	<p>a)works within all organisational/departmental policies and procedures e.g. IR(ME)R and COSHH.</p> <p>I follow the Trust's and the departmental protocols and policies. Adhering to confidentiality of patient information; data protection, adhere to best practice; Along with IR(ME)R and COSHH and caldicott.</p> <p>b)works within agreed requirements for post.</p> <p>Communicating with colleagues on any aspect that may affect the day to day running of the department.</p> <p>I follow and adhere to my own scope of practice, whilst communicating with my colleagues on aspect of the day to day running of the department.</p> <p>c)demonstrates ability to work with a group of highly skilled colleagues and support/understand each other's role in the team.</p> <p>I regularly work as part of a multi-professional team member. This demonstrates the ability to have good communication skills and understand my role within the team. This also includes speaking knowledgeably, tactfully and candidly as well as listening actively. Also making decisions with objectivity and discipline and being unafraid to get involved.</p> <p>d)demonstrates on a day-to-day basis the efficient and effective use of departmental resources e.g. imaging equipment, stock.</p> <p>I undertake quality assurance testing procedures which have been implemented by departmental colleagues. I report any problems with equipment to the appropriate people and complete incident forms when this is</p>

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					<p>necessary.</p> <p>e)accurately reports to the appropriate person any problems or issues, which may arise, solving them if appropriate or possible. Demonstrates active involvement in audit and QA.</p> <p>I accurately report to the appropriate person any problems or issues which may arise and try to help solve them appropriately. I currently get involved in clinical audits and QA, involved in the evaluation of data, documents and resources to check performance against standards. It is essentially a process of fact finding and interpretation and, as such, provides an efficient tool for improvement of quality. This helps to, improve the quality of patient care; promote the effective use of resources; enhance the provision and organization of clinical service and to further professional education and training.</p>
C6	EQUALITY AND DIVERSITY	1	2	2	<p>a)exercises personal responsibility and make decisions in complex and unpredictable circumstances. (E.g. Imaging in A/E and theatre during a multiple trauma situation).</p> <p>I continuously maintain a safe and professional environment while working in any theatre or trauma situation. I discuss any issues with the multi-professional team to help prevent or solve any potential risks or problems.</p> <p>b) ensures most appropriate technique is used to produce diagnostic image in keeping with the needs of the patient and the requirement to minimise radiation dose.</p> <p>I continuously work following IRMER 2000, ensuring patient dose is kept to as low as reasonably achievable. Ensuring correct patient positioning, correct collimation and correct KVP/MAS.</p> <p>c)some patients have a barrier to understanding or are unable to communicate, the radiographer must try to allay fears by ensuring that patients have the benefit of informed choice.</p> <p>While working I try to maintain good communication with patients, carers and service users. I feel this is crucial in ways that take account of their particular needs. This might involve working with translators, communicating in different ways, checking for understanding and thinking about individual support needs.</p> <p>I try to ensure that all patients understand why they are in the department and explain what is required from them. This might involve providing information by giving hand gestures to a person with a hearing impairment, arranging waiting room space so that people with mobility impairments have a clear path, or recommending changes to the way things are done to meet individual needs.</p> <p>I also try to respect the diverse cultures, identities and</p>

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					<p>beliefs of patients and service users.</p> <p>d)independently evaluates clinical information provided to decide whether requested examinations are justified or reject if inappropriate (advise/ discuss with referring doctor if exam is unjustified) in compliance with IR(ME)R.</p> <p>I independently evaluate clinical information and adhere to IR(ME)R guidelines, justifying requested examinations. If I am indecisive I will seek advice from a senior member of staff. If I do not have enough clinical information or the request seems unjustified I will consult with the referrer for more information before I decide to go ahead with the examination.</p> <p>e)aware of how quickly controlled and stable situations, can soon become emergency, life threatening conditions, and can respond with speed and accuracy to minimise delays in treatment or diagnosis e.g. trauma patients, reaction to contrast injections</p> <p>I am aware of departmental procedures in response to unstable or life threatening situations. Fully aware where the crash trolley is kept in both departments and the crash team no: 2222 so I can respond with speed and accuracy to minimise delay in treatment.</p> <p>f) recognises abnormal appearances on images and makes a decision on whether further imaging is required. Supports this judgement by highlighting abnormalities using the abnormality detection system.</p> <p>If abnormalities are present on images I am able to make a decision on whether further imaging is required. If I am suspicious of an abnormality or in doubt I will consultant with a colleague or a radiologist for a further opinion.</p> <p>g)maintains patient records by inputting accurate information onto RIS to reflect the details of the examination undertaken meeting professional standards</p> <p>I maintain patient records by making sure patient information is secured correctly, by keeping information and records physically and electronically secure and confidential (e.g, don't leave labels lying around, take care not to be overheard when discussing patients and don't ever discuss cases in public places. Keep your usernames and passwords secret and change your passwords regularly. Always wear your identification badge so that patients, relatives and other healthcare staff know who you are and why you might need information. Keep accurate, relevant records. Access only the information I need. Follow your organisation's guidance before sharing or releasing information (including checking who a person is and that they are allowed to have the information), and when sending, transporting or transferring confidential</p>

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					<p>information. Keep and destroy information appropriately, in line with local policy and national guidelines. Know and follow your organisation's policies and procedures, and by always reporting actual and possible breaches of security or confidentiality.</p>
HWB3	PROTECTION OF HEALTH AND WELLBEING	1	1	1	<p>Signs that people are at risk might relate to:</p> <ul style="list-style-type: none"> - individuals who are in danger of / are being harmed and/or abused - individuals who are in danger of / are neglecting or harming themselves - aspects in systems and cultures that put people at risk - aspects of the environment that put people at risk <p>Whilst patients are in my care I ensure that I adhere to health and safety protocols at all times. I take necessary precautions when dealing with patients that may be abusive and bring risks to themselves or others.</p> <p>Risks to health and wellbeing include:</p> <ul style="list-style-type: none"> - risks to emotional health and wellbeing - risks to mental health and wellbeing - risks to physical health and wellbeing - risks to social health and wellbeing - risks to spiritual health and wellbeing - risks to the environment which in turn affects people's health and wellbeing. <p>I understand that people whom are at risks may include:</p> <ul style="list-style-type: none"> - Individuals who are in danger of / are being harmed and/or abused - Individuals who are in danger of / are neglecting or harming themselves - Aspects in systems and cultures that put people at risk - Aspects of the environment that put people at risk <p>Legislation, policies and procedures may be international, national or local and may relate to:</p> <ul style="list-style-type: none"> - child protection - control of infectious and communicable disease - domestic violence - duty of care - environmental protection - health and safety at work - human rights (including the specific rights of children) - infection control - ionising radiation protection measures - mental health - ports - protection of vulnerable adults - substances hazardous to health. <p>I am aware of legislations, policies and procedures in regards to health and wellbeing that relate to my scope of protection, i.e. IR(ME)R, COHSS, Moving and Handling, Data Protection, Confidentiality, Infection Control, Patient Rights and Caldicott.</p>

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					<ul style="list-style-type: none"> - Child protection - Control of infectious and communicable disease - Domestic violence - Duty of care - Environmental protection - Health and safety at work - Human rights (including the specific rights of children) - Infection control - ionising radiation protection measures - Mental health - Ports - Protection of vulnerable adults - Substances hazardous to health. <p>Information that is available on the risks might include what the worker:</p> <ul style="list-style-type: none"> - sees - hears - measures - is told. <p>If I was to ever feel or witness that any individual had risk to their health and well being within my workplace, I would report this to the appropriate services/person.</p> <p>If I come across any issues that I am unsure about I would look up information in either the department's general access files or trust policies on the NHS fife intranet.</p> <p>I ensure optimisation of radiation safety and use lead protection where necessary, whilst collimating and selecting appropriate exposure factors, gonad protection and checking pregnancy status where appropriate.</p> <p>I understand that as I deal with confidential information I am at risk and understand the confidentiality protocols and only share information on a need to know basis. Whilst always adhering to data protection and confidentiality protocols.</p> <p>When documenting any information regarding an examination I perform all my post examining, documenting all registered doses for the examination. I understand that this is my sole responsibility to ensure that it is completed accurately and correctly even if I delegate this task to another member of staff.</p>
HWB6	ASSESSMENT AND TREATMENT PLANNING	1	3	1	<p>a)exercises personal responsibility and make decisions in complex and unpredictable circumstances. (E.g. Imaging in A/E and theatre during a multiple trauma situation.) I take sole responsibility for every patient for whom I conduct an x-ray examination. I make my own decision in complex situation, deciding if an examination is appropriate to perform even if it is unpredictable circumstances (e.g. unable to move the patient and needing an examination to exclude medical factors). I clarify patient ID with attending medical staff and if</p>

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					<p>possible check the CRIS system for previous examinations or any alarms the patient may have. I assess, plan and take action on the kind of views I will be taking when working in Resus in a multiple trauma series. I also assume responsibility for patients undergoing fluoroscopic procedures in theatre.</p> <p>b) ensures most appropriate technique is used to produce diagnostic image in keeping with the needs of the patient and the requirement to minimise radiation dose.</p> <p>I gain additional information from the patient to clarify condition and mechanism of injury. I also try to assess patients' age, weight and sex and ability to determine ways to achieve the best diagnostic image as well as best exposure factors along with pregnancy status if deemed appropriate.</p> <p>c)some patients have a barrier to understanding or are unable to communicate, the radiographer must try to allay fears by ensuring that patients have the benefit of informed choice.</p> <p>I as the health professional understand there may be barriers with some patients, (E.G. Deaf, English not being their first language, mental health issues). I understand I should first talk to the person explaining any procedures. If I am unsure whether the person can give consent, I should talk to anyone else who is closely involved in the person's care. I must as a health professional make sure that the person:</p> <ul style="list-style-type: none"> • understands what the treatment is and why it is needed • understands the benefits and risks of the treatment • understands that there may be other options and can decide between these options • understands what happens if no treatment is given • remembers information long enough to make a decision, • can tell the health professional what they have decided. <p>d)independently evaluates clinical information provided to decide whether requested examinations are justified or reject if inappropriate (advise/ discuss with referring doctor if exam is unjustified) in compliance with IR(ME)R. I continuously evaluate clinical information provided from the refer to decide whether a request is justified. If the information is deemed inappropriate I will then further discuss this where possible. I also clarify and gain additional information from the patient and if helpful previous examinations. Always adhering to IR(ME)R.</p> <p>e)aware of how quickly controlled and stable situations, can soon become emergency, life threatening conditions, and can respond with speed and accuracy to minimise delays in treatment or diagnosis e.g. trauma patients, reaction to contrast injections</p> <p>I am fully aware how quickly stable situation can change. I try to assess patients when they come to the department regarding their mobility and decide if examinations are conducted standing, seated or on the x-ray table. I assess the mental status of the patient to determine if are able to consent to their examination.</p>

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					<p>If I have seen the patient I try to plan prior to examinations to ensure the appropriate and additional equipment is present. Whilst making decisions on whether images need repeating or if additional views are required.</p> <p>f) recognises abnormal appearances on images and makes a decision on whether further imaging is required. Supports this judgement by highlighting abnormalities using the abnormality detection system</p> <p>If I recognise an abnormal appearance on an image, I will then decide if additional views will be help for that patient' s diagnosis. Whilst using the radiology red dot system if it were an A & E patient.</p> <p>g)maintains patient records by inputting accurate information onto RIS to reflect the details of the examination undertaken meeting professional standards It is my duty and responsibility for maintaining accurate information into RIS</p> <p>correctly is maintaining accurate, relevant records electronically, securely and confidentially. Accessing only the information I need. following organisation's guidance before sharing or releasing information (including checking who a person is and that they are allowed to have the information), and when sending, transporting or transferring confidential information.</p>
IK1	INFORMATION PROCESSING	1	1	1	<p>a)accurately inputs information regarding X-Ray examination on RIS following all organisational/ departmental policies and procedures in accordance with IR(ME)R</p> <p>I am familiar with the operating systems and word processing packages that are used on the departments' computer system. E.G. PACS, CRIS. Recording all information accurately and according to IR(ME)R.</p> <p>b)checks patient information including previous examinations and reports on RIS to assist in patient care.</p> <p>I always ensure that I check 3 forms of ID from a patient along with the examination requested. Checking all previous examination on record and inputting all additional information regarding examinations into the computer systems accurately under the departmental protocols.</p> <p>c)utilises RIS and PACS for manipulation, retrieval and storage of images</p> <p>I utilise and check CRIS and PACS Fusion systems to ensure I can justify requests. As well as using the CRIS and PACS system to retrieve patient information or images when required.</p> <p>d)follows all organisational/ departmental policies and procedures to ensure quality and integrity of data. Participates in departmental audit of this data.</p>

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					<p>I understand that it is my duty of care, to follow DPA, Caldicott Guidelines and NHS Information Security Procedures which form part of all employees, contractors. Participating in departmental audit of this data.</p> <p>e)follows all organisational/ departmental policies and procedures to ensure quality of data relating to patient care/examinations.</p> <p>I ensure a patient records are accurately documented within the CRIS system adding any additional details if deemed necessary. Maintaining patient details are up to date and accurate details for patient care and examination undertaken.</p>

Review Passed: Yes

Reviewer Agreed: Yes

Staff Agreed: Yes