

# Module Handbook 2021/22

**Module Name:** [Diagnostic Radiography Professional Practice 1]

**Module Code:** [UZYKGQ-30-1]

**Module Leader Name:** [Sarah Dixon]

# Aims of the Handbook

The handbook is a guide for students in the Department of Allied Health Professions. The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible.

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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# 1. Module team information

Module Leader – Sarah Dixon

Module Team – Donna Dimond, Karen Dunmall, Cornelius Imobeke, Suzanne Boyle, Clare Woolford, Angela Bailey, Heather Lawrence and Glenda Toach.

External examiners from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. The external examiner appointed to this module can be found at

[http://www2.uwe.ac.uk/services/Marketing/about-us/cas/Extnl Exam Allocation to Mods.pdf](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/Extnl_Exam_Allocation_to_Mods.pdf)

# 2. Module enhancement

The module has been enhanced to include InterSim (interactive simulation) practical sessions. The InterSim is designed to introduce learners to different patient types prior to the commencement of placement. This is a full simulation, including; a waiting room, multiple patients, mobility aids (wheelchair/ trolley) and patient make-up to give a realistic impression of a working x-ray department. The InterSim at this level is appropriate for introducing learners to 'real' patients at level one.

# 3. Module specific information

<b>Title</b>	Diagnostic Radiography Professional Practice 1
<b>New Code</b>	UZYKGQ-30-1
<b>Version</b>	1
<b>Last Updated</b>	(Sep 2021)
<b>Level</b>	1
<b>UWE Credit Rating</b>	30
<b>Module Type</b>	Standard
<b>Module Leader</b>	Sarah Dixon
<b>Owning Faculty</b>	Faculty of Health and Applied Sciences
<b>Field</b>	Allied Health Professions

## Module Learning Outcomes:

On successful completion of this module students will be able to:

- Perform radiographic examinations commensurate with the first clinical placement, in a safe and efficient manner with appropriate consideration to the use of ionising radiation. (Component A)
- Perform effective patient care with due respect for the individual's needs (Component A)
- Demonstrate clinical proficiency equitable to the clinical objectives and clinical assessments under the directions of a state registered practitioner. (Component A)
- Demonstrate a proactive approach to problem solving in the clinical setting (Components A and B)
- Demonstrate the ability to work independently under supervision within a legal and ethical framework (Component A)
- Reflect upon personal and professional development within clinical practice. (Component B)

## 4. Assessment Brief

### Assessment

Where necessary, and appropriate, an alternative medium of assessment may be negotiated.

### Weighting between components A and B (standard modules only)

**A:** 100% **B:** 100%

### Attempt 1

#### First Assessment Opportunity

Component A

Element	Description	Element Weighting
1	Clinical e-portfolio	100%

Component B

Element	Description	Element Weighting
1	2000 word case study	100%

## Second Assessment Opportunity

### Component A

Element	Description	Element Weighting
1	Clinical e-portfolio	100% Pass/Fail

### Component B

Element	Description	Element Weighting
1	2000 word case study	100%

Provisional marks will be provided through the myUWE portal within four working weeks of the exam date

## 5. Submission details

Please note that the submission deadlines are absolute and based on UWE server time, therefore you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties could be incurred. Penalties are imposed if a submission is made up to 24 hours after the deadline, and the highest mark you can receive will be the minimum pass mark (if the assessment is passed). After the 24 hours have passed, the work will not be accepted for marking.

If you are submitting your coursework in the submission boxes please ensure that the work is secure and placed in a plastic wallet, unless you have been advised to submit it in another style. Don't forget to print your coursework coversheet from myUWE which should also be attached to your work.

### Assessment

e-portfolio via pebblepad

2000 word case study via blackboard

## 6. Additional information

### Teaching and Learning Methods

A variety of approaches will be used which will include lectures, practical sessions and mandatory e-learning.

### Reading Strategy

The following reading strategy is thought relevant for this module

#### Core Reading

Any essential reading will be indicated clearly, along with the method for accessing it, e.g. students may be required to purchase a set text, be given a print study pack or be referred to texts that are available through the Library (most texts are available electronically)

#### Useful Resources

*Bones and Joints – Chris Gunn* (available as an e-book through the library webpages)

Any anatomy book detailing bony structure

*Medical Imaging: Techniques, Reflection and Evaluation - Carver and Carver*

Any Radiographic Positioning Book such as *The Pocketbook of Radiographic Positioning* by Sutherland and Thomson (again available as an e-book through the library webpages)

#### Further Reading

Further reading will be required to supplement the resources outlined above. Students are expected to identify other reading relevant to the chosen topic for themselves although some direction will be provided by the module team. The student will be required to read widely using the library search facilities and internet resources. Many of these resources can be accessed remotely from the university campus. The purpose of this further reading is to ensure students are familiar with current research related to the developing nature of the radiographic profession

#### Access and Skills

The development of literature searching skills is supported by the UWE library web pages and includes such things as interactive tutorials on search skills, the use of specific electronic library resources, evaluating information and various referencing styles. Students will be encouraged to access such resources in order to fully utilise the available range of online help. Further support will be provided by the module team as and when required

#### Clinical Appraisals

During the 14 week clinical placement all students are required to undertake **FOUR** clinical appraisals:

- Chest (continuous)
- Upper or lower extremity (continuous)

- Abdomen or Pelvis (single point)
- Spine (single point)

These four appraisals must be completed and passed in order for the student to pass Component A along with all the other aspects of the e portfolio.

If a student fails an appraisal they must carry on and undertake any outstanding appraisals. In such cases the Component A aspect will go to the Award Board as a fail and it will be a Board decision as to student progression on the programme.

**Please note: If a student is given an Action Plan while undertaking any aspect of an appraisal, then the appraisal is an automatic fail.**

The four appraisal forms (pass or fail) are to be uploaded to the portfolio either as a jpeg or as a scanned document prior to submission. The white copies of the appraisal forms are then to be submitted along with the Log Book of Experience in the blue envelope wallet to 2B24 by 14.00 on **submission day**.

## **CLINICAL EDUCATION**

Demonstration of clinical proficiency by the student on completion of the award route is one of the primary aims of the programme. Thus the clinical practice constitutes a fundamental and integral part of the student's education over the three years of the programme.

The learning outcomes of the module are designed to ensure that the student is able to develop the clinical skills, knowledge, application and critical awareness required in a practicing radiographer.

### **YEAR 1**

#### **Diagnostic Radiography Professional Practice 1**

Following an academic block, the students are required to undertake a 14-week practice placement in order to assist in the integration of their knowledge with the practical clinical experience.

#### **In year one the 14-week practice placement commences on TBC.**

During the placement the student will undertake the following placements:

- 1 week in a chest room
- 1 week in a fluoroscopy suite (for procedure experience)
- 1 week in CT (3 days Head CT + 2 days Contrast CT + Angiography if available)
- 4 weeks in general rooms (to include clerical and departmental clinical skills)
- 4 weeks in A+ E rooms
- 1 week to include 1 day's experience in each of the following: -  
RNI, U/S, MRI and 2 days in CT.

It is recognised that some departments may not have dedicated rooms or may wish to give the other experiences in 1-2 day blocks over the course of the placement. This is acceptable providing that the overall time spent in the area is equivalent to that shown above i.e. 37.5 for each week (including study)

The students' individual rota is compiled by the Clinical Coordinator with assistance from the clinical departments themselves. Circumstances such as equipment breakdown or illness may force alterations to become necessary.

During this 14 week placement the students will undertake various forms of assessment that will be outlined in another section of this document.

### **Hours of attendance**

**All students will be working a 37.5 hr. week** in line with departmental hours, normally between the hours of 9.00am - 5.30pm Monday to Friday.

However some departments operate different start and finish times, with some units operating a shift system. As you will become a member of the radiographic team you will be expected to participate in the normal working practice of the department to which you have been allocated.

### **Half day study per week**

Students will be entitled to **1 study session per week for academic study (half day per week)** during the 14 weeks. The timings of these study sessions must be agreed with the placement and cannot be accumulated.

**Please note that during weeks when there is a Bank Holiday then there will be no allocated half day study that week.**

### **Sickness reporting:**

If for any reason you are unable to attend your practice placement please call:

1. **Your Practice Placement** – as near to the start of your shift as possible. Advise them if you are sick or unable to attend placement for any other reason. Note: for infection control purposes, if you have diarrhoea or sickness you will be required to remain off placement for 48 hours following the last “episode”.
2. **Your Link Lecturer/Clinical Coordinator** – if your period of sickness is likely to be substantial and therefore affect your ability to complete the requirements of your practice placement, you must inform your Link Lecturer and/or Clinical Coordinator as soon as possible.  
If your period of sickness is likely to affect your ability to submit by the assessment deadline, you must fill in an PC1 form within 5 days of the assessment date.



## **Holidays**

**You must not arrange to take holiday inside the dates given for your placement.**

Unauthorised absence or extended periods of sickness may seriously affect your ability to meet the requirements of the clinical learning competencies and assessment of practice and thus progress on the award. If you are experiencing any difficulties please talk to your Practice Educators, the Clinical Liaison/Link lecturer or the Clinical Co-ordinator as soon as possible.

## **Attendance records.**

**The College of Radiographers regards an attendance of 80% in the planned clinical practice component of the course as being the desirable minimum. This is to enable students to meet professional requirements satisfactorily.**

There is a register in the Clinical Placement e portfolio which should be initialled daily by a member of staff. This assists the clinical co-ordinator in the assessment of your clinical placement experience.

Any absence that is not reported as sickness or approved leave will be recorded as unauthorised - you are advised that this may be detrimental to your employment reference.

If there is a personal situation that requires you to seek compassionate leave please discuss with the Clinical Coordinator or Personal Tutor or Link Lecturer.

## **Radiography Placement Locations for year one:-**

The following Hospitals provide the clinical experience for students on the Award:

- North Bristol Healthcare Trust ( Southmead and Cossham Hospitals and sometimes Yate Health Centre)
- Gloucestershire Hospitals: this includes Gloucester Royal and satellites Stroud, Berkeley, Dilke and Cheltenham General and satellite Cirencester.
- United Bristol Healthcare Trust (Bristol Royal Infirmary, South Bristol Community Hospital (SBCH), Bristol Haematology and Oncology Centre (BHOC), Bristol Children's Hospital (BCH) and The Chesterfield Hospital, Clifton.
- Weston General Hospital and satellites The Spire Hospital Bristol and Clevedon Community Hospital.
- Great Western Hospital, Swindon.
- Royal United Hospital, Bath and satellites The Royal Mineral Hospital, Paulton Community Hospital, Chippenham Community Hospital and Frome Community

Hospital.

- Yeovil District Hospital and satellites South Petherton Hospital, Wincanton and Crewkerne.
- Southampton General Hospital.
- Salisbury District Hospital.

As you will remember you have signed an agreement to be flexible with respect to the location of your placement. You are reminded therefore that we can make no guarantee that you will be placed in any specific location during any of your placement periods. The Clinical Co-ordinator must have the flexibility to organise rotas which will make best use of available resources and provide the optimal and comparable experience for all students.

The rotas are designed to ensure you receive the appropriate experience to meet the learning outcomes of the programme. However as you will be working in an ever changing, high technology environment sometimes flexibility is required to take account of the unexpected!

Your placements are determined by a placement officer: - Claire Cresswell tel. 0117 3288427, (Claire.cresswell@uwe.ac.uk) any issues with the placement prior to commencement should be addressed with Jessica or Ben Whistance in the first instance.

## **SUPPORT WHILST ON PLACEMENT**

### Within Clinical Departments:

All clinical and ancillary staff have a role in teaching and supporting students during practice placement periods.

## **PRACTICE EDUCATORS**

However at each of the placement locations there are a number of clinical staff who have been trained to act as **PRACTICE EDUCATORS**. These radiographers perform an essential role within the programme, as they are responsible for:

- ensuring that students gain the appropriate clinical experience
- monitoring students' progress throughout the placement periods
- conducting appraisals of clinical skills
- providing support and guidance to students whilst on placement
- liaising with the academic centre via the Clinical Liaison/Link lecturer and Clinical Co-ordinator

Each Department operates in slightly different ways - on a day-to-day basis you may or may not be working in a team where there is a Practice Educator. The Practice

Educators should be your initial point of contact if you have any concerns regarding your clinical education or of a personal nature that cannot be addressed by the other staff with whom you are working. There may be a named Practice Educator who acts as the co-ordinator of your placement experience at the specific location- you will be introduced to this radiographer during the Induction period. This person is known as the **KEY PRACTICE EDUCATOR**.

### **CLINICAL LIAISON/LINK LECTURERS**

The Radiography lecturers act as a clinical liaison/link lecturer for specific hospital locations. Their role is to visit you three times when on practice placement to provide support and to monitor your progress in developing your clinical skills

Please remember the clinical liaison/link lecturer provides an additional point of contact for students, providing help with any academic, clinical or personal issues you may have.

A list of the link lecturers and contact details will be distributed with your clinical documentation.

### **CLINICAL CO-ORDINATOR**

There is a named person in the DI team who has the responsibility for organising and monitoring your placement experience. The Co-ordinator communicates with Clinical Managers, Practice Educators, Liaison Lecturers and the Faculty's Placement Unit to ensure you receive the appropriate clinical education over the three years of the programme.

If you have any issues/difficulties related to your placement experience you should discuss these with the Clinical Co-ordinator.

Clinical Co-ordinator: Naomi Harrison

### **CLINICAL PLACEMENT WEEKLY REPORTS AND MODALITY COMPETECIES**

It is important to note that there are 14 weekly report forms relating to each week of the placement and these form an integral part of the overall assessment. The form should act as a negotiated statement of the student's experience during the week. All boxes (attendance and competencies) need to be completed electronically via Pebblepad by an appropriately qualified member of staff.

**For a pass to be achieved, the student must demonstrate satisfactory progress. In the event of an area being identified as "below the required standard" and scored as a 1 or when a Modality Competency is not considered to be at the correct level then an ACTION PLAN needs to be produced.**

## The Action Plan

- This plan will be negotiated between the student and the clinical supervisor and will aim to redress the identified shortcoming.
- If this is not achieved within the agreed time frame, the link lecturer will intervene.
- If a '1' is received in a clinical competency in the last 2 weeks of placement the student may fail the clinical placement.
- If a Modality Objective is not at the required level when the final copy is submitted that will also constitute an ACTION PLAN and could result in a failed clinical portfolio. (Component A)
- If a student is given an Action Plan while doing any aspect of an appraisal then the appraisal is an automatic fail. This will result in a failed clinical portfolio. (Component A)

## Appraisals

The clinical assessments (appraisals) are subject to the University of the West of England's assessment regulations and as such should be conducted in a fair and just manner in accordance with these guidelines. Any breach in procedure could result in an appeals procedure and action taken against those who are deemed to be at fault.

**Assessment details for this module are also detailed on page 9.**

## WORKBOOK

Included in your portfolio is a '**Clinical Appraisal Workbook**', this workbook is meant as a tool to assist you in your preparation for the 1<sup>st</sup> year appraisals. This work will not be marked and **is not** a pre-requisite of the appraisal but the Practice Educator will ask you prior to the appraisal if you have completed the relevant section and note that on the appraisal form.

## Modality Competencies and Clinical Skills Competency

Students will be required to complete the four Modality Competencies and the Clinical Skills Competency during their clinical placement. The guidelines for the completion of the Modality Competencies can be found on Pebblepad. These will be signed off by supervisors in practice once they are at the required level.

**Please note that you are given a half day study per week in which to complete weekly reflective logs and also plan towards your Critical Reflections assignment.**

## **The Clinical Appraisal Scheme.**

During the 14-week placement each student will be required to complete the following appraisals:

- 1 upper/ lower extremity joint (main joints only e.g. wrist, elbow, ankle, knee)
- 1 abdomen (plain)
- 1 chest
- 1 Spine

The timing of these appraisals should be spread as evenly as is possible throughout the placement. It will obviously be governed by factors such as suitability of workload and availability of Practice Educators. The onus is on the student to negotiate with the Practice Educator in order to complete all the appraisals in the 14 week period. Ideally, these appraisals should take place during the allotted time in the relevant area e.g. Chest appraisal - chest room,

**There are pre-requisites for the appraisals: -**

- 1. The completion of a minimum of 5 unassisted examinations pertaining to the appraisal (See table 1, appendix 2)**
- 2. It is advised that students complete the relevant sections of the Appraisal Workbook prior to each appraisal but this is not mandatory.**

The Practice Educator will then initial the box on the appraisal form and write yes or no. This will require the student showing that they have completed the relevant section **BUT IT DOES NOT HAVE TO BE READ OR MARKED as it is for formative purposes.** If the student **has not** completed the relevant section of the workbook prior to the appraisal **this is not a fail.**

Students are only allowed **one** assessment opportunity for each appraisal, a second opportunity may be granted (**subject to award board approval**) if the first assessment has been failed and NOT as a means of bettering the mark received. The first assessment opportunity of the appraisal must be taken by the end of the 14 week placement period otherwise it is deemed to have been taken and further opportunities may be granted at the Award board.

**Please note: If a student is given an Action Plan while undertaking any aspect of an appraisal then the appraisal is an automatic fail.**

Any time lost from placement due to illness or extenuating circumstances must be supported by the submission of evidence and in none submission of the clinical portfolio a Personal Circumstances form (UWE website)

**IF THE STUDENT FAILS ON THE FIRST ASSESSMENT OPPORTUNITY WITHIN THE 14 WEEK PLACEMENT PERIOD THERE IS NO AUTOMATIC RIGHT TO FURTHER OPPORTUNITIES/ATTEMPTS AT PROFESSIONAL PRACTICE MODULES. THE MARKS WILL GO INTO THE PORTFOLIO FOR CONSIDERATION AT THE AWARD BOARD.**

The appraisals should be conducted using the approved clinical appraisal form

**PRACTICE EDUCATORS ARE REMINDED THAT THE FORMS CARRY A UWE COPYRIGHT LOGO AND AS SUCH ARE REGARDED AS PROPERTY OF THE UNIVERSITY AND SHOULD NOT BE GIVEN TO OTHER PARTIES WITHOUT WRITTEN PERMISSION.**

The students have been provided with 5 forms. **ALL** forms must be submitted as part of the completed portfolio. Should anymore appraisal forms be required because of loss or damage contact the Clinical Coordinator for a replacement.

If a student carries out an examination that has more than two projections then a supplementary page can be used from within the extra copies provided.

Each sheet is constructed so that the form is in duplicate. Once completed the sheets should be separated and then filed in the appropriate place i.e.:

**WHITE - copy to be retained by student but submitted with your log book.**

**YELLOW - copy to be kept by the Practice Educator.**

**Please note in order to have a complete clinical portfolio you must upload all appraisals to your electronic portfolio via Pebblepad in the designated area. This needs to be done before you submit the hard copies with your log book.**

### **Useful Websites**

[www.sor.org](http://www.sor.org)

[www.hpc-uk.org/](http://www.hpc-uk.org/)

<http://radiologymasterclass.co.uk/>

<http://www.hpa.org.uk/HPAwebHome/>

[www.legislation.hmsso.gov.uk](http://www.legislation.hmsso.gov.uk)

A guide to referencing can be found at:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

The University's policy on word count can be found:

<http://www1.uwe.ac.uk/aboutus/policies.aspx>

### **Online Resources**

BlackBoard is the university's virtual learning environment and provides access to a range of learning materials related to the module. **Importantly** the learning materials displayed on this forum are designed to supplement the lecture programme and **should not be seen as an alternative**, as they will not provide the same level of depth that is achieved via 'face-to-face' contact.

## Practical Sessions

Practical sessions are timetabled throughout the module and make up a significant part of your learning. As you are aware you have been placed into small groups for these sessions which will provide you with dedicated time to develop your skills.

For every practical session you will be required to sign-in. This will allow us to monitor your attendance and provide additional support if necessary. It is a requirement of the module that you attend at least **80%** of these sessions. Students not reaching this level will be required to attend additional sessions prior to clinical placement. If you are unable to attend a session you should inform the module leader by e-mail

As the sessions are 'time limited' (1 hour) it is essential that you arrive 5 minutes prior to your designated start time. **If you arrive late you may not be allowed to participate in the session.**

The lecturer taking the session will be wearing a TLD for every practical session to monitor radiation dose.

## 7. Communication

Throughout your time with us, you will receive regular communication from your module leaders, and also administrative staff. It is your responsibility to ensure that you read everything that you are sent, and act upon it where appropriate.

The main communication channel used is the Blackboard for all the modules you are currently studying. Blackboard provides the main communication channel for module specific information and these too should be checked regularly for new content and announcements.

Please see <http://info.uwe.ac.uk/myUWE/guidance/default.asp> for further information on all aspects of your myUWE portal.

## 8. Advice and support

There are a range of facilities and services available to go to for advice and support depending on what the issue is. Remember - asking for help at the earliest possible stage will help you in the long run. Your first point of call should always be your Academic Personal tutor, as they will be able to sign post you to the right services and will be able to deal with specific matters relating to teaching and learning. If you are not able to contact your Academic Personal tutor for any reason go to an Information Point, details of which can be found at <http://www1.uwe.ac.uk/students/informationpoints.aspx>

Student Support Advisers are available and can also be contacted through the Information Points, see <http://www1.uwe.ac.uk/students/academicadvice/studentadvisers.aspx> for information on how they might be able to help.

UWE Bullying and Harrassment Policy can be downloaded here:

<https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiErM-InKDsAhXJOcAKHRkLAuMQFjABegQIBBAC&url=https%3A%2F%2Fwww.uwe.ac.uk%2F%2Fmedia%2Fuwe%2Fdocuments%2Fabout%2Fpolicies%2Fmc1303-uwe-policy-for-bullying-and-harassment-of-or-b-students.ashx&usq=AOvVaw09i7rvkShUzX1vTGf4pzXm>

Student support with Bullying and Harrassment can be accessed here:

<https://www.uwe.ac.uk/about/values-vision-strategy/equality-and-diversity/hate-incident-reporting>

However, you are more than welcome to talk to other members of UWE staff depending on who you feel most comfortable talking to.