

About this Unit

This standard covers your role in relation to processing radiographic images, post-processing activities and quality assurance in relation to processing equipment and procedures. It includes the production and reproduction of original and duplicate images (such as copies, slides and miniatures) for all radiographic imaging modalities. This standard is designed to be applicable in all settings where permanent radiographic images are produced.

Users of this standard will need to ensure that practice reflects up-to-date information and policies.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this standard are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this standard is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, your assessor may observe you operate and handle equipment, materials or systems safely and consistent with their purpose in a manner which will not damage them or increase the risk of defects in permanent radiographic images. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, your assessor may ask you to explain, using an example from practice, how to identify faults/breakdowns and the appropriate action to take.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to preparing and reproducing permanent images.	
2 Your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance.	
3 The duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer.	
4 The purpose of quality assurance monitoring.	
5 The types of faults which may appear in radiographic images during processing, the likely causes and remedial action which should be taken when poor images are produced.	
6 Why images and other materials must be handled carefully and why images must be correctly identified and labelled.	
7 The types and amounts of materials to use with different processors and how these should be prepared and used.	
8 The appropriate equipment, materials and systems to use for different radiographic image production and reproduction processes and requirements, including different types and sizes of films and digital systems.	
9 Why the quality of processing equipment and procedures must be regularly monitored.	
10 Different image presentation and storage formats and when and how these should be used.	
11 The correct conditions such as light and ventilation for using and handling different image production and reproduction equipment and materials.	
12 The way in which different radiographic images react to light, the safe-light conditions for different films and how this relates to film emulsions.	
13 The purpose of different radiographic image processing methods and circumstances in which they should be used.	
14 The different stages of film processing and preparation.	
15 Procedures associated with using different radiographic image production and reproduction equipment and materials.	

FP9X 04 (GEN73) Prepare and reproduce permanent radiographic images

16	How to identify faults/breakdowns and the appropriate action to take.	
17	Methods used to package radiographic images for distribution.	

FP9X 04 (GEN73) Prepare and reproduce permanent radiographic images

Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Confirm that the equipment is in good working order and fully operational prior to use.							
2	Operate and handle equipment, materials or systems safely and consistent with their purpose in a manner which will not damage them or increase the risk of defects in permanent radiographic images.							
3	Correctly select image production and reproduction processes and materials or systems according to the modality by which the image was acquired, the type of permanent radiographic image required and the materials or systems on which it is to be produced or stored.							
4	Monitor and maintain heating, lighting, ventilation and humidity at correct levels for the process and the materials being used.							
5	Identify and take immediate attention to remedy faults or minimise damage to equipment and materials where faults or breakdowns occur in equipment during use, and inform the appropriate person promptly.							
6	Confirm the quality of permanent radiographic images produces as meeting optimal standards.							
7	Investigate and record the reasons where the quality of permanent radiographic images does not meet optimal standards and take appropriate remedial action.							
8	Clearly and accurately label images where they are not automatically identified.							
9	Validate automatically generated labels against the individual's details.							
10	Prepare radiographic images correctly for distribution and sent promptly to the correct location.							

DO = Direct Observation
 EW = Expert Witness
 PD = Professional Discussion

RA = Reflective Account
 P = Product (Work)

Q = Questions
 WT = Witness Testimony

To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: