Welcome to Dubai Hospital Radiology Department. As a new member of the Radiology team your first few weeks will involve a formal orientation program, which is detailed in this manual.

Your Superintendent Radiographer & Section Supervisors will assist and guide you through the orientation program, to ensure you are familiar with the departmental workflow, polices and procedures.

The orientation program is divided into a four week program, the first week being a relaxed introduction to allow you time to finalise all necessary documentation, visa, housing, banking etc that needs to be completed. The remaining weeks include your clinical orientation in Dubai Hospital. Upon completion of the orientation you will commence a normal working Rota including shift work if necessary.

The orientation program is managed & supervised by the Superintendent Radiographer, so feel free to consult them at any time if you have any concerns or something needs clarifying.

In addition to the departmental orientation program, you need to undergo DOHMS one day orientation program. This shall be arranged for you and either completed or a date provided before the end of the orientation program.

Hoping you enjoy your time at Dubai Hospital Radiology department.

Regards

Dr. Jassem Ibrahim

Acting Head of Radiology
# Day 1. Report to Superintendent Radiographer at start of duty

## Orientation program discussion & overview

- Departmental Overview
- Hours of work, Shifts & breaks (Time cards & clocks).
- Rosters
- Departmental Time-frames
- Procedure with Sick leave, O/T, Late
- Annual evaluation process
- GRP service (Annual Leave, Pay Slips).
- Departmental communication channels.
- Incident Reports
- CPD program & Conference Attendance.
- Staff Meetings.
- Complete Resumption Form & return to Administration

## Arrange

- Health card
- DOHMS Hospital orientation program
- Uniform provision (complete form)
- Radiation DIS badge
- Staff Card
- Lead Markers

Staff will receive an orientation folder containing a copy of:
the following upon joining the Radiology department

- Job description
- Radiologist Privileges (if applicable)
- Radiographers Orientation Manual
**Department of Health and Medical Services (DOHMS)**

**Policy and Procedure (Administrative — Operational)**

| **• Policy and Procedure Manual** |  |
| **• Safety Manual** |  |
| **• Incident Report Form** |  |
| **• Radiology Department tour to include location of Staff room, Toilets, Lockers, PC's & Fire exits/fire evacuation plan.** |  |
| **• Conference Room** |  |

Hospital Overview to include Canteen, Staff parking, Wards, ICU

Remainder of day free to complete paperwork, staff card, health card etc.

---

**Day 2 SYSTEMS**

**Report to Senior Systems Administrator**

**DH Staff**

- SAM Introduction & Overview; (Lab results & OCM)
- Centricity Training
- Email Account Overview
- Username for RMS, SAM, & RIS.
- Email & PC Login.
- Downtime Policies.
- Procedure for Image delete/patient demographics correction.
- GPR service access

Additional training if necessary arranges with PACS/RIS systems administrators at this stage.

---

**Day 3:**

**NURSING (2 hours)**

**Report to Senior Radiology Nurse**

- Location of Departmental Crash Trolleys.
- Emergency Codes & Procedure
- Care of Spinal injury patients.
- Care of Trauma patients.
- Suction & Oxygen, Use & cleaning.
- Infection control Policies.
- Stock supply.
**Department of Health and Medical Services (DOHMS)**

**Policy and Procedure (Administrative — Operational)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Report to</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLERICAL (2 hours)</strong></td>
<td>Clerical Supervisor</td>
<td>• Workflow Overview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Orders, Registration &amp; scheduling overview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Film tracking (DH).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classification of Orders (Stat, Urgent &amp; Routine)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Patient transport tracking.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sending for patients.</td>
</tr>
<tr>
<td><strong>DARKROOM — 2Hours</strong></td>
<td>SNR Darkroom Technician</td>
<td>• Darkroom Image Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Daylight Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Troubleshooting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cassette care &amp; Cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chemical Safety</td>
</tr>
<tr>
<td><strong>Radiation Safety (1 hour)</strong></td>
<td>Radiation Protection officer</td>
<td>• Overview of Work Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Radiation Safety Overview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Radiation Safety Lights</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Radiation Safety Sign</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lead Gown Use &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Order DIS Badge</td>
</tr>
</tbody>
</table>

**WEEK 2, 3 & 4. Clinical Orientation for Radiographers**

During Clinical orientation All New Staff should cover the following with respect to different modalities where applicable

**Workflow**

- Daily Duties
- Daily Workflow Management
- Radiation protection Measures
- Patient Care
- On-call Procedure
- Fire exits & Protocol.
- Emergency codes & procedure
- Patient Tracking
- Sending for patients

**Protocols:**

- Overview of Procedures performed
- Patient preparation
- Indications
- Standard Views & projections
- Modality Protocols
- Image Quality & Standards
- Image Critique
**Equipment**
- Overview of machines
- Care & Handling
- Maintenance & Cleaning
- Fault reporting.
- Log Maintenance (Patient position & exposure factors).

**Contrast**
- Contrast media & Contraindications
- Patient Checks
- Procedure for Contrast reactions
- Infection Control Procedures & Policy

**Interventional Procedures**
- Radiologists Privileges
- Sterile technique
- Specimen Handling
- Specimen dispensing

---

### Radiographers Assigned to Work in DH

#### Week 1 Day 4: CT Scan DH:
Report to CT Section Supervisor:
- Overview of CT section
- Introduction to CT Multi-slice Scanning
- Observe scanning
- Assist in patient positioning

#### Day 5 pm: ULTRASOUND
Report to Ultrasound Radiographer
- Overview of machines & department
- Overview of Procedures performed
- Appointment and film tracking
- Patient preparation & positioning
- Care & Handling of Ultrasound machine
- Maintenance & Cleaning of Ultrasound machine including daily cleaning of probes

#### Day 1-8: General & Mobile Radiography:
Report to Superintendent Radiographer in the department
- Overview of Mobile Machines & Location.
- Mobile Radiation Protection Measures.
- Patient Handling & Communication.
- Infection Control Protocol.
- Isolation Protocol.
- Machine Maintenance, cleaning & storage.
- Location of Mobile keys.
| Day 9: Dental DH Report to Dental Radiographer |
| Day 10-15: THEATRE Report to Superintendent Radiographer: |
| Day 11-15: THEATRE Duty Report to Section Supervisor: |
| Final Day of Orientation DH Report to Superintendent Radiographer DH |

### Day 9: Dental DH
Report to Dental Radiographer

- Responsibilities of mobile Radiographer

### Day 10-15: THEATRE
Report to Superintendent Radiographer:

- Overview & Tour of Theatre.
- Introductions to staff.
- Radiation Protection Measures.
- Storages & Cleaning of IL & Lead gowns.
- Image acquisition, storage & printing.
- Principles of Fluoroscopy.
- Introduction & overview.
- Hands-On Training.

### Day 11-15: THEATRE Duty
Report to Section Supervisor:

- Overview & Tour of Theatre.
- Introductions to staff.
- Radiation Protection Measures.
- Storages & Cleaning of Lead gowns.
- Image acquisition, storage & printing.
- Principles of Fluoroscopy.
- Introduction & overview.
- Hands-On Training - Remainder of Week.
- Dress Codes.

### Final Day of Orientation DH
Report to Superintendent Radiographer DH

- Discussion of orientation program.
- Superintendent to receive feedback from Superintendent Radiographer.
- Staff to complete **orientation** checklist.
- Staff to complete **Job Responsibility** checklist.
- Check email access received.
- Staff will commence normal Rota from this day. (Review roster for following week).
- Staff to complete **Shift Work declaration**.
- Staff to complete **declaration that they have read Departmental Policy & procedures Manual and Safety Manual**.
- Confirm DOHMS orientation.
- All paperwork will be added to staff file and a copy forwarded to Personnel department.