

**BSc (Hons) Diagnostic Radiography**

**Degree Apprenticeship**

**Clinical Assessment Scheme**

**March 2023**

**Year 1**

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# Section 1 - Overview

## 1.1 Degree Apprenticeship Academic Calendar (22/23)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Degree Apprenticeship BSc (Hons) Diagnostic Radiography* | | | | | | |
|  | **Year 1 (Level 4)** | | **Year 2 (Level 5)** | | **Year 3 (Level 6)** | | **Assessment Notes** |
| **A Wk** | **W/C** | **Desc** | **W/C** | **Desc** | **W/C** | **Desc** |  |
| 31 | 27-Feb |  | 27-Feb | OTJ | 27-Feb | A |  |
| 32 | 06-Mar |  | 06-Mar | OTJ | 06-Mar | A |  |
| 33 | 13-Mar | A | 13-Mar | A | 13-Mar | OTJ |  |
| 34 | 20-Mar | A | 20-Mar | OTJ | 20-Mar | OTJ |  |
| 35 | 27-Mar | OTJ | 27-Mar | OTJ | 27-Mar | OTJ |  |
| 36 | 03-Apr | OTJ | 03-Apr | OTJ | 03-Apr | OTJ |  |
| 37 | 10-Apr | OTJ | 10-Apr | OTJ | 10-Apr | OTJ |  |
| 38 | 17-Apr | OTJ | 17-Apr | A | 17-Apr | A |  |
| 39 | 24-Apr | A | 24-Apr | A | 24-Apr | OTJ |  |
| 40 | 01-May | OTJ | 01-May | OTJ | 01-May | OTJ |  |
| 41 | 08-May | OTJ | 08-May | OTJ | 08-May | OTJ |  |
| 42 | 15-May | OTJ | 15-May | OTJ | 15-May | OTJ | L4: PPD Task 1 Hand In |
| 43 | 22-May | OTJ | 22-May | OTJ | 22-May | OTJ |  |
| 44 | 29-May | OTJ | 29-May | OTJ | 29-May | OTJ |  |
| 45 | 05-Jun | A | 05-Jun | A | 05-Jun | OTJ | L5: Task 2 Hand In |
| 46 | 12-Jun | OTJ | 12-Jun | OTJ | 12-Jun | A |  |
| 47 | 19-Jun | OTJ | 19-Jun | OTJ | 19-Jun | OTJ |  |
| 48 | 26-Jun | A (Exam) | 26-Jun | OTJ | 26-Jun | OTJ | L4: RP1 Task 001, 002 and  003 Hand In |
| 49 | 03-Jul | OTJ | 03-Jul | OTJ | 03-Jul | OTJ | L5: AAC Task 2 Hand In |
| 50 | 10-Jul | OTJ | 10-Jul | OTJ | 10-Jul | A |  |
| 51 | 17-Jul | OTJ | 17-Jul | A | 17-Jul | OTJ | L5: AIM Task 1 Hand In |
| 52 | 24-Jul | OTJ | 24-Jul | A | 24-Jul | OTJ |  |
| 1 | 31-Jul | A | 31-Jul | OTJ | 31-Jul | OTJ | L5: AIM Task 2 Hand In |
| 2 | 07-Aug | OTJ | 07-Aug | OTJ | 07-Aug | OTJ | L6: WWCiP Hand In |
| 3 | 14-Aug | OTJ | 14-Aug | OTJ | 14-Aug | OTJ | L4: CICW Task 001 Hand In /  L6: TAP Hand In |
| 4 | 21-Aug | OTJ | 21-Aug | OTJ | 21-Aug | OTJ |  |
| 5 | 28-Aug | OTJ | 28-Aug | A (Revision) | 28-Aug | OTJ |  |
| 6 | 04-Sep | OTJ | 04-Sep | OTJ | 04-Sep | A |  |
| 7 | 11-Sep | OTJ | 11-Sep | OTJ | 11-Sep | OTJ |  |
| 8 | 18-Sep | OTJ | 18-Sep | OTJ | 18-Sep | OTJ |  |
| 9 | 25-Sep | OTJ | 25-Sep | OTJ | 25-Sep | OTJ |  |
| 10 | 02-Oct | OTJ | 02-Oct | OTJ | 02-Oct | OTJ |  |
| 11 | 09-Oct | OTJ | 09-Oct | OTJ | 09-Oct | OTJ |  |
| 12 | 16-Oct | OTJ | 16-Oct | OTJ | 16-Oct | A | L6: RP4 Task 1 Hand In |
| 13 | 23-Oct | OTJ | 23-Oct | A | 23-Oct | A (Exam) | L5: RP3 Task 1 Hand In |
| 14 | 30-Oct | OTJ | 30-Oct | OTJ | 30-Oct | OTJ |  |
| 15 | 06-Nov | A | 06-Nov | OTJ | 06-Nov | OTJ | L6: PL Hand In |
| 16 | 13-Nov | A (Exam) | 13-Nov | OTJ | 13-Nov | OTJ | L4: RP2 Task 1 & 2 Hand In |
| 17 | 20-Nov | OTJ | 20-Nov | OTJ | 20-Nov | OTJ |  |
| 18 | 27-Nov | OTJ | 27-Nov | OTJ | 27-Nov | OTJ | L5: EEP Task 1 Hand In |
| 19 | 04-Dec | OTJ | 04-Dec | OTJ | 04-Dec | OTJ |  |
| 20 | 11-Dec | OTJ | 11-Dec | OTJ | 11-Dec | OTJ | L6: CAS Hand In |
| 21 | 18-Dec | OTJ | 18-Dec | OTJ | 18-Dec | OTJ | L5: CAS Hand In |
| 22 | 25-Dec | OTJ | 25-Dec | OTJ | 25-Dec | OTJ |  |
| 23 | 01-Jan | OTJ | 01-Jan | OTJ | 01-Jan | OTJ |  |
| 24 | 08-Jan | OTJ | 08-Jan | A (Revision) | 08-Jan | A (Exam) | L4: CAS Hand In /  L6: Castone Assessment Hand In |
| 25 | 15-Jan | A (Revision) | 15-Jan | OTJ | 15-Jan | OTJ |  |
| 26 | 22-Jan | OTJ | 22-Jan | OTJ | 22-Jan | OTJ |  |
| 27 | 29-Jan | OTJ | 29-Jan | OTJ | 29-Jan | OTJ |  |
| 28 | 05-Feb | OTJ | 05-Feb | OTJ | 05-Feb | OTJ |  |
| 29 | 12-Feb | OTJ | 12-Feb | OTJ | 12-Feb | OTJ |  |
| 30 | 19-Feb | OTJ | 19-Feb | OTJ | 19-Feb | OTJ |  |
| 31 | 26-Feb | OTJ | 26-Feb | OTJ | 26-Feb | OTJ |  |
| 32 | 04-Mar | OTJ | 04-Mar | OTJ | 04-Mar | OTJ |  |

## 1.2 Areas to focus on in your first year

The attached list is designed to give you an idea of some of the topics we think are appropriate at this stage of your training. Some of the topics will also be studied in class. You also need to be flexible, as there may be other areas your Work Placed Mentor (WPM) thinks you will gain the most benefit.

**Semester 1**

* reception and patient booking in.
* department emergency procedures (including fire, COSHH, accident/incident, cardiac/resuscitation, local rules)
* basic patient care
* Image handling,
* image recording devices
* image processing
* X-ray examinations of the upper limb
* X-ray examinations of the lower limb
* X-ray examinations of the chest and thoracic contents
* image quality - contrast and density

- affect of kVp and mAs on image quality

- image unsharpness

**Semester 2**

* X-ray examinations of the shoulder and pelvic girdles
* X-ray examinations of the ribs and sternum
* X-ray examinations of the abdomen
* X-ray examinations of spine
* image unsharpness and optimisation of image quality (Including image density, contrast, resolution and detail)
* equipment types and specifications (general x-ray equipment and accessories)

***If possible could all apprentices have a reporting session with a radiographer or radiologist reporting axial A&E images please***

# Section 2: Record of examinations/activity

|  |  |  |
| --- | --- | --- |
| **Thorax** | | |
| Case Number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Hand** | | |
| Case Number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **wrist** | | |
| Case Number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Forearm** | | |
| Case  Number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Elbow** | | |
| Case Number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Humerus** | | |
| Case  number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Shoulder** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  |  |  |
| **Abdomen** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Foot** | | |
| Case  number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Ankle** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Tibia & Fibula** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Knee** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Femur** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Pelvis & Hips** | | |
| Case | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |  |
| --- | --- | --- |
| **Cervical Spine** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Thoracic Spine** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | | |
| **Lumbar Spine** | | |
| Case number | Date | Relevant Examination History |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**Record of examinations/activity**

***This is a true record of my placement activity:***

***Signed (apprentice):……………………………………………………….***

***Date: ……………………………………………***

# Section 3: Professional Suitability

In order for you to become a future health care professional it is important you conduct yourself in an appropriate manner. As such the two areas outlined below will form key elements of the assessment of your clinical practice.

Both your **Professional Behaviour** and **Health &** **Safety** will be assessed as part of your clinical practice and form an integral part of this Clinical Assessment Workbook.

* **Both these areas are** **graded as PASS OR FAIL** at the end of year assessment
* They are weighted so that **a fail in either area will result in a failure of the placement** as a whole.
* Where an apprentice does not meet the required standard in these areas then this is an academic fail of the placement in the first instance.
* If your behaviour is sufficiently serious we can refer you to the professional issues team.

The HCPC Standards of Conduct, Performance and Ethics for a Radiographer also apply to you if you are an apprentice on an HCPC-approved programme. The HCPC have also included information and guidance on conduct and ethics whilst you are studying, which sets out what the standards mean for you as an apprentice. The addresses for both standards are below:

<http://www.hcpc-uk.org/publications/standards/index.asp?id=38>

[https://www.hcpc-uk.org/education/learners/while-i-am-studying/guidance-on-conduct-and-ethics/](http://www.hcpc-uk.org/registrants/standards/students/)

These can also be accessed through the SHU policies and procedures using the following address:

<https://www.shu.ac.uk/health-social-placements/profession-information/diagnostic-radiography>

**Professional Behaviour will include (but not restricted to) the following elements:**

* Attendance
* Appearance
* Time keeping
* Absence reporting
* Maintaining confidentiality
* Responding to feedback in a constructive manner
* Honesty & integrity
* Respect the views of individuals, adhering to equality and diversity procedures
* Refraining from using social media unless authorised by relevant placement personnel

*(HCPC code of conduct and ethics 2.7: You must use all forms of communication appropriately and responsibly, including social media and networking web)*

**Health & Safety will include (but not restricted to) the following elements:**

* Ability to adhere to local organisational policies
* Safe use of equipment
* Compliance with Radiation Monitoring Processes and Radiation Protection Procedures.
* Practices within scope of professional practice, with awareness of own limitations, seeking assistance in an appropriate manner
* Takes necessary measures to ensure the health & safety of staff, patients and self
* Reports and records health & safety incidents appropriately

You will be assessed on a regular basis through your weekly reviews. Apprentices who are falling short in either Professional Behaviour or Health & Safety areas will be informed by the WPM as part your placement review meetings. An action plan to retrieve the situation will be put in place. **If on review there is no change in your performance then a fail grade will be awarded.**

# Section 4: The Feedback Forms

## 4.1 Guidance on providing feedback to apprentices

Providing feedback is vital if apprentices are to gain an accurate impression of their performance, in order to assess and measure their progress against their own learning objectives.

**Objectives of giving feedback**

* Feedback must be given with the intention of helping the apprentice
* Providing feedback and disciplining are not the same thing
* Feedback is most effective if given immediately or soon after the event
* It should be a 2 way process between you and the apprentice otherwise it runs the risk of being negative and judgmental
* Feedback should be offered in private or in such a way as to maintain the apprentice’s integrity
* Feedback should focus on a behaviour that can be changed
* Giving constructive feedback requires honesty
* Negative feedback can also be constructive
* Poor feedback is worse that none at all.

**Before Giving Feedback**

* Consider its value to the apprentice
* Think about what you are going to say
* Focus on priorities – don’t overload the apprentice with too much feedback at a time.

**When Giving Feedback**

* Be clear and specific and ensure that the apprentice understands what you are saying
* Start with something positive – any negative comment which follows is more likely to be received well
* Offer feedback only on behaviour that has been observed
* Offer a description of what you saw rather than passing a judgement.
* Ask questions rather than making statements i.e. how else could you have handled that situation?
* Look for alternatives and leave the apprentice with choices
* Allow the apprentice to accept or reject the feedback

**After Giving Feedback**

* Things may not change – the decision to act is made by the apprentice
* There is always a chance that negative feedback will offend. However, it may stop inappropriate behaviour and avoid future confrontation.

**The Feedback Sandwich – A useful technique that should help you provide effective feedback**

* *START POSITIVE*
* *BE SPECIFIC*
* *REFER TO BEHAVIOUR THAT CAN BE CHANGED*
* *DRAW OUT OR OFFER ALTERNATIVES*
* *OWN THE FEEDBACK*
* *LEAVE CHOICES TO ENABLE LEARNING AND GROWTH!*

Diagram

Description automatically generated

**Some Examples of Comments from Supervisors Guidance.**

Apprentices gain most from specific feedback. Below are some examples. Please try to balance comments about what went well for the apprentice today and areas that require further development.

*I saw X perform several examinations of the X, she/he is very competent at these.*

*X appears to be lacking in confidence when performing X. He/She positioned the patient several times before obtaining the correct projection.*

*X demonstrated excellent communication skills with the patient by speaking clearly/having good eye contact.*

*X needs to try to speak up a bit; the patients appear to have difficulty understanding what is required of them.*

*I went through some images of X today and was impressed by Xs knowledge of anatomy/pathology in this area.*

*I went through some images of X today and X did not appear to know the anatomy of this area.*

*X has worked well as a team member today by helping out when required e.g. by passing cassettes/getting the patients changed.*

*X needs to try and be a bit more proactive and anticipating what needs doing/ asking if they can help rather than waiting to be asked.*

*X has excellent time management and works quickly and efficiently.*

*I noticed that X did not arrive in the department on time and was late back from breaks.*

## 4.2 The Feedback Forms

**Your Workplace Mentor should discuss whether to use daily feedback OR weekly feedback.**

**YOU DO NOT NEED TO COMPLETE BOTH.**

**Guidance:**

* If an apprentice is placed in a department or work area with the same supervisor for the majority of a particular week, then it makes sense to provide feedback at the end of that week.
* If the apprentice is being supervised by a variety of staff during a particular week, then it might be more useful to provide brief feedback on a daily basis.
* You only need to complete these forms until your hand-in date

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
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**Daily Comments from Supervisors**

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| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

**Daily Comments from Supervisors**

**Week Commencing:………………………**

**Day 1:**

***Signature***

**Day 2:**

***Signature***

**Day 3:**

***Signature***

**Day 4:**

***Signature***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**One of the supervisors providing the comments above MUST also complete the table** **above**

**Weekly Comments from Supervisors**

**Week Commencing: …………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Radiographer name: Date:** | | | | | |
| Please specify areas of practice where the apprentice demonstrates particular strengths | | | | | |
| Please specify areas that would benefit from further development | | | | | |
| ***How well do you think the apprentice performs in the following areas?*** | **poor** | **ok** | **good** | **very good** | **Excellent** |
| Knowledge of image interpretation |  |  |  |  |  |
| Knowledge of the imaging process |  |  |  |  |  |
| Patient care skills |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Interaction with other professionals |  |  |  |  |  |
| Professional Behaviour |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |

**Signature: ………………………………………………………………………**

# Section 5: Structured Observations

**Guidance Notes**

**Assessment forms for:**

* **Pre-Clinical Assessment**

**• Thorax**

**• Hand/wrist**

**• Foot/ankle**

**• Elbow**

**• Knee**

**• Abdomen**

**• Shoulder girdle**

**• Pelvis/hips**

**• Spinal Radiography (can be C/T or L Spine)**



**The Northern Counties Diagnostic Radiography Assessment Group BSc(Hons) Diagnostic Radiography - CLINICAL ASSESSMENT OF PRACTICE - Guidance notes**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures.**

**Supervisor’s comments: Clear explanation of above expected level and unsatisfactory practice should be given here.**

**Advice should be given on how apprentices can improve practice.**

**These guidelines are applied using the radiographer’s professional judgement on what is safe and proficient practice.**

* **This judgement should take account of the stage of training of the apprentice.**
* **It is to be expected that proficiency and terminology will develop over the course.**  **This should be reflected in expectations of the apprentice.**
* **For the purpose of this form it is assumed that department protocols can be mapped to current legislation and professional guidance.**
* **These notes are for guidance only and any concerns should be clearly documented in the comments section if any section is marked as unsatisfactory.**
* **For a summative assessment, any unsatisfactory outcomes will result in a further formal review of the apprentices overall clinical performance. The outcome of this review may result in failure of the clinical assessment.**

|  |  |
| --- | --- |
| **PREPARATION** | **Guidance** |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |
| Demonstrated an understanding of the process for justification |  |
| Proficiently and safely prepared the equipment and self | This includes room, equipment, exposure factors, accessories, image receptor |
| Correctly checked patient identification \* | According to department protocols |
| Introduced self and explained procedure and appropriately prepared the patient | Including declaration that  “I am a apprentice under supervision……” |
| Checked pregnancy status with patient as appropriate \* | According to department protocols |
| Demonstrated an understanding of departmental protocols | Apprentice is able to defend rationale if questioned. |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. | This could include ANY potential hazards; COSHH; RIDDOR; conflict management; incident and accident reporting; Health and Safety at work act; etc. where applicable |

|  |  |
| --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Guidance** |
| Applied departmental radiographic examination protocols |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |
| Correctly selected exposure factors and recorded doses |  |
| Applied radiation protection measures for each examination | According to department protocols |
| Used equipment and accessories safely and proficiently |  |
| Considered the safety of patients and colleagues |  |
| Correctly applied identification to and processed the image |  |

|  |  |
| --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Guidance** |
| Technically evaluated the images according to set criteria | 12 point checklist |
| Correctly identified radiographic anatomy |  |
| Effectively managed the patients images /data/records |  |
| Effectively managed the patient post examination | Patient is referred with correct instructions, eg transport arranged |
| Effectively managed the equipment post examination |  |

|  |  |
| --- | --- |
| **PROFESSIONALISM** | **Guidance** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation | This includes appearance, timekeeping and attitude |
| Effectively interacted with radiographic & health care colleagues |  |
| Recognised their own limitations, sought & acted upon advice when necessary | This starts at the request card and demonstration of understanding of basic terminology. |
| Demonstrated initiative in supporting the radiographer |  |





**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST YEAR CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Thorax

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Hand/Wrist

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Foot/Ankle

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Elbow

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Knee

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Shoulder

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Abdomen

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Pelvis/hips

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## Examination Area: Spinal Radiography

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**





**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## RESIT - Examination Area:

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



**The Northern Counties Diagnostic Radiography Assessment Group**

**BSc(Hons) Diagnostic Radiography**

**FIRST  YEAR  CLINICAL ASSESSMENT OF PRACTICE**

## RESIT - Examination Area:

**Apprentices name: …………………………………………….……………………**

**Supervisors name: …………………………………….…………………….….**

**Date(s) of assessment: …………………………………….………………..…**

**This assessment should be completed by the supervising radiographer(s) in order to evaluate the safe and proficient practice of apprentices whilst undertaking a range of radiographic procedures (see guidance notes).**

**Range of examination assessed: Ambulant & co-operative patients**

**Supervisor’s comments:**

**1st attempt / 2nd attempt   Pass / Fail**

**If an objective is not measurable please mark as N/A**

**The apprentice has:**

|  |  |  |
| --- | --- | --- |
| **PREPARATION** | Yes | No |
| Correctly evaluated and interpreted the clinical information on imaging requests |  |  |
| Demonstrated an understanding of the process for justification |  |  |
| Proficiently and safely prepared the equipment and self |  |  |
| Correctly checked patient identification \* |  | \* |
| Introduced self and explained procedure and appropriately prepared the patient |  |  |
| Checked pregnancy status with patient as appropriate \* |  | \* |
| Demonstrated an understanding of departmental protocols |  |  |
| Recognised potential hazards and taken appropriate action e.g. manual handling, infection control. |  |  |

|  |  |  |
| --- | --- | --- |
| **RADIOGRAPHIC PROCEDURES** | **Yes** | **No** |
| Applied departmental radiographic examination protocols |  |  |
| Effectively communicated with the patient and addressed their physical and emotional needs |  |  |
| Correctly positioned the patient and equipment  for radiographic examinations |  |  |
| Correctly selected exposure factors and recorded doses |  |  |
| Applied radiation protection measures for each examination |  |  |
| Used equipment and accessories safely and proficiently |  |  |
| Considered the safety of patients and colleagues |  |  |
| Correctly applied identification to and processed the image |  |  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT POST EXAMINATION** | **Yes** | **No** |
| Technically evaluated the images according to set criteria |  |  |
| Correctly identified radiographic anatomy |  |  |
| Effectively managed the patients images /data/records |  |  |
| Effectively managed the patient post examination |  |  |
| Effectively managed the equipment post examination |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONALISM** | **Yes** | **No** |
| Consistently acted in a professional manner in accordance with ethical, professional codes of conduct & legislation |  |  |
| Effectively interacted with radiographic & health care colleagues |  |  |
| Recognised their own limitations, sought & acted upon advice when necessary |  |  |
| Demonstrated initiative in supporting the radiographer |  |  |

\*Automatic fail

**Additional feedback**

Please specify areas where the apprentice is very strong

Please specify areas that would benefit from further development

**Supervisors signature: ……………………………………………….**

**Apprentice signature: ………………………………………………**

**Apprentice Reflection on this examination area**

|  |
| --- |
| **APPRENTICE** |
| *What have I learnt?* |
| *What do I need to do to improve?* |
| *Who or what do I need to help me?* |
| *What intermediate steps or targets do I need to set?* |

**Date: …………………………………**



# Section 6: Service User Feedback

**Instructions:**

* You should aim to complete a total of **6 service user feedback forms** over this year
* Your first service user review will form part of the Pre-Clinical Assessment and will be 1 of your 6 Service User reviews.
* We then suggest 1 or 2 Service User Reviews in each clinical block until you have completed all 6
* The service user feedback does not necessarily have to be part of a Structured Observation but it can be if this is relevant





**Service User Experience and Feedback**

|  |
| --- |
| **Questions asked by the Observer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| ***How well do you think you the apprentice performed in the following areas?*** | **poor** | **Ok** | **good** | **very good** | **Excellent** |
| *Did the apprentice communicate adequately with you and gave clear instructions?* |  |  |  |  |  |
| *Did you feel the apprentice took care of your personal needs whilst undertaking the examination?* |  |  |  |  |  |
| *Do you feel you were treated with respect during your examination?* |  |  |  |  |  |
| *Do you feel your privacy and dignity was maintained?* |  |  |  |  |  |

|  |
| --- |
| *Do you have any additional comments you wish to make regarding this examination?* |
| Signed:  *This form needs to be signed either by the Service User, Carer or Supervising Radiographer* |



**Service User Experience and Feedback**

|  |
| --- |
| **Questions asked by the Observer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| ***How well do you think you the apprentice performed in the following areas?*** | **poor** | **Ok** | **good** | **very good** | **Excellent** |
| *Did the apprentice communicate adequately with you and gave clear instructions?* |  |  |  |  |  |
| *Did you feel the apprentice took care of your personal needs whilst undertaking the examination?* |  |  |  |  |  |
| *Do you feel you were treated with respect during your examination?* |  |  |  |  |  |
| *Do you feel your privacy and dignity was maintained?* |  |  |  |  |  |

|  |
| --- |
| *Do you have any additional comments you wish to make regarding this examination?* |
| Signed:  *This form needs to be signed either by the Service User, Carer or Supervising Radiographer* |



**Service User Experience and Feedback**

|  |
| --- |
| **Questions asked by the Observer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| ***How well do you think you the apprentice performed in the following areas?*** | **poor** | **Ok** | **good** | **very good** | **Excellent** |
| *Did the apprentice communicate adequately with you and gave clear instructions?* |  |  |  |  |  |
| *Did you feel the apprentice took care of your personal needs whilst undertaking the examination?* |  |  |  |  |  |
| *Do you feel you were treated with respect during your examination?* |  |  |  |  |  |
| *Do you feel your privacy and dignity was maintained?* |  |  |  |  |  |

|  |
| --- |
| *Do you have any additional comments you wish to make regarding this examination?* |
| Signed:  *This form needs to be signed either by the Service User, Carer or Supervising Radiographer* |



**Service User Experience and Feedback**

|  |
| --- |
| **Questions asked by the Observer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| ***How well do you think you the apprentice performed in the following areas?*** | **poor** | **Ok** | **good** | **very good** | **Excellent** |
| *Did the apprentice communicate adequately with you and gave clear instructions?* |  |  |  |  |  |
| *Did you feel the apprentice took care of your personal needs whilst undertaking the examination?* |  |  |  |  |  |
| *Do you feel you were treated with respect during your examination?* |  |  |  |  |  |
| *Do you feel your privacy and dignity was maintained?* |  |  |  |  |  |

|  |
| --- |
| *Do you have any additional comments you wish to make regarding this examination?* |
| Signed:  *This form needs to be signed either by the Service User, Carer or Supervising Radiographer* |



**Service User Experience and Feedback**

|  |
| --- |
| **Questions asked by the Observer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| ***How well do you think you the apprentice performed in the following areas?*** | **poor** | **Ok** | **good** | **very good** | **Excellent** |
| *Did the apprentice communicate adequately with you and gave clear instructions?* |  |  |  |  |  |
| *Did you feel the apprentice took care of your personal needs whilst undertaking the examination?* |  |  |  |  |  |
| *Do you feel you were treated with respect during your examination?* |  |  |  |  |  |
| *Do you feel your privacy and dignity was maintained?* |  |  |  |  |  |

|  |
| --- |
| *Do you have any additional comments you wish to make regarding this examination?* |
| Signed:  *This form needs to be signed either by the Service User, Carer or Supervising Radiographer* |

# Section 7: Professional Suitability & Confirmation Of Completion

**(Clinical component of the BSc (Hons) Diagnostic Radiography course)**

**INSTRUCTIONS:**

***You should use a device (e.g. camera/phone/photocopier) to create attachable files that can be uploaded to the submission links on the Radiographic Practice 2 Blackboard site.***

## 7.1 Professional Suitability

In order for you to become a future health care professional it is important you conduct yourself in an appropriate manner. As such the two areas outlined below will form key elements of the assessment of your clinical practice.

Both your **Professional Behaviour** and **Health &** **Safety** will be assessed as part of your clinical practice and form an integral part of this Clinical Assessment Workbook.

* **Both these areas are** **graded as PASS OR FAIL** at the end of year assessment
* They are weighted so that **a fail in either area will result in a failure of the placement** as a whole.
* Where an apprentice does not meet the required standard in these areas then this is an academic fail of the placement in the first instance.
* If your behaviour is sufficiently serious we can refer you to the professional issues team.

The HCPC Standards of Conduct, Performance and Ethics for a Radiographer also apply to you if you are an apprentice on an HCPC-approved programme. The HCPC have also included information and guidance on conduct and ethics whilst you are studying, which sets out what the standards mean for you as an apprentice. The addresses for both standards are below:

<http://www.hcpc-uk.org/publications/standards/index.asp?id=38>

[https://www.hcpc-uk.org/education/learners/while-i-am-studying/guidance-on-conduct-and-ethics/](http://www.hcpc-uk.org/registrants/standards/students/)

These can also be accessed through the SHU polices and procedures using the following address:

<https://www.shu.ac.uk/health-social-placements/profession-information/diagnostic-radiography>

**Professional Behaviour will include (but not restricted to) the following elements:**

* Attendance
* Appearance
* Time keeping & punctuality
* Absence reporting
* Maintaining confidentiality
* Responding to feedback in a constructive manner
* Honesty & integrity
* Respect the views of individuals, adhering to equality and diversity procedures
* Refraining from using social media unless authorised by relevant placement personnel *(HCPC code of conduct and ethics 2.7: You must use all forms of communication appropriately and responsibly, including social media and networking web)*

**Health & Safety will include (but not restricted to) the following elements:**

* Ability to adhere to local organisational policies
* Safe use of equipment
* Compliance with Radiation Monitoring Processes and Radiation Protection Procedures.
* Practices within scope of professional practice, with awareness of own limitations, seeking assistance in an appropriate manner
* Takes necessary measures to ensure the health & safety of staff, patients and self
* Reports and records health & safety incidents appropriately

You have been assessed on a regular basis through your Clinical Assessments Workbook. If you fell short in either Professional Behaviour or Health & Safety areas you will have been informed by the WPM as part your placement review meetings. **If by the time of this end of year review there has been no change in your performance, then a fail grade will be awarded on the following assessment tables.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional Behaviour** | | | | | |
| **CRITERIA** | **PASS**; | **✓** |  | **REFER** | **X** |
| **Appearance** | Professional appearance at all times adhered to uniform policies of both University and trust. |  |  | Professional appearance has not adhered to uniform policy of the University or trust and not met expectations on several occasions |  |
| **Time keeping and punctuality** | Understands the importance of being on time and adhering to their work schedule |  |  | Is frequently late for shifts, has extended coffee or dinner breaks and does not use effective communications to keep the supervisor/WPMs informed as to where they are |  |
| **Absence reporting** | If absent uses the appropriate lines of communication to ensure appropriate kept up to date as to what is happening. |  |  | Has been absent on more than one occasions where they have failed to follow absence reporting procedures using appropriate lines of communication |  |
| **Maintaining confidentiality** | Maintained confidentiality throughout this placement |  |  | Failed to maintain confidentiality during this placement |  |
| **Constructive response to feedback** | Responded to feedback in an appropriate manner |  |  | Consistently failed to respond to feedback appropriately on more than one occasion |  |
| **Honesty & integrity** | No evidence of dishonesty and has acted with integrity throughout this placement. Responded to any incidents with due candour. |  |  | Evidence of dishonesty and not acted with integrity. Not used due candour in reporting an incident. |  |
| **Respects the views of individuals, adhering to equality and diversity procedures** | Respects the views of individuals and has adhered to equality and diversity procedures and expectations |  |  | Has not respected the views of individuals or has not adhered to equality and diversity procedures or expectations |  |
| **Refraining from using social media unless authorised by relevant placement personnel** | Has not breached trust or University policies surrounding social media use and policies. |  |  | There has been a breach of trust or University policies surrounding the use social media. |  |
| **Communication** | Consistently uses appropriate language and communication skills as required for their developmental level on the programme. Works effectively within professional boundaries |  |  | Consistently unable to communicate with staff to effectively work as part of the team. Uses inappropriate language and displays a disregard for professional boundaries. Shows that they are unable to communicate with patients. |  |
| **Team working** | Understands the roles within the clinical environment and embraces a team ethic towards patient care. |  |  | The apprentice does not understand the various roles within the clinical environment and shows no concept of what it is to be a professional within the MDT team |  |
| **Commitment & Motivation** | Motivated towards learning and working within the various roles within the clinical environment. Not just the roles they prefer, but all aspects of clinical practice. Apprentices should display a commitment to develop and learn |  |  | The apprentice has not studied materials to support learning or tried to develop skills to achieve a pass. They refuse to do roles within their scope of practice due to personal preference. There is no commitment to learning being displayed. |  |
| **Application of theory to practice** | Has an understanding of their actions and is able to discuss their activities within the clinical environment in relation to their clinical competence and theoretical concepts. |  |  | Cannot articulate reasoning for actions, nor discuss why actions occur at a particular time in relation to the working environment. |  |
| **Care & Compassion** | Is aware of patient care pathways and is able to contribute where possible towards the continuity of care within a department to ensure patient, personal and staff safety using compassion where appropriate. |  |  | Does not consistently display compassion where appropriate for patient care. |  |
| This apprentice has demonstrated professional behaviour throughout this placement;  Signed …………………………………………………………………..  Work placed mentor | | | | | |
| This apprentice has NOT demonstrated professional behaviour during this placement for the following reasons;  Signed …………………………………………………………….  Work placed mentor | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Health & Safety** | | | | | |
| **CRITERIA** | **PASS** - The apprentice consistently; | **✓** |  | **REFER** - The apprentice consistently; | **X** |
| **local organisational policies** | Adhered to local organisational policies |  |  | Not adhered to local organisational policies |  |
| **Equipment** | Safe use of equipment |  |  | Unsafe use of equipment |  |
| **Radiation Monitoring Processes** | Complied with Radiation Monitoring Processes and Radiation Protection Procedures. |  |  | Not complied with Radiation Monitoring Processes and Radiation Protection Procedures. |  |
| **scope of professional practice** | Practices within scope of professional practice , with awareness of own limitations, seeking assistance in an appropriate manner |  |  | Has not practiced within scope of professional practice, showed no awareness of own limitations, did not seek assistance in an appropriate manner |  |
| **Health & Safety of staff, patients and self** | Takes necessary measures to ensure the health & safety of staff, patients and self |  |  | Does not take necessary measures to ensure the health & safety of staff, patients and self |  |
| **Health & Safety reporting and recording of incidents of any nature** | Has followed appropriate trust and university procedures by reporting and recording any incidents appropriately |  |  | Has failed to follow appropriate trust and/or  university procedures by not reporting or recording any incidents appropriately |  |
| This apprentice has complied with relevant Health & Safety requirements throughout this placement  Signed …………………………………………………………………..  Work placed mentor | | | | | |
| This apprentice has NOT complied with relevant Health & Safety requirements during this placement for the following reasons  Signed …………………………………………………………………..  Work placed mentor | | | | | |



## 7.2 Confirmation of Progression

|  |  |  |
| --- | --- | --- |
|  | **Pass** | **Fail** |
| **Professional Behaviour** |  |  |
| **Health and Safety** |  |  |
| **Completion of Structured Observations** |  |  |
| **Evidence of Service User Feedback** |  |  |

**WPM comments**

**Signatures : WPM: …............................................................Date: ……..................**