HLTAHA045 Assist people management in medical imaging

Release: 1

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Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide assistance to a Medical Imaging Professional. Work includes supporting the safe and efficient workflow through a medical imaging unit.

This unit applies to Allied Health Assistants and should be performed under the direct, indirect or remote supervision and delegation of a Medical Imaging Professional.

The skills in this unit must be applied in accordance with Allied Health Assistant Framework, Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Allied Health

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive delegation and gather information.	1.1. Obtain written or verbal delegation for an allied health activity from the Medical Imaging Professional.
	1.2. Obtain information from relevant sources and delegating Medical Imaging Professional, according to organisational policy and procedures.
	1.3. Discuss and confirm with delegating Medical Imaging Professional the person's appointment times availability

procedure and work health and safety (WHS) requirements.

2. Monitor procedure list.	2.1. Input the person's data and information following instructions from delegating Medical Imaging Professional and organisational procedure.
	2.2. Confirm the schedules and the person's preparation requirements and seek clarification on issues outside scope of role with delegating Medical Imaging Professional.
	2.3. Confirm the person's bookings, transport requirements, cancellations and rescheduling in accordance with delegation from a Medical Imaging Professional.
	2.4. Discuss workflow requirements with delegating Medical Imaging Professional.
	2.5. Confirm referral sources and the person's information and requirements for the medical imaging process.
	2.6. Process the person's demographic information prior to the medical imaging procedure.
	2.7. Process and dispatch medical imaging results in accordance with organisational procedures to ensure the correct result to the correct person.
3. Contribute to preparations for medical imaging procedure.	3.1. Confirm the person's availability according to organisation protocols and report any issues to the delegating Medical Imaging Professional.
	3.2. Perform preliminary interview as delegated by the Medical Imaging Professional.
	3.3. Identify the person's needs and report according to organisation procedures as delegated by the Medical Imaging Professional.
	3.4. Assist the person to change into gowns or scrubs according to needs and requirements.
	3.5. Escort the person to and from examination rooms.
	3.6. Assist with preparations, as required within scope of role as delegated by the Medical Imaging Professional.
	3.7. Obtain and collate results of previous relevant imaging and pathology according to organisation policy and guidelines.
4. Respond to person's needs and reactions.	4.1. Provide assurance and support to the anxious person within scope of role and report issues to the delegating Medical Imaging Professional.
	4.2. Report challenging behaviour displayed by the person according to organisational procedures.
	4.3. Report any other observations of concern regarding the person's status according to organisational procedures.
5. Work safely in a medical radiation	5.1. Use individual work practices in a manner consistent with radiation protection principles.

	environment.	5.2.	Comply with organisation's radiation management plan.
		5.3.	Use required personal protective equipment (PPE) and personal monitoring in the medical imaging environment.
		5.4.	Comply with all safety signs in the medical imaging environment.
		5.5.	Report any concerns about radiation safety according to organisation procedures.
6.	Handle person's information.	6.1.	Scan medical imaging requests and input the person's data into data management system.
		6.2.	Input the person's demographics into digital imaging system.
		6.3.	Print films and produce CDs, as requested.
		6.4.	Send imaging requests to various departments or medical referrers as required.
		6.5.	Reconcile the person's 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 the person's data and information.
7.	Maintain record management systems.	7.1.	File the person's information according to organisational procedures.
		7.2.	Organise the person's imaging data for clinical meetings.
		7.3.	Maintain the person's data and information ensuring confidentiality according to organisational requirements.
		7.4.	Contribute to the maintenance of copies of other documents, such as telephone lists, according to organisational requirements.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to HLTAHA025 Contribute to client flow and client information management in medical imaging.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705