

Process for the recruiting and approval of new PET/CT South Reporters

Potential New Reporters should send their CV to Sarah Wilson, Medical Director, InHealth and/or Nick Ashford, Clinical Director, e-Locum to confirming their wish to be a PET/CT Reporter.

The potential reporter will then work, in conjunction with e-Locum, to provide the following:

- A completed e-Locum application form including evidence of GMC number, CCST number etc.
- Evidence of the number of scans read in the previous 12 months. A minimum 300, of which 100 can be library scans.
- The names of two referees.
- Evidence of their last appraisal, with a copy of the signature page.
- Confirmation if they have opted out of European Working Times Directive.
- Copy of recent college CPD certificate (if appropriate).
- Approval by local ARSAC holder(s) – delegated letter of responsibility.
- Documentation from Trust identifying reporter is on Trust contract with e-Locum.
- Job Plan to include PET/CT reporting agreed with Clinical Director.
- Agreement to reporting in NCH, specifying which sites.
- The date and reference number of the current CRB disclosure from Trust.
- NB. If NCH hours reporting is going to be done, an additional CRB disclosure must be applied for through e-Locum.

Once all the above documentation is in place in the HR file, a check list will be sent from e-Locum to InHealth.

Medstamp log-on and training will provided by e-Locum prior to the new reporter commencing reporting of local scans.

The process is then completed as follows:

- 100% audit will be carried out until 50 reports are audited.
- Audit results will be discussed with reporter and ARSAC holder/s.
- If audit results demonstrate a Category 1 and Category 2 discrepancy rate of 6% or less the reporter then moves to a 10% audit.
- If Audit results demonstrate a discrepancy rate of above 6%, local mentoring will be recommended, with re-application in 3 months.
- All reporters will then maintain annually 300 reports of which 150 can be Revalidated Case Archive.