

# Canary Locums

## Teleradiology Handbook

## **Contents**

Introduction  
DBS Disclosure  
Quality assurance, Performance monitoring, Annual Appraisals & Revalidation  
Professional Registration  
Employment References  
Fitness to work  
Inductions / Orientation  
Sessions, Cancellations, Communication and Lateness  
Out of Hours Service  
Acceptance of Projects  
Attending Work  
Client policies and Procedures  
Behaviour and Attitude  
Reporting Malpractice or Lack of competence to Professional Bodies  
Canary Locums Limited (Teleradiology) Unit sheet and Payment Process  
Canary Locums Limited (Teleradiology) Methods of Payment

## **Policies and Procedures**

Health and Safety  
Fire Safety  
Conflict Resolution  
Data Protection, Confidentiality and Consent  
Computer Use  
Complaints Procedure  
Raising Concerns Policy (Whistleblowing)  
Substance Abuse  
Equality and Diversity Policy  
Equal Pay  
Fraud

## **Additional Information**

Comments and Suggestions  
Handbook Declaration

## **Welcome to Canary Teleradiology**

### **Introduction**

The information contained in this handbook is designed to help you better understand the duties and expectations demanded of you both as a Reporting Radiographer in the NHS and as a representative of Canary Locums Limited (Teleradiology). The Handbook contains policies, procedures and statements that will assist you during each assignment you undertake. This Handbook also sets out the behaviours, attitudes and standards expected of you on each of your assignments.

Canary Locums Limited (Teleradiology) ensures that every Reporting Radiographer that registers completes our robust vetting registration procedure that meets the requirements of relevant legislation and regulatory bodies. These include NHS Employers, The Health and Social Care Act 2008 (Regulated Activities) regulations 2014, REC, CQC, and conduct of Employment Agencies.

It is vital that you provide the precise and correct information when you register letting your Account Manager know if any circumstances change whilst you are working through Canary Locums Limited (Teleradiology).

Once you have completed our registration process and vetting checks you will be authorised by the Operations Manager and allocated an Account Manager. If it is not possible for you to complete the registration process your application will be placed on hold.

It is important that you read the Canary Locums Limited (Teleradiology) Handbook and understand what is required of you. If you have any questions, please raise them with your designated Account Manager.

Please note we are happy to answer any additional questions you might have.

### **Disclosure and Barring Service Checks**

Canary Locums Limited (Teleradiology) would recommend that you join the DBS update service which was introduced in 2013. The service is an online checking service which allows service providers such as Canary Locums Limited (Teleradiology) and other potential employers to check your DBS status, as long as you have given your consent. If you have not signed up to the Update service, you will be required to undertake an enhanced DBS check through Canary Locums Limited (Teleradiology). This is mandatory for all Canary Locums Limited (Teleradiology) Reporting Radiographers. You must complete a DBS even if you hold an existing DBS disclosure from another body.

If you have entered the UK (either temporarily or permanently) within the last 6 months you must also present a police check dated within the last 3 months from your previous country of residence. If you have spent 6 months or more in another country within the last 5 years you will also be required to supply an overseas police check from that country.

### **Renewing your DBS Disclosure**

If you have signed up for the Update Service you will not need to take any further action, Canary Locums Limited (Teleradiology) will complete an Update Service check annually. If you have not joined the update service, you will be required to do so when you next renew your DBS via Canary Locums Limited (Teleradiology). Your DBS check must be valid at all times in order to work with Canary Locums Limited (Teleradiology).

### **Rehabilitation of Offenders act (1974)**

The Rehabilitation of Offenders Act 1974(Exceptions) order1975, the provisions of Sections 4.2 and 4.3 of the Act do not apply to (doctors and any employment which is concerned with the provision of health services and which is of a kind as to enable the holder to have access to persons in receipt of such services in the course of his or her normal duties ' no conviction or caution can be considered as spent and thus an conviction or caution must be declared unless they are filtered under the DBS filtering rules. This includes not only prior convictions or cautions but also any which occur whilst you deployed to an assignment via Canary Locums Limited (Teleradiology).

### **Canary Teleradiology policy for the recruitment of ex offenders**

The DBS checking service is used to assess Reporting Radiographers suitability for positions of trust and fully complies with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Its purpose is to not discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

More details on DBS process can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>

## **Quality Assurance, Performance Monitoring, Annual Appraisals and Revalidation**

### **Appraisal – AHPs**

You will need to undertake an annual appraisal with a member of our Operations Team, the appraisal is based on the HCPC's standard of conduct, performance and ethics for Allied Healthcare Professionals which describes the principles of good practice, standards and competence, and care and conduct expected of Canary Locums Limited (Teleradiology) Reporting Radiographers.

### **Your appraisal will cover:**

Clinical Performance of the past 12 months

Training and education

Achievements and requirements

Audit

Concerns raised and serious clinical complaints

Relationships with patients and colleagues

Teaching and research activities

Personal and Organisational Effectiveness

Appraisals will take place 1 year after you start working for Canary Locums Limited (Teleradiology) and then on an annual cycle.

### **CPD Training**

At Canary Locums Limited (Teleradiology) we work with Reporting Radiographers to support you in ensuring your skills and knowledge are up to date. You must maintain your Continuing Professional Development (CPD) portfolio. CPD is fundamental to the development of all health practitioners and to the enhancement of quality patient and client care. If you encounter a problem with your professional registration, this includes referrals, restrictions to your practice and investigations. Canary Locums Limited (Teleradiology) will check your registration on a monthly basis.

### **HCPC Registration**

At the verification stage all Reporting Radiographers will be required to present their HCPC Certificate/registration card.

Every 2 years you will be required to provide Canary Locums Limited (Teleradiology) with your updated certificate in accordance with the HCPC renewal policy. If you encounter a problem with your professional registration, this includes referrals, restrictions to your practice and investigations. Canary Locums Limited (Teleradiology) will check your registration on a monthly basis.

### **Employment References**

In accordance with NHS Employment Check Standards all Reporting Radiographers will provide the names and contact details of at least X2 referees that cover the last 5 years. One referee should be from your current or last role but both must be in a work capacity within the last 3 years.

### **Fitness to Work**

If you are unable (Not well enough) to attend a pre-booked reporting session please try to give at least 24 hours notice (Account Managers via email, text, or phone 24 hours a day 7 day a week) as this will have a detrimental effect on the Trust Canary Locums Limited (Teleradiology) will be supporting.

### **Canary Teleradiology Induction/Orientation**

Canary Locums Limited (Teleradiology) will confirm the following prior to your Induction / Orientation

- Point of contact at Trust for Induction
- IT Logins Confirmed before
- Confirmation of IT systems used at the Trust
- Canary Locums Limited (Teleradiology) Unit sheets email to Reporting Radiographers
- Date, time and location of your Induction (historically x-ray reception)

It is your responsibility to ensure you have received a thorough induction / orientation. If you are not happy/satisfied please inform your Account Manager. You must ensure that you follow the internal policies and procedures.

If you encounter any problems/difficulties please contact your Account Manager.

If the client cancels your Reporting Session your Account Manager will let you as soon as possible by any means possible.

### **Out of Hours Service**

Your Account Manager is available via mobile or email 24 hours a day 7 days a week.

### **Availability and Health**

If you are not fit to work please let your Account Manager know ASAP.

If you have accepted a Reporting Session from another Trust please let your Account Manager know ASAP.

Declare yourself not fit to work if you are:

- Vomiting and / or diarrhoea
- Rash

Any Physical condition or injury

Please inform the Imaging Manager if you are pregnant at the beginning of your reporting session.

### **Client Policies and Procedures**

You are required to confirm to Policies and Procedures:

- Set out by the Trust
- Set out Canary Locums Limited (Teleradiology) Handbook Policies and Procedures

If you have any further questions please inform your Account Manager

### **Conduct and Manner**

Your conduct and manner is expected to be of the highest standard at all times.

If you have any further questions please inform your Account Manager.

If you are subject to any kind of investigation by your employer, professional body or suspended from their register. You are required to inform us immediately if you have been, or are subject to, any investigation, caution or prosecution by the police.

### **Canary Teleradiology Unit Sheet Payment Process**

Canary Locums Limited (Teleradiology) makes every effort to ensure you are paid without any delay. To ensure this your Canary Locums Limited (Teleradiology) unit sheet must be completed each week.

### **Methods of Payment**

Limited Company – IR35

If you continue to work via your LTD Company then the rules of IR35 apply. Canary Locums Limited (Teleradiology) carries no liability to pay your Income Tax and National Insurance therefore you will be responsible for paying the HMRC.

### **Payment**

You will be paid directly into your Company Bank or Building Society account.

Payments will arrive within the third day following processing. Where there is a public holiday this will be extended by one working day. They will be monthly payments.

### **Policies and Procedures**

#### **Health and Safety**

Health and Safety law applies to everyone. All Canary Locums Limited (Teleradiology) have responsibility to ensure that their work does not endanger themselves or others. The Trust also has the responsibility to ensure that you can carry out your duties in an environment that is free from danger to your health and safety.

## **Accident Reporting**

Accidents at work can happen to anyone but it's everyone's responsibility to ensure that you do everything possible to prevent injury to yourself and others.

If you are involved in an accident at work please follow the Trust policy and procedures and notify your Account Manager within 24 hours.

### **Action to be taken by you**

Follow procedure at Trust

Obtain any treatment necessary

Inform Canary Locums Limited (Teleradiology) within 24 Hours

Complete the Canary Locums Limited (Teleradiology) Accident form

### **Action to be taken by Canary Teleradiology**

Your Account Manager will complete the rest of the form

The accident form will be kept on file

## **Fire Safety**

Fire and Safety is vital in any workplace.

In your induction the Trust will inform you of what to do in the event of a Fire.

If after your induction / orientation you are still not sure please contact your Account Manager.

In the Event of a fire

If a fire occurs, you must ensure you get to a safe place quickly. Please do not attempt to put the fire out.

### **Raise the Alarm**

Break the nearest fire alarm glass

Don't stop to collect your personal items

### **Report the Fire**

Contact emergency services and let them know the location of the fire

### **Evacuate**

Follow Trust internal policy



### **Attack fire**

Only if you have been specifically trained

Don't put yourself at risk or others.

### **Confidentiality, Data Protection and Consent**

Patient information that is disclosed during the course of a Reporting session is confidential and should not be disclosed to third parties if it is not in the best interest or if not deemed necessary as part of their care. Patient records should not be left where they can be accessed by unauthorised individuals.

### **Computer Use**

As you will have access to the Trust Computer system. You must ensure the following:

Do not share your password with anyone

Comply with the internal policies and procedures of the Trust

Only access programmes you have access to.