



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Image Acquisition Process Administration

Law, Military Science and Security / Sovereignty of the State

Unit Standard 244519 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies required to administer the image acquisition process, from planning and setup through to quality assurance and archiving. It covers the technical, procedural and administrative aspects of capturing digital images in a corporate or production environment.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	244519
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for image acquisition, including selecting appropriate equipment and configuring settings for specific document types.
- Implement image capture procedures to ensure consistent quality, correct resolution and appropriate file formats.
- Apply quality control checks to verify image integrity, legibility and compliance with organisational standards.
- Manage image file naming, metadata entry and storage according to records management protocols.
- Troubleshoot common image acquisition issues such as poor lighting, skewed scans or file corruption.
- Archive and backup acquired images in accordance with data retention and security policies.

WHO SHOULD ATTEND

- This course is intended for individuals who are responsible for or involved in the capture, processing and management of digital images, such as document imaging technicians, records management officers and administrative staff in digitisation projects.

COURSE OUTLINE

Day 1: Introduction to Image Acquisition and Quality Management

- Overview of image acquisition modalities (X-ray, MRI, CT, Ultrasound)
- Basic physics of image formation
- Quality management systems in healthcare imaging
- Regulatory framework: SAQA, HPCSA, and relevant legislation
- Roles and responsibilities of imaging personnel
- Introduction to patient administration in imaging departments

Day 2: Patient Preparation and Safety Protocols

- Patient identification and verification processes
- Pre-imaging preparation: fasting, contrast media, and clothing
- Radiation safety principles (ALARA, time, distance, shielding)
- Pregnancy screening and safety protocols
- Consent forms and patient information sheets
- Handling special populations (paediatric, geriatric, emergency)

Day 3: Image Acquisition Workflow and Scheduling

- Referral management and vetting processes
- Appointment scheduling: prioritization and resource allocation
- Patient check-in and registration procedures
- Workflow integration with RIS and PACS
- Managing walk-ins and emergencies
- Handling cancellations and rescheduling

Day 4: Data Management and Image Archiving

- Digital Imaging and Communications in Medicine (DICOM) standards
- Picture Archiving and Communication Systems (PACS) basics
- Image storage: short-term vs long-term archiving
- Data security: access controls, encryption, and audit trails
- Backup strategies and disaster recovery planning
- Managing patient data in compliance with POPIA

Day 5: Quality Assurance and Quality Control in Imaging

- Quality assurance vs quality control definitions
- Daily, weekly, and monthly QC tests for common modalities
- Equipment calibration and preventive maintenance
- Image quality metrics: resolution, contrast, noise
- Incident reporting and corrective actions
- Accreditation standards (e.g., ISO, SANAS)

Day 6: Advanced Applications and Specialized Procedures

- Contrast media administration: types, routes, and monitoring
- Interventional radiology workflow and sterile techniques
- MRI safety: ferromagnetic screening and zone management
- Nuclear medicine and PET/CT administration
- Managing adverse reactions to contrast

- Emergency preparedness in imaging suites

Day 7: Integration, Audit, and Continuous Improvement

- Audit methodologies for imaging departments
- Key performance indicators (KPIs) in imaging
- Root cause analysis of errors and near misses
- Continuous quality improvement (CQI) cycles
- Change management and staff training
- Final assessment and course wrap-up

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244519) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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