

<b>UNIT CODE</b>	<b>HLTAHA045</b>
<b>UNIT TITLE</b>	<b>Assist people management in medical imaging</b>
<b>APPLICATION</b>	<p>This unit describes the skills and knowledge required to provide assistance to an allied health professional. Work includes supporting the safe and efficient workflow through a medical imaging unit.</p> <p>This unit applies to allied health assistants and should be performed under the direct, indirect or remote supervision and delegation of an Allied Health Professional (AHP)</p> <p>The skills in this unit must be applied in accordance with Allied Health Assistant Framework, Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Allied Health
<b>UNIT SECTOR</b>	Health

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive delegation and gather information.	1.1 Obtain written or verbal delegation for an allied health activity from the allied health professional. 1.2 Obtain information from relevant sources and delegating allied health professional, according to organisational policy and procedures. 1.3 Discuss and confirm with delegating medical imaging professional persons appointment times availability and procedure.

2. Monitor procedure list.	<p>2.1 Input persons data and information following instructions from delegating medical imaging professional and organisational procedure.</p> <p>2.2 Confirm schedules and persons preparation requirements and seek clarification on issues outside scope of role with delegating medical imaging professional.</p> <p>2.3 Confirm persons bookings, transport requirements, cancellations and rescheduling in accordance with delegation from a medical imaging professional.</p> <p>2.4 Discuss workflow requirements with delegating medical imaging professional.</p> <p>2.5 Confirm referral sources and persons information and requirements for the medical imaging process.</p> <p>2.6 Process demographic persons information prior to the medical imaging procedure.</p> <p>2.7 Process and dispatch medical imaging results in accordance with organisational procedures to ensure the correct result to the correct person.</p>
3. Contribute to preparations for medical imaging procedure.	<p>3.1 Confirm person, site and side according to organisation protocols and report any issues to the delegating medical imaging professional.</p> <p>3.2 Perform preliminary interview as delegated by the medical imaging professional.</p> <p>3.3 Identify persons needs and report according to organisation procedures as delegated by the medical imaging professional.</p> <p>3.4 Assist person to change into gowns or scrubs according to person's needs.</p> <p>3.5 Escort person to and from examination rooms.</p> <p>3.6 Assist with preparations, as required within scope of role as delegated by the medical imaging professional.</p> <p>3.7 Obtain and collate results of previous relevant imaging and pathology according to organisation policy and guidelines.</p>
4. Respond to persons needs and reactions.	<p>4.1 Assure and support to anxious person within scope of role and report issues to the delegating medical imaging professional.</p> <p>4.2 Report challenging personal behaviour according to organisational procedures.</p> <p>4.3 Report any other observations of concern regarding persons status according to organisational procedures.</p>
5. Work safely in a medical radiation environment.	<p>5.1 Use individual work practices in a manner consistent with radiation protection principles.</p> <p>5.2 Comply with organisation's radiation management plan.</p> <p>5.3 Use required personal protective equipment (PPE) and personal monitoring in the medical imaging environment.</p> <p>5.4 Comply with all safety signs in the medical imaging environment.</p> <p>5.5 Report any concerns about radiation safety according to organisation procedures.</p>

6. Handle persons information.	6.1 Scan medical imaging requests and input persons data into data management system. 6.2 Input persons demographics into digital imaging system. 6.3 Print films and produce CDs, as requested. 6.4 Send imaging requests as required. 6.5 Reconcile persons information with other systems in line with organisational procedures. 6.6 Input examination completion statistics as delegated by the medical imaging professional. 6.7 Use medical imaging terminology when dealing with persons data and information.
7. Maintain record management systems.	7.1 File persons information according to organisational procedures. 7.2 Organise persons imaging data for clinical meetings. 7.3 Contribute to the maintenance of copies of other documents, such as telephone lists, according to organisational requirements. 7.4 Maintain persons data and information ensuring confidentiality according to organisational requirements.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■
Learning skills to:	■
Problem-solving skills to:	■
Initiative and enterprise skills to:	■
Teamwork skills to:	■

Planning and organising skills to:	■
Self-management skills to:	■
Technology skills to:	■

<b>UNIT MAPPING INFORMATION</b>	No equivalent unit.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for HLTAHA045 Assist people management in medical imaging</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> <li>■ use Radiology Information System (RIS), support the flow of three different people one in simulation and two in the workplace, through a medical imaging unit</li> <li>■ assist three different people, one in simulation and two in the workplace, to follow required radiation and safety procedures.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrate the knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ allied health core competencies: <ul style="list-style-type: none"> <li>○ person-centred care</li> <li>○ individual therapy</li> <li>○ group therapy</li> <li>○ communication of person information</li> <li>○ equipment and environment</li> </ul> </li> <li>■ awareness and understanding of requirements for those dispensing ionising radiation to hold a Use License by state or territory authorities</li> <li>■ organisational policies and procedures in relation to: <ul style="list-style-type: none"> <li>○ confidentiality</li> <li>○ documentation <ul style="list-style-type: none"> <li>● reporting</li> <li>● recording patient data</li> <li>● written communication to Allied Health Professional</li> </ul> </li> <li>○ professional behaviour and presentation</li> <li>○ infection control practices in the medical imaging environment</li> <li>○ occupational health and safety</li> <li>○ manual handling for lifting and transferring person in the medical imaging environment</li> </ul> </li> <li>■ supervisory, delegation</li> </ul>
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- persons issues that might affect the imaging process and how to respond within the organisational policies and procedures, including:
  - anxiety
  - confusion
  - hoist requirement
  - behaviours of concern
  - interpreter requirements
  - clothing requirements for imaging
- information technology (IT)
  - terms and meanings
  - risks and ramifications of renaming files
- medical imaging processes:
  - what they are used for
  - length of time to undertake the procedure
  - images produced by each procedure:
    - general radiography
    - mammography
    - fluoroscopy
    - computed tomography (CT) scanning
    - magnetic resonance imaging (MRI) scanning
    - ultrasound
    - angiography
    - bone densitometry
- legal and ethical considerations relevant to medical imaging:
  - privacy, confidentiality and disclosure
  - work health and safety (WHS) requirements within the medical imaging environment, including personal safety requirements in an MRI environment and hierarchy of MRI field control measures
- personal radiation safety requirements in the medical imaging environment, including:
  - radiation protection principles
  - hierarchy of control measures
  - responsibilities of employees and employers under relevant regulations and codes of practice
  - emergency procedures
  - use and care of personal protective equipment and monitoring equipment
  - safety signs and their meaning
- principles and practices of effective work flow and list management
- quality requirements associated with the flow of people in the medical imaging environment
- organisational policies and procedures in relation to persons flow in medical imaging and work role
  - electronic and paper appointment management systems
  - processes for acquiring and processing previous personal information
  - systems for filing persons data and other information
  - protocols for the dispatch of persons reports
- sources of persons data and information, including:
  - picture archiving and communication system (PACS)
  - radiology information system (RIS)
  - hospital information system (HIS)
- principles of empowering the older person
- principles of empowering people living with disability or serious mental illness
- changes related to ageing
- concepts of holistic health and wellbeing

	<ul style="list-style-type: none"> <li>■ social determinants of health.</li> <li>■ concepts of the medical model, the biopsychosocial models and the human rights based approach of allied health interventions</li> <li>■ principles of choice and control</li> <li>■ concept of reablement.</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in the workplace or in a simulated environment. All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in the workplace.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>■ access to suitable facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies</li> <li>■ access to individualised plans and any relevant equipment outlined in the plan</li> <li>■ access to organisational policies and procedures</li> <li>■ opportunities for engagement with real people accessing allied health services</li> <li>■ access to medical imaging equipment and guidelines</li> <li>■ access to radiation management plan</li> <li>■ access to personal protective equipment</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors and be an allied health assistant with a minimum of three years of professional experience in allied health services or a recognised Allied Health Professional.</p>
<b>LINKS</b>	Companion Volume Implementation Guide