

Document Control

Title			
Outside Workers Standard Operating Procedure			
Author		Author's job title Superintendent Radiographer/Radiology Governance Lead	
Directorate Clinical Support & Specialist Services		Department Radiology	Team/Specialty Clinical Imaging
Version	Date Issued	Status	Comment / Changes / Approval
0.1	Jan 2020	Draft	Initial version for consultation
0.2	Jun 2020	Draft	Amendments made following consultation
1.0	Dec 2020	Final	Approved by Radiology Governance Group
Main Contact Radiology Department North Devon District Hospital Raleigh Park Barnstaple, EX31 4JB		Tel: Direct Dial – Tel: Internal – Email:	
Lead Director Divisional Director, Clinical Support & Specialist Services			
Document Class Standard Operating Procedure		Target Audience All Radiology Staff	
Distribution List Senior Management Radiology Staff		Distribution Method Trust's internal website: Radiology G:drive	
Superseded Documents New Document			
Issue Date Dec 2020		Review Date Dec 2023	Review Cycle Three years
Consulted with the following stakeholders: (list all) <ul style="list-style-type: none"> • Clinical Lead Radiology • Principle Radiographer • Medical Physics • Radiographers 		Contact responsible for implementation and monitoring compliance: Radiology Governance Lead	
		Education/ training will be provided by: Radiology Governance Lead	
Approval and Review Process <ul style="list-style-type: none"> • Lead Clinician for Radiology/ Radiology Management Group 			
Local Archive Reference G:\Radiology			
Local Path Radiology Clinical Governance\IRR17\Outside Workers			
Filename			

Outside Workers Standard Operating Procedure	
Policy categories for Trust's internal website (Bob) Radiology	Tags for Trust's internal website (Bob) IRR, IR(ME)R, Local Rules, Radiation Protection

CONTENTS

Document Control	1
1. Background	4
2. Purpose	4
3. Scope	4
4. Location	5
5. Equipment	5
6. Procedure/Scope of Practice	5
6.1. Briefing Notes	5
6.2. Outside Workers- entry into Radiation Controlled Area Form	6
6.3. Porters	6
6.4. Estates and Facilities	6
6.5. Contractors and Self Employed Contractors	7
6.6. Applications Specialist/Manufacturers Representatives	7
6.7. Locums and Agency Staff	7
6.8. Radiographers and Radiologists working at another Trust/External Employer.....	8
6.9. Students and Speciality Trainees.....	9
6.10. Service Engineers and Medical Physics Staff	10
6.11. Handover of Controlled Areas	10
7. References	11
8. Associated Documentation	11

1. Background

The Ionising Radiation Regulations, 2017 (IRR '17) extended the definition of Outside Workers; an Outside Worker is classed as any person who is carrying out services in a controlled area or supervised area but who does not have an individual contract of employment with the Employer responsible for that area.

This means that workers such as Engineers, Self Employed Contractors, Porters, Estates and Facilities, and Applications Specialist/Manufacturers Representatives are now classed as Outside Workers. Radiographers, Radiologists, Cardiologists etc training or working at another Trust or for an External employer and Locums/Agency Staff are also classed as outside workers.

Outside Workers may be at particular risk as they may be unfamiliar with local procedures, rules, hazards and risks. In practice, this will mean providing adequate training in local arrangements, including requirements for personal protective equipment, and cooperating with the Outside Worker's employer so that there is overall compliance with IRR'17.

2. Purpose

The Standard Operating Procedure (SOP) has been written to:

- Describe the procedures required for Outside Workers entering a controlled or supervised area operated by the Northern Devon Healthcare Trust
- Ensure that Outside Workers are afforded the same protection as Workers employed by the Employer responsible for the Controlled and Supervised Area.
- Provide instructions to ensure compliance to IRR'17 requirements for Outside Workers.

3. Scope

This Standard Operating Procedure (SOP) relates to the following staff groups:

- Radiography Staff in charge of controlled or supervised areas.
- Manager responsible for areas where controlled or supervised areas are designated.
- Outside Workers as defined above.

4. Location

This Standard Operating Procedure applies to Outside Workers providing services in controlled or supervised areas as designated by the Radiology department of the Northern Devon Healthcare Trust (NDHT).

Staff undertaking this procedure must be able to demonstrate continued competence as per the organisations policy on assessing and maintaining competence

5. Equipment

All radiology and ancillary equipment used in the controlled or supervised areas as designated by the Radiology department.

6. Procedure

All Outside Workers must adhere to this policy. There are provisions in place for providing information to, and ensuring the safety of, Outside Workers; these have been reviewed in the [Radiation Risk Assessments](#) and the [Local Rules](#) for NDHT to ensure that the requirements for Outside Workers under IRR '17 are met.

On arrival the Outside Worker will be expected to report to the Radiographer or Manager in charge of the area of work, they will then decide what level of training and supervision will be adequate for that outside worker according to this policy.

A large proportion of Outside Workers in the healthcare environment will be exposed to negligible doses; IRR'17 dictates that adequate training should be provided to all Outside Workers, however for many workers, for example care workers escorting a patient for an X-ray, proportionate or adequate 'training' could be addressed by specific instructions from the Radiographer.

Other Outside Workers will be expected to read the relevant [Briefing Note](#) for the area that they will be working in and sign the [Outside Workers- entry into Radiation Controlled Area Form](#).

6.1. Briefing Notes

Briefing Notes have been developed to ensure that the correct level of training and information can be given to each category of Outside Worker; these include the hazards of radiation, radiation safety, basic precautions, controlled areas and access to them, risk assessments and local rules, likely doses that may be received, dose monitoring and Personal Protective Equipment (PPE).

6.2. Outside Workers- entry into Radiation Controlled Area Form

This is a form that the Outside Worker will be expected to sign to confirm that they:

- Have read the required training Briefing Note
- Have read and will work in accordance with the NDHT Local Rules
- Will wear their monitors; either issued by their employer and/or the NDHT if required.
- Are a classified worker or non-classified worker; classified workers may require further instructions, use of approved dosimetry or hold a radiation passbook.

All Signed forms must be scanned onto the Radiology G:drive and saved in the IRR folder [here](#).

6.3. Porters

Porters working as X-ray Porters employed by Sodexho or other external employers will report to the Radiographer in charge on arrival.

Those who are new to Radiology or have not worked in the Radiology department for more than 6 months will:

- Have instruction from the Radiographer in charge
- Read the appropriate training [Briefing Note](#)
- Read the Local Rules.

Porters are not expected to routinely work in the controlled or supervised area alone or without supervision, however on occasion may be needed to work in the controlled area alongside Radiographic or Nursing staff for purposes of manual handling and patient transport.

Porters working out of hours for NDHT employed by Sodexho or other external employers who may deliver patients to radiology for their x-ray will:

- Work under the specific supervision and instruction of the Radiographer working in that area.

6.4. Estates and Facilities

All staff from Estates and Facilities, employed by NDHT, will report to the Radiographer or Manager in charge of the controlled or supervised area on arrival.

The Radiographer or Manager must be satisfied that the person requesting to enter the controlled area is properly authorised to carry out the intended work. They will decide if it is necessary for the Outside Worker to be working in the controlled or supervised area, and what level of supervision needs to be applied.

If it is necessary for the Outside Worker to work in the controlled area then the Outside Worker will:

- Have instruction from the Radiographer in charge

- Read the appropriate training [Briefing Note](#)
- Read the Local Rules for that area.

6.5. Contractors and Self Employed Contractors

Contractors working for companies other than NDHT or Self Employed Contractors must find out from NDHT what risks and additional training needs are associated with the services that the Outside Worker will perform prior to commencing work in the controlled or supervised area.

It is important to share this information when contracts and arrangements are still being discussed to ensure safety once the Outside Worker arrives in the department to provide the required service.

The Outside Worker will report to the Radiographer or Manager in charge of the controlled or supervised area on arrival.

The Radiographer or Manager must be satisfied that the person applying to enter the controlled area is properly authorised to carry out the intended work and what level of supervision needs to be applied.

The Outside Worker will:

- Have instruction from the Radiographer in charge
- Read the appropriate training [Briefing Note](#)
- Read the Local Rules for that area
- Sign the Outside Workers- entry into Radiation Controlled Area Form.

6.6. Applications Specialist/Manufacturers Representatives

These Outside Workers visit many locations and are often used to being in controlled areas; they may be receiving regular exposure to ionising radiation and so it is crucial to establish the level of radiation safety education and training provided to these staff by their employer. This information must be produced on arrival in the radiology department.

Supervision is necessary to ensure that they are working safely in the unfamiliar environment even if their role frequently takes them into controlled areas.

They must:

- Work under the supervision of the Radiographer
- Read the NDHT training [Briefing Note](#)
- Read the Local Rules for that area
- Sign the Outside Workers- entry into Radiation Controlled Area Form

6.7. Locums/Agency Staff

These Outside Workers visit many locations, and if radiography locums, are used to being in controlled areas.

They will be receiving regular exposure to ionising radiation and so it is crucial to establish the level of radiation safety education and training provided to these staff by their employer and also the personal dose monitoring arrangements that are employed by their employer; further personal monitoring may need to be utilised by NDHT where necessary.

Any other kind of locum (eg Nursing) will be provided with the training and information that they need to be able to work safely in the radiation controlled area.

Supervision is necessary initially to ensure that they are working safely in the unfamiliar environment even if their role frequently takes them into controlled areas.

They must:

- Report to the Radiographer or Manager in charge on arrival.
- Read the appropriate [Briefing Note](#)
- Read the Local Rules for that area
- Complete the either the NDHT Induction for Locum Radiographers or other programme of induction for Locums for non-Radiographic Staff.
- Sign the Outside Workers- entry into Radiation Controlled Area Form included in the induction pack.

6.8. Radiographers and Radiologists

These Outside Workers may work between two or more Hospital Trusts, or in the private sector, and are used to being in controlled areas.

They will be receiving regular exposure to ionising radiation and so it is crucial to establish the level of radiation safety education and training provided to these staff by their Employer.

Personal dose monitoring will be provided by NDHT for Outside Workers employed by NDHT to provide radiography and interventional services who are not provided with monitoring by their Lead Employing Organisation (LEO).

It is important to know the dose monitoring arrangements that are employed by their LEO and the arrangements that they have for collating doses received whilst working elsewhere. Good communication will be employed with their LEO to ensure that they are not near any dose limits and are adequately monitored and their total exposure is not taking them over recommended limits.

They will be working in an unfamiliar environment even if their role frequently takes them into controlled areas and so supervision may be necessary initially.

Local systems of work must be made absolutely clear, including arrangements related to personal protective equipment such as who to notify of any defects that they discover.

They will be expected to:

- Report to the Radiographer or Radiologist in charge of the controlled area on arrival.
- Read the NDHT briefing note specific to the area they will be working in
- Read the local Rules for that area
- Sign the Outside Workers- entry into Radiation Controlled Area Form

6.9. Students and Speciality Trainees

Student Radiographers are generally not considered to be outside workers. This is because under direct supervision they are not considered to be providing a service; instead the radiology department is providing a service to them and their educational institution by providing these training opportunities.

NDHT provides these students with a thorough induction on arrival that includes training in radiation safety

NDHT accepts radiography students from the University of Exeter who are responsible for the dose monitoring of their students whilst on placement; however NDHT will co-operate in investigations into unusual dose results/incidents.

As part of their initial student induction at NDHT they are expected to:

- Report to the Radiographer in charge on arrival
- Read the Local Rules
- Abide by national and local regulations surrounding controlled areas.

Speciality Trainees (e.g. Radiologists/ Radiology Registrars) require personal dosimetry and are provided with these by NDHT whilst on placement/rotation.

They will be receiving regular exposure to ionising radiation and so it is crucial to establish the level of radiation safety education and training provided to these staff by their Lead Employing Organisation (LEO) and also the personal dose monitoring arrangements that are employed by their LEO in relation to collating doses received whilst on placement/rotation.

They will be working in an unfamiliar environment so supervision may be necessary.

Local systems of work must be made absolutely clear, including arrangements related to the wearing of personal protective equipment and personal monitoring arrangements.

They will be expected to:

- Report to the Radiographer or Radiologist in charge of the controlled area on arrival.
- Read the NDHT briefing note specific to the area they will be working in
- Read the Local Rules for that area
- Sign the Outside Workers- entry into Radiation Controlled Area Form

Other Students (e.g. Student Nurses) are generally not considered to be outside workers. This is because under direct supervision they are not considered to be providing a service and are often in the Radiology department in an observational role and in controlled areas under strict supervision.

They will however be expected to:

- Report to the Radiology Nurse in charge on arrival
- Have instruction from the Radiographer in charge of the area
- Read the appropriate training [briefing note](#)
- Read the Local Rules for that area

6.10. Service Engineers and Medical Physics Staff

For Service Engineers and Medical Physics Staff, it makes sense to hand over control of the area (see below) to the visiting employees as part of the equipment handover procedure. These workers will follow the NDHT local rules for the whole time that the equipment and controlled area is handed over.

6.11. Handover of Controlled Areas

The main purpose of designating controlled areas is to make sure that the correct measures are in place and are effective in preventing or restricting routine and potential exposures. This is achieved by controlling who can enter or work in such areas and under what conditions.

The Controlled Area can be handed over to Service Engineers and Medical Physics Staff. For this to happen they must:

- Read and agree to work in accordance with the Local Rules.
- Have completed the [Equipment Handover Sheet](#) and handed it to the Manager responsible/Person in charge of the controlled or supervised area.
- Wear the monitors issued by their Employers in accordance to their Employers policy on wearing of personal monitoring.

- For Engineers attending outside of the normal working hours, such as at weekends, they will be responsible for contacting the on-call Radiographer on arrival in order to have the controlled area/equipment handed over and again on completion to ensure that the controlled area/equipment is handed back.

7. References

Ionising (Medical Exposures) Regulations 2017. Statutory Instruments 2017 No 1322

http://www.legislation.gov.uk/ukxi/2017/1322/pdfs/ukxi_20171322_en.pdf

8. Associated Documentation

NDHT Radiology Department documents:

- [NDHT Local Rules](#)
- [Briefing Note](#)
- [Outside Workers- Entry into Radiation Controlled Area Form](#)
- [Equipment Handover Sheet](#)