

Guide to IRMER on-line training

Step 1: Read policy document- Clin Gov 52 **“Referrals for Radiological Investigations: Policy for Non-Medical, Registered Professionals”**

There must be a local plan for your working area (see Appendix 1 of CG52)

- Complete appendix A of your local plan
 - If there is no local plan please have one produced
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Step 2: Register on line at the e-LfH web site

National registration is via www.e-lfh.org.uk

Users will need to register through an NHS e mail.

Note that the e-lfh registration process takes a few days as a response is given by e- mail.

Once users have completed the registration process, they should follow the on-line training at the earliest opportunity. Users will become part of a local e-mail training community which will serve to stage progress towards completion and to provide a mechanism for feedback of ideas.

Note: The on-line access to the Royal college of [Radiologists guidelines \(irefer\)](#) will be of use in deciding how to arrive at the correct choice of diagnostic procedure for your patients, avoiding time delays and incorrect use of radiological resources and reduce radiation dose.

Step 3: Once registered – find the IRMER modules as follows.

Log in to e-lfh via the top right 'Log in'



Select 'My Account' along the top

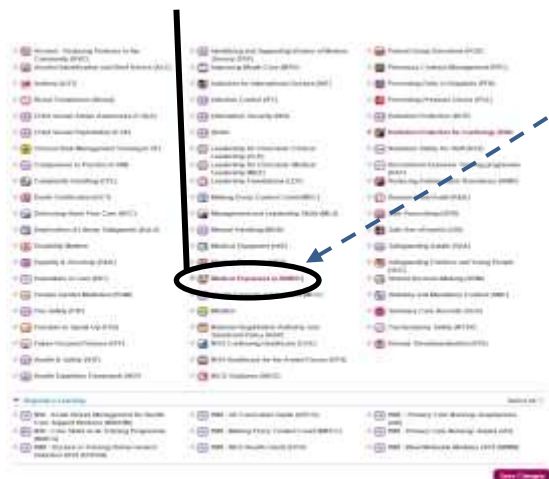


Then 'Enrolment'

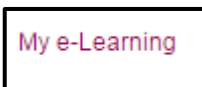
A screen will appear with a list of programmes, towards the bottom of this page is the programme you require ie Exposures (e-IRMER).



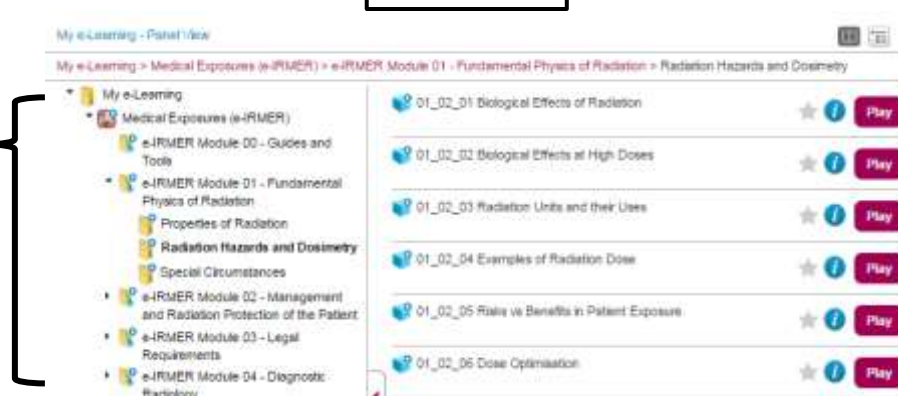
Put a tick in the box and then 'SAVE CHANGES.'



At the top of the screen select 'My e-Learning'



The modules will be available for you to access



Lists of the e-IRMER modules that you need to do are available as an appendix to document CG52. Choose the list that is appropriate to your role (Non-medical referrer / 5-yearly Refresher).

Step 4: Saving evidence from the e-lfh.org.uk website

Click on '**My Activity**'

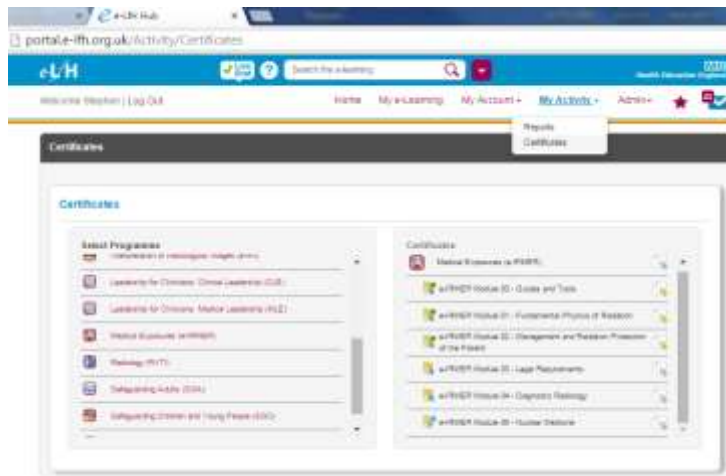
Select '**Certificates**'

Find the course in the left hand box (may need to scroll down with the scroll bar) and **select - 'Medical Exposures e-IRMER'**

The course certificates are listed on the right.

Double click on the icon to open it.

Once open you can right click on the certificate and 'save as' for an electronic copy or 'print'



Step 5: Submit your documentation. Please email the following -

- copies of your **IRMER certificates** for the completed modules
 - your **local plan** including completed **appendix A**
- to - irmer@northumbria-healthcare.nhs.uk

If you require access to request images via ICE, please contact the Northumbria Healthcare Application Management Team on

0344 811 8111 x39631 or email Application.Management@nhct.nhs.uk

The Course is designed to work with various versions of both Internet explorer and Chrome. If you experience any problems with access or opening Modules please try the other web browser if installed.

Please note: Non-medical registered healthcare professionals can not refer for magnetic resonance imaging (MRI) examinations through this training.