

ABMU Health Board

IR(ME)R INSPECTION ACTION PLAN
April 2012

Regulation	HIW Recommendations	Action	Responsible	Date	Status
Regulation 11 Training	The process of entitlement should be reviewed to ensure that there is a clear and consistent process of assessing and demonstrating fitness for entitlement.	1. Review the process of entitlement for Oncology staff (Clinical Oncologists, Speciality Registrars and Radiographers) and identify any required changes to process.	<ul style="list-style-type: none"> ▪ Radiotherapy IR(ME)R group 	18.10.11	Completed
		2. Update IR(ME)R in Oncology to indicate changes to entitlement process for Oncology staff.	<ul style="list-style-type: none"> ▪ QA Superintendent Radiographer 	30.04.12	In progress
Regulation 4(4) Duties of the Employer	Written processes, protocols and matrices should be reviewed to ensure they clearly identify when entitlement is required for a particular task, and what IR(ME)R role is involved. The Health Board should ensure this is an integral part of developing and reviewing such documents in the future.	1. Revise written documentation to include a flowchart/table of tasks in radiotherapy pathway with an indication of IR(ME)R roles.	<ul style="list-style-type: none"> ▪ QA Superintendent Radiographer 	30.04.12	In progress
		2. Revise Speciality Registrar Clinical Placement form	<ul style="list-style-type: none"> ▪ Consultant Clinical Oncologist 	30.04.12	Draft to be formally issued.
		3. An indication of IR(ME)R issues & actions will be included in departmental report submitted to the MEC committee.	<ul style="list-style-type: none"> ▪ Radiotherapy Services Manager & QA Superintendent Radiographer 	25.06.12	To be drafted
Schedule 1(b)	The records of staff operating as referrers, practitioners and operators should be reviewed to ensure they have the entitlement to undertake all their current duties.	4. Operator Assessment forms for CT, Simulator, Pre-Treatment and Treatment areas to be circulated to all Radiographers for completion and entitlement.	<ul style="list-style-type: none"> ▪ Radiotherapy Services Manager 	30.03.12	Near completion
		5. Revise Site Speciality form for Consultant Clinical Oncologists to include clearer indication of Referrer, Practitioner and Operator tasks entitled for.	<ul style="list-style-type: none"> ▪ Associate Clinical Director Cancer Services, and Consultant Clinical Oncologist 	30.04.12	In progress
Regulation 11 Training	The Health Board should ensure that staff understand their roles and responsibilities under IR(ME)R.	<ol style="list-style-type: none"> 1. See comment 3 for Regulation 4(4). 2. Develop annual e-training IR(ME)R sessions to include an assessment to demonstrate staff understanding. 	<ul style="list-style-type: none"> ▪ Radiation Protection Supervisor. 	30.03.13	In progress