

## PROTOCOL FOR NON MEDICAL STAFF REQUESTING RADIOLOGICAL EXAMINATIONS

<b>Guidelines written by :</b>	<b>Dr R Bartlett, Trevor Parker, Andrew Stephens</b>
<b>Department :</b>	<b>HEY Radiology Department</b>
<b>Nature of Protocol :</b>	<b>Guidelines for Requesting &amp; Authorising by Radiographers</b>  <b>Pre MRI orbits – annex A</b>  <b>Plain film – annex B</b>  <b>CT – Annex C</b>

**Professional Managers approving protocol :**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Clinical Area Lead MRI</b>	<b>Dr R Bartlett</b>		
<b>Clinical Area Lead Plain Film</b>	<b>Dr D Horton</b>		
<b>Clinical Area Lead CT</b>	<b>Dr J Cast</b>		
<b>Line Manager MRI/CT</b>	<b>Nicola Webster</b>		
<b>Line Manager Plain Film</b>	<b>Ann McFadyen</b>		
<b>Protocol written by</b>	<b>Trevor Parker</b>		
<b>Consultant Radiologist</b>	<b>Dr C Rowland-Hill</b>		
<b>Imaging Services Manager</b>	<b>Martine Nutman</b>		

<b>Date of Protocol :</b>	<b>February 2010</b>
<b>Review Date :</b>	<b>March 2012</b>

## **Staff eligible to authorise and request under this protocol**

Qualified radiographers (registered with the Health Professions Council) employed by Hull And East Yorkshire Hospitals NHS Trust. Working within the guidelines set by speciality clinical area leads.

## **Rationale**

To ensure that radiographers are applying skills and knowledge in providing the most appropriate examination for the patient.

Radiographers, who directly refer i.e. pre MRI ORBITS, will have undergone appropriate training; will be able to demonstrate their knowledge of indications for requesting, their responsibilities in relation to obtaining the image and ensuring that a report is generated.

## **Indications**

Refer to relevant speciality annex.

## **Contraindications**

Pregnancy status for females between the ages of 12 and 50 yrs of age should be considered and discussed with the referrer or a radiologist when appropriate.

## **Requests**

The requesting radiographer will ensure that the request contains the following accurate minimum data set:

- Full name of patient
- Date of Birth
- Address
- Hospital Number (if available)
- Lead Clinician
- Patient location [Referring Clinic]
- Name of Nurse requesting
- LMP for female patients of child bearing age [if known]
- Relevant clinical details

If on failure of electronic requesting - manual cards are used - Addressographs should be used where at all possible. Details should be confirmed / checked with the patient/carer/advocate.

## **Test Results**

It is the responsibility of the original referrer to ensure results are acted upon, and recorded in the patient's records.

## **When to contact medical staff**

Medical staff (the original referrer or radiologist) should be consulted where there is any doubt as to the appropriateness of any request or changes/additions to requests.

## HEYH Radiology Requesting Protocol 44

### Accountability

The requesting radiographer is accountable for ensuring that they are working within the appropriate guidelines and that records are correctly entered either electronically or on manual request cards, and that all images are made available to the medical team.

### Record of Agreement

The record of agreement and approved protocol will be kept in the Radiology Department. A copy of the protocol and record of agreement will be kept on each unit involved with authorising and/or requesting under this protocol.

Additions and amendments to the agreement record must be sent to the Clinical Governance Radiographer for approval, *before implementation*, by the relevant Line Manager named on the protocol.

### Reference and source documents

DOH - National Plan (2000)

Health Professions Council, Standards of Proficiency – Radiographers

HEYH 01 Radiation Safety Policy and Procedures

HEYH CP 016 (Policy on Consent to Examination or Treatment)

HEYH CP 226 (Policy on Introduction of New Clinical Procedures and Techniques)

HEYH CP 137 (Health and Safety at Work Policy, Section 12)

HEYH Radiology Department Procedure for Evaluation of Medical Exposures (under review)

IR(ME)R 2000 (and amending legislation 2006)

Modernisation Agency “Essence of Care”

NHS Reform and Health Care Professions Act 2002

NPSA Safer Practice Notice Feb 2007. Early Identification of Failure to Act on Radiological Imaging Reports

Society and College of Radiographers, Code of Conduct and Ethics