



PODIATRIC ASSISTANT RADIOLOGY OFFICE TRAINING REQUIREMENTS

The following office training requirements must be completed before the assistant will be allowed to sit for the Certification Examination. Return this form to the CPMA Office by email to info@cpma.org or fax to 413.777.7777 or bring the form to the class.

I certify that _____ knows how to
(Podiatric Assistant)

1. Turn the x-ray machine on and off.
2. Ask women of childbearing age if there is any possibility if they are pregnant and to notify the doctor if a patient thinks she may be pregnant before x-rays are taken.
3. Locate the lead shielding and how to properly apply it to the patient.
4. Properly label x-rays with the patient's name, date of x-ray, doctor's name, and identification of the proper extremity.
5. Adjust the Milliampere (mA), Kilovoltage (kVp), and Time (sec) settings.
6. Operate the orthoposer to position the x-ray cassette.
7. Adjust the x-ray head to 0', 15', 30', 45', and 90' settings.
8. Adjust the collimation of the x-ray beam.
9. Operate the x-ray view light.
10. Use a lead blocker on x-ray cassettes.
11. Help the patient get positioned safely on the orthoposer. Understand angle and base of gait.
12. Position a Dorsal-plantar foot x-ray projection.
13. Position a Lateral foot x-ray projection.
14. Position a Medial and Lateral Oblique foot x-ray projection.
15. Position an Axial Sesamoid foot x-ray projection.
16. Position an Axial Calcaneal foot x-ray projection.
17. Position an Ankle Anterior-Posterior x-ray projection.
18. Position an Ankle Mortise x-ray projection.
19. Position an Ankle Lateral x-ray projection.
20. Locate the safety distance from the x-ray beam.
21. Operate the Kill Switch on the x-ray machine.
22. Locate the darkroom and the safelight.
23. Identify the different film types.
24. Utilize film handling techniques and how to load and unload the cassette.
25. Operate and develop x-rays automatically (applies to offices with automatic processors).
26. Operate and develop x-rays manually (applies to offices with manual processors).
27. Check and fill the developer and fixer chemicals.
28. Clean or arrange to have cleaned the automatic and/or manual x-ray processor.
29. Locate the x-ray viewboxes.
30. File a completed x-ray in the patient's chart.

Certifying Podiatrist

CT License #

Date Signed