****

**Application Guidelines**

**Professional Certificate Referring for Radiological Procedures (Physiotherapists)**

University College Dublin

**Applicants should read these guidelines prior to completing their application form in consultation with their clinical supervisor.**

# **1. Introduction**

A physiotherapist will become eligible to refer for radiological procedures following successful completion of a CORU approved education and training programme, and having regard to legislation, associated regulations, professional regulation, and national and local health service providers policies, procedures, protocols, guidelines (PPPGs).

The education and training programme, provided by University College Dublin (UCD), is a key step towards designating appropriately trained physiotherapists as referrers for radiological procedures. The initiative is funded through the Department of Health, Sláintecare Integration Innovation Fund (SIIF).

The education and training programme meets the requirements and standards and requirements set down by CORU Frameworks: *Standards of Competence for Referral for Radiological Procedures* and *Requirements for Education and Training Providers offering Referral for Radiological Procedures Education and Training Programmes*.

**2. Education and Training Programme Overview**

The Professional Certificate in Physiotherapist Referral for Radiological Procedures, delivered by UCD provides the requisite knowledge, skill, and competence for physiotherapists to refer for radiological procedures safely and effectively in accordance with legal and professional regulatory frameworks and standards. The programme is a level 9 NFQ[[1]](#footnote-1) award (10 ECTS[[2]](#footnote-2) credits), which involves both theoretical and practical instruction followed by competency assessment.

The programme is delivered by experienced, expert staff over a single trimester, using hybrid (blended) learning to maximise engagement of busy health professionals. The course content will be delivered using a hybrid approach with eLearning materials available for students to complete both in advance of and following a one-day mandatory attendance in UCD. Competency assessment will be performed by the designated clinical supervisor.

On completion of the post-graduate programme, students will:

* Understand the principles of radiation protection of the person and staff,
* Demonstrate an understanding of medical radiological procedures and their implication in a person’s safety,
* Critically utilise evidence-based knowledge and skill in conducting a person’s assessment and consultation when referring for medical radiological procedures,
* Apply clinical decision-making skills in relation to referring persons for medical radiological imaging procedures,
* Demonstrate a systematic understanding of the legislative and regulatory framework associated with referral for medical radiological procedures, including professional guidelines, supporting safe practice,
* Understand the role of the practitioner in the referral process,
* Demonstrate effective communication skills, and knowledge of the role of the multidisciplinary team management involved for the safe and appropriate use of medical radiological procedures.

# **3. Eligibility Criteria**

Mandatory entry requirements for admission to education and training programmes for physiotherapist referral for radiological procedures have been set down.

The applicant must:

* Be registered with the Physiotherapists Registration Board at CORU and hold a relevant qualification in physiotherapy.
* Have a minimum of five years recent post-registration clinical experience and demonstrate that at least four of the five years have been attained in a relevant specialism.
* Show written confirmation of a designated clinical supervisor. That supervisor must be a registered medical practitioner at, minimum, registrar or consultant level.
* Show written confirmation of agreed clinical governance arrangements with the Radiation Safety Committee (RSC) / Local Implementation Group (LIG) at the work location.

**4. Autonomous Practice**

On completion of the Professional Certificate in Physiotherapist Referral for Radiological Procedures education and training programme, it will be necessary for the applicant to ensure all governance arrangements pertaining to radiation safety are satisfied, and that their name has been entered to the appropriate CORU register, prior to progressing to practice independently.

**5. Roles and Responsibilities**

Application will require completion of an application form (see below) which must be signed by **four** members of the multi-disciplinary team and the physiotherapist themselves. The roles and responsibilities of each of those individuals is set out below.

**5.1 Physiotherapist Applicant:**

The registered physiotherapist who successfully completes the Professional Certificate in Physiotherapist Referral for Radiological Procedures education and training programme, demonstrating the knowledge, skills, and competencies to refer persons for medical radiological imaging procedures safely, within their scope of practice.

The physiotherapist will:

* + Ensure they have successfully completed an approved education and training programme for physiotherapist referral for radiological procedures.
	+ Comply with national legislation and professional regulation requirements for medical exposure to IR.
	+ Adhere to good referral practice guidelines such as RCR *iRefer Guidelines[[3]](#footnote-3)* or ESR *iGuide[[4]](#footnote-4)*.
	+ Operate in line with all governance arrangements and PPPGs, agreed in consultation with the LIGs at the work location.
	+ Engage in audit of referrals for radiological procedures to evidence the impact of the initiative at local level.
	+ Undertake post-qualification continuing professional development, specifically in the domain of radiology referral and maintain appropriate records of same.
	+ Maintain appropriate registration with CORU, in line with requirements set down by the Physiotherapist Registration Board.
	+ Report specific outcomes, to be agreed by the HSE under the delivery of the Sláintecare Integration and Innovation Fund project.

**5.2 Clinical Supervisor**:

The registered medical practitioner at, minimum, registrar or consultant level who has agreed to provide the following supports to the physiotherapist at their work location.

The Clinical Supervisor will:

* + Sign the application form, confirming support for the physiotherapist to undertake the course and intention to supervise clinical learning.
	+ Provide support, teaching and learning opportunities for the physiotherapist in the clinical practicum.
	+ Facilitate learning by encouraging critical thinking and reflection.
	+ Provide dedicated time and opportunities for the physiotherapist to conduct a full episode of care to include referring for a radiological procedure.
	+ Verify and document all supervised practice documentation for the duration of the clinical practice module (i.e. Clinical Practice Portfolio).
	+ Meet formally with the physiotherapist to review progress through three documented review meetings.
	+ Formally assess the physiotherapist’s competence in the clinical practicum using the Clinical Competency Assessment Tool (episode 5 and episode 10).
	+ Document that the physiotherapist is competent or not competent to refer for radiological procedures.
	+ Collaborate with the Programme/Module Co-ordinator in UCD to ensure adequate support for the physiotherapist in the clinical practicum.
	+ Collaborate with the Programme/Module Coordinator in UCD regarding the development of an action plan with the physiotherapist in the event that he/she is deemed not competent.

**5.3 Physiotherapy Services Manager**:

The physiotherapy service manager to whom the physiotherapist (applicant) reports professionally, who has agreed to provide the following supports to the physiotherapist within the work location.

The physiotherapy services manager will:

* + Sign the application form, confirming the physiotherapist is working in a relevant role and has the requisite level of experience.
	+ Confirm support for the physiotherapist to undertake the course and intention to facilitate clinical learning.
	+ Facilitate the physiotherapist to complete the course to include theoretical education (minimum 20 hours) and practical training (10 supervised episodes of referral).
	+ Support engagement with the designated clinical supervisor to ensure supervised episodes of referral are completed.
	+ Oversee the professional work of the physiotherapist, ensuring that referrals made for medical radiological procedures are in line with their scope of practice.
	+ Ensure all necessary governance arrangements are in place at the work location, in consultation with the LIG.
	+ Facilitate audit of the physiotherapist’s referrals for medical radiological procedures to evidence the impact of the initiative at the work location.
	+ Maintain and regularly review an accurate record of approved physiotherapy referrers who are operating as independent physiotherapist referrers, to be made available to relevant stakeholders as required.

**5.4 Executive Lead/Senior Manager**:

The person with overall responsibility for governance of the physiotherapy service at the work location (e.g. HSCP Manager, Hospital Manager, General Manager, or equivalent) who has agreed to provide the following supports to the physiotherapist.

The executive lead/senior manager will:

* + Sign the application form, confirming support for the physiotherapist to undertake the course and intention to facilitate clinical learning at the work location.
	+ Provide support to the physiotherapy service and physiotherapy services manager as required to allow the physiotherapist referrer to complete the course and ensure referral practices are in line with agreed scope of practice.
	+ Ensure clearly documented lines of accountability from the executive lead/senior manager to frontline physiotherapist referrer working directly with medical IR are in place, as required by both IRR19 and S.I. No. 256 of 2018.
	+ Ensure all necessary governance arrangements are in place at the work location, including a RSC and LIG.
	+ Ensure the necessary arrangements are in place to facilitate audit of the physiotherapist’s referrals for radiological procedures to evidence the impact of the initiative at the work location.

**5.5 Radiologist**:

The clinical director/consultant in administrative charge (or designate) who is the designated radiologist to the RSC at the work location. The radiologist has agreed to provide the following supports to the physiotherapist referrer.

The Radiologist will:

* + Sign the application form, confirming support for the physiotherapist to act as a referrer for radiological procedures (in line with their scope of practice) once all governance arrangements are satisfied at the work location.
	+ Communicate to all radiologists in the work location their requirement to review medical images arising from referrals from the physiotherapist and report on the findings.
	+ Communicate to all radiologists in the work location their requirement to act in line with local governance arrangements and professional judgment, to include communication of radiology alerts in a timely fashion.

# **6. Application Process**

Applicants should read these guidelines prior to completing their application form in consultation with their clinical supervisor.

It is necessary to complete all sections of the form, typing in BLOCK CAPITALS. Physical (handwritten) or digital signatures only are acceptable. Typed signatures will not be accepted.

**The completed application form must be uploaded to the University College Dublin portal,** [***click here***](https://www.ucd.ie/registry/prospectivestudents/admissions/graduateapplicants/applying/)**, by 29 November 2024. In-person mandatory Attendance Day will be held on 17 January 2025.**

Applicants MUST also email the completed application form to HSE National Health and Social Care Professions Office (CPD.HSCP@HSE.IE) by the relevant closing date. The subject line should read: *Professional Certificate Referring for Radiological Procedures (Physiotherapists)*. This is a requirement as part of the application process to secure SIIF funding.

**Incomplete or incorrectly completed application forms will be returned to the applicant who may not be considered for admission to the education and training programme.**

**Check List**

|  |
| --- |
| **Please ensure the following has been completed as part of your application process by the closing date specified above:** |
| 1 | Fully complete application form, typed in BLOCK CAPITALS with physical (handwritten) or digital signatures only. |  |
| 2 | Name of the physiotherapist applicant, as stated on the application form, is the name by which that person is registered with CORU. |  |
| 3 | Application form uploaded to the UCD Portal using the link provided above. |  |
| 4 | Copy of completed application form emailed to HSE National Health and Social Care Professions Office (CPD.HSCP@HSE.IE) |  |

**Note: Those undertaking this course agree to reporting specific outcomes which will be agreed by the HSE under the delivery of the SIIF project.**

1. National Framework of Qualifications (Quality and Qualifications Ireland). [↑](#footnote-ref-1)
2. ##  European Credit Transfer and Accumulation System (European Commission).

 [↑](#footnote-ref-2)
3. Royal College of Radiologists. [Home | iRefer](https://www.irefer.org.uk/). [↑](#footnote-ref-3)
4. European Society of Radiologists. [ESR iGuide | Imaging Referral Guidelines published by the European Society of Radiology](https://www.esriguide.org/). [↑](#footnote-ref-4)