



# **IR-001 - Employers Procedure 15 – Co-operation between Employers**

## **1. Governing Policy**

IR-001 Employers Procedure – Employer statement



## 2. The Procedure

### 2.1. Introduction

- 2.1.1. Under the new IR(ME)R Amendment 2024 regulations there is a requirement (6a) under the employer's duties for co-operation between employers. This is a requirement familiar to Ramsay services where regulation 16 of IRR-17 requires employers to exchange information necessary to ensure the radiation safety of employees.
- 2.1.2. For the purposes of IR(ME)R the requirement applies when two or more employers are involved in an individual's exposure, including practical aspects such as referral, justification, and clinical evaluation.
- 2.1.3. Employers must cooperate by exchanging information or otherwise to ensure:
  - Each employer has access to relevant information on the exposure or potential exposure of individuals.
  - Each employer has access to relevant information to comply with the regulation.
- 2.1.4. The goal of co-operation is to co-ordinate medical exposure services and minimise risks to individuals from inappropriate exposure to ionising radiation.

### 2.2. Procedure to follow

- 2.2.1. The Hospital Director is responsible for the provision of an agreement between employers that describes the patient pathway framework and responsibilities associated with each employer. This is usually in the form of a Memorandum of Understanding that covers important clinical governance issues concerning the individual(s), ensuring all parties are aligned and accountable.
- 2.2.2. Relevant Employer's Procedures, local documentation (SOPs and PGDs), and other necessary information should be shared between employers as needed before the service commences. This facilitates compliance with regulations and promotes a unified approach to patient care.
- 2.2.3. Information regarding the exposure or potential exposure of the individual(s) must be exchanged or made accessible between employers in a timely manner. For some modalities, a dose report is created by the equipment and stored on PACS as a structured report. This can then be sent with the images via IEP to the other employer as part of the patient record. Modalities that do not currently have this capability are required to share the dose record recorded on RIS as part of the IEP image transfer. This is crucial for maintaining accurate records and ensuring the safety and well-being of the individual(s) concerned.
- 2.2.4. When an employer engages individuals who are not their employees (as practitioners and operators), it must be agreed that those individuals are adequately trained and continue professional development and training. This information must be described in the MoU between the two employers. For example, this includes sharing information such as training records and qualifications for operators performing clinical evaluations where third-party teleradiology services are used.



### 3. Approval

<b>Individual Approval</b>			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
<b>Name</b>	Abiola Adebayo	<b>Date</b>	06.09.2024
<b>Signature</b>			
<b>Committee Approval</b>			
If the committee is happy to approve this document, please sign and date it and forward electronic copies to the Integrated Governance Assistant who has responsibility for disseminating and implementing the document and for maintaining the organisation's database of approved policies and procedural documents.			
<b>Name</b>	J. Dickson	<b>Date</b>	06.09.2024
<b>Signature</b>			

### 4. References

- [The Ionising Radiation \(Medical Exposure\) \(Amendment\) Regulations 2024](#)