

EP-23	NHS Greater Glasgow & Clyde
Management of Practitioner and Site Licences for Nuclear Medicine Services	

1. Objective

This document details how NHSGGC manages the Practitioner and Site Licences necessary for the clinical use of unsealed radiopharmaceuticals with patients, and how these are made available to all staff via Q-Pulse.

2. Responsibilities

IRMER Policy Lead

The IRMER Policy Lead has strategic oversight for the appointment of the necessary Practitioners [ARSAC Licence Holders] by the Health Board and also has strategic oversight of the Business Continuity Plan for their replacement. They are responsible for ensuring that IRMER Site Licences are in place where clinical services are provided.

Clinical Lead for Nuclear Medicine

The Clinical Lead for Nuclear Medicine will have professional responsibility for the development of Practitioners. They will advise the IRMER Policy Lead, General Managers and Clinical Directors on the required numbers of Practitioners and the necessary training requirements. They will have governance oversight for the renewal of Practitioners Licences; ensuring that they remain current and ensure that obsolete Licences are removed from Q-Pulse.

General Managers

General Managers are responsible for ensuring that there are adequate Medical Consultants trained and available to act as Practitioners for the clinical use of unsealed radiopharmaceuticals within their service. This includes responsibility for Business Continuity Planning.

Clinical Directors

Clinical Directors will be responsible for identifying suitable trainees and Medical Consultants to be Practitioners for the clinical use of unsealed radiopharmaceuticals within their service, and they will ensure that they receive appropriate ongoing training.

Practitioners

Practitioners are responsible for updating and renewing their ARSAC Licence. Practitioners should consult the lead MPE on the relevant site when applying for, or changing their Practitioner Licence.

When practitioners receive a copy of a new licence, or one including a change, the email with the licence must be forwarded to the lead MPE on each site who will ensure that it is uploaded to Q-Pulse by the Quality Manager for Diagnostics.

Practitioner Licences on Q-Pulse will have the header IRMER-GGC-PRAC-xxx.

Lead MPE at each site

The Local Physics service leads for NW Sector, NE Sector, South & Clyde Sector, and Paediatrics will be the lead MPE for the hospital sites within their sector. They support Practitioners with their ARSAC Licence applications and are responsible for preparing the application of the relevant Employer's Site Licence(s).

Head of Imaging Physics

The Head of Imaging Physics will have oversight of the Employer's Site Licences. They will have governance oversight for the renewal of Employer's Site Licences; ensuring that they remain current and ensure that obsolete Licences are removed from QPulse.

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Lead Pharmacist

The Board's Lead Pharmacist will have responsibility as a co-signatory on applications for Employer's Site Licences. They will check that the Licence complies with the Board's Pharmacy Policies and Procedures.

Quality Manager

The Quality Manager or nominated deputy will be responsible for uploading Practitioner and Site Licences on Q-Pulse. The Quality Manager will highlight to the Nuclear Medicine Clinical Lead when Practitioner and Site Licences are due for renewal.

Employers Site Licences

Employer's licenses are in place for the following sites:

Hospital Site	QPulse Reference for Employer's license
Royal Alexandra Hospital , Paisley	IRMER-GGC-EMP-001
Inverclyde Royal Hospital, Greenock	IRMER-GGC-EMP-002
Stobhill Hospital, Glasgow	IRMER-GGC-EMP-003
Victoria Hospital, Glasgow	IRMER-GGC-EMP-004
Gartnavel General Hospital, including the Beatson Oncology Centre, Glasgow	IRMER-GGC-EMP-005
Queen Elizabeth University Hospital, Glasgow	IRMER-GGC-EMP-006
Glasgow Royal Infirmary, Glasgow	IRMER-GGC-EMP-007
Royal Hospital for Children, Glasgow	IRMER-GGC-EMP-008

Changes to employer's licences should be agreed with the signatories on the application and discussed with the Head of Imaging Physics.

The lead MPE on each site will ensure that employer's licences are uploaded to Q-Pulse by the Quality manager for Diagnostics.

Site Licences on Q-Pulse will have the header IRMER-GGC-EMP-xxx.

Radionuclide Radiation Safety Committee IRMER sub-group

The radionuclide RSC IRMER subgroup will have a standing agenda item for employer's and practitioner's licenses.

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