

Action Plan

Service Name:	Royal Aberdeen Children's Hospital
Service Provider:	NHS Grampian
Date of inspection:	23-24 June 2026

Requirements	Action Planned	Timescale	Responsible Person	Progress	Date completed
1: NHS Grampian must ensure that the procedure or similar for the entitlement of senior staff removes the need for self-assessment of competency so far as is reasonably practicable. Regulation 6 (1), Schedule 2, 1(b).	The following sentence will be removed from radiology level 2 procedure " RA1 Entitlement of duty holders" <i>Authorised competency assessors may assess and record their own competencies and seek entitlement on this basis.</i> and replaced with <i>The competency of authorised competency assessors will be assessed by another competency assessor.</i> This change will be disseminated to all competency assessors	September 2026	Dan Reynolds		

2: The Royal Aberdeen Children's Hospital must develop and implement a documented procedure for the cancellation of imaging referrals.	Level 1 procedure "EP2 making referrals to Radiology and Nuclear Medicine" will be modified to include the requirement for departments to inform referrers how to cancel a referral. For electronic referral systems this information should be included on information screens or prompts. Instructions should also be included in information and educational materials that are produced for referrers. A prompt already exists in our TRAKcare referral system that refers to referral changes, we will seek to add in the words "or cancel" to this prompt. The information presented to referrers using the primary care Sci gateway will be updated. The referrer eLearning course and referrer information sheet will be updated to highlight cancellation mechanisms.	January 27	Stephen McCallum		
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	Reference RA2 section 3.4 already states that “If a request cannot be justified it must be returned to the referrer with comments explaining why the procedure cannot be justified e.g. no relevant clinical information or lack of patient details. Referrers who consistently have request forms returned must be reported to the Radiation Safety Committee”				
Recommendations	Action Planned	Timescale	Responsible Person	Progress	Date completed
a: Royal Aberdeen Children’s Hospital should assess the opportunities to improve access to protected learning time and uptake of continual professional development (CPD) for radiographers.	Arrangements for protected learning time will be formalised on a trial pro rata basis following departmental Protected Learning Time Guidance.	Due to start 31 st August	Kathleen Ritchie/ Lisa Smith		
b: It is recommended that NHS Grampian undertakes a review of the defaults setting in the plain film imaging fixed room equipment to ensure so far as is reasonably practicable the exposures defaults are as low as is reasonably practicable based on the patient.	A supplier application specialist to be contacted with a view to change default settings on fixed radiographic equipment for children.	January 27	Kathleen Ritchie/ Lisa Smith/Morag Howard		

c: It is recommended that NHS Grampian evaluate the use of a laser light or similar enhancement to support staff undertaking fluoroscopy procedures to further optimise procedures and reduce the dose area product	This issue had already been identified prior to the inspection and quotes received from the vendor. We hope that the upgrade to the system will be provided as a "value add" to a large radiology equipment procurement program that is currently underway.	Current financial year (26/27)	Kathleen Ritchie/ Lisa Smith		
d: It is recommended that NHS Grampian have an anthropomorphic phantom representing a 5-year-old to support further optimisation of children's imaging.	We will seek funding for this phantom either as part of the radiology equipment procurement program, as end of financial year funding becomes available or via endowment funding.	Current financial year (26/27)	Stephen McCallum		

Name: Stephen McCallum

Designation: Head of Radiation Protection

Signature: 

Date: 13 August 2026

In signing this form, you are confirming that you have the authority to complete it on behalf of the employer.