

**Document No:** S-RAD-RADDOC-QUALITY.032

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**TITLE: RADIOLOGY DEPARTMENT GENERAL INFORMATION****Radiologists**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Clinical Support Services Manager** [REDACTED]**Radiology Manager** [REDACTED]**Grade MRTs**

CT [REDACTED]  
Fluoroscopy [REDACTED]  
General [REDACTED]  
Ultrasound [REDACTED]  
MRI [REDACTED]  
Taupo [REDACTED]

**Radiology Nurse Co-ordinator** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]**Administration RIS/PACS Co ordinator** [REDACTED]**Appointment Clerks** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]**Normal Working Hours**

0800 - 1630 Monday - Friday

**After Hours**

1630 - 2230 one MRT on duty for emergency or urgent work only.  
2230 - 0800 one MRT on call for emergencies only.

**EMERGENCY CALL AND SHIFT SERVICE**

**The evening, weekend shifts and the on-call services are staffed by 1 MRT only**, with additional staff being called in if it is necessary. These duties are in place to handle **urgent / emergency examinations only**, and cannot be utilised for routine examinations.

Please make direct contact with the on-call or shift MRT.

Pager 6107 between 1630 – 2230 hours daily.

Via Switchboard 2230 – 0800 hours daily.

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**Note: Raising an electronic request does NOT negate the requirement to contact the on call MRT by locator or phone. The MRT on call may NOT be on site.**

Staff are paid penal rates for this work and as this reflects on our limited budget, this work needs to be restricted. We therefore appreciate referrers' assistance by ensuring that all out of hours requests are clinically urgent.

Please take note of shift start times and avoid calling the on call MRT if a rostered shift is about to begin unless in emergency situations.

Out of hours' Special x-rays, ultrasounds and CT examinations must be requested **only** after consultation with a Consultant. The request must be made directly to the Radiologist on-call who will arrange appropriate radiographic staff. The Radiologist is available after hours for **acute emergencies only** i.e. where patient management will be altered by the outcome of the test, prior to the department's next working session. **Any emergency call to a Radiologist or on call CT MRT or Sonographer must be made by the ED Consultant or the Specialty Registrar following discussion with the On Call Specialty Consultant.**

After hours Radiology reporting may be covered by a remote reporting provider (Everlight Radiology). When Everlight are rostered on call, referrals are made directly to the CT MRT by the appropriate Consultant or Registrar following discussion with the on call specialty Consultant.

#### **The on call Ultrasound Service is available**

<b>Monday - Friday</b>	<b>5pm – 10pm</b>
<b>Sat / Sun &amp; Public Holidays</b>	<b>8am – 5pm</b>

**There is no after hours MRI service.**

#### **REQUESTING AN X-RAY**

As request forms, electronic or paper, are a consultative letter from the Clinician to the Radiologist, they need to be completed fully. Appropriate clinical details must be included.

The preferred method of request is electronically as this ensures patient demographics and referrer details are accurate enabling the appropriate destination for all printed reports.

Please note: for all urgent, theatre, portable and after hour's examinations direct contact must be made with the MRT on duty. Electronic requesting does NOT replace this requirement for direct contact.

Please ensure you select the correct consultant from the drop down menu as this selection determines the electronic report destination and acknowledgement.

**Requests should be generated as early in the day as possible, to ensure their being acted upon without delay.**

Routine inpatient modality requests will be prioritised and booked in the next available slot.

#### **All urgent requests MUST be discussed with the Liaison Radiologist.**

A Liaison Radiologist is available during normal working hours and be contacted on Extension 8912 or is located in the Reporting Office next to CT.

All requests for interventional examinations eg. Biopsies must be discussed with an Interventional Radiologist – Extension 8913.

#### **Vascular Access Service**

All requests for Portacatheter Insertions, PICC Lines. Midlines and US guided cannulations require discussion. The Vascular Access team can be contacted by Pager 6340 during normal working hours. This service is not available after hours.

The following examinations require an appointment time to be generated and in most instances preparation prior to the examination:

- Fluoroscopic procedures

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- Ultrasound examinations
- Special or interventional procedures e.g. drainages, biopsies
- CT examinations
- MRI

The Dept will arrange the appointments and the preparation of these patients.

For information regarding patient preparation for the above examinations see the **Radiology Pre & Post Care Manual** located in ED and on each ward.

### **REFERRALS FOR EXAMINATIONS PERFORMED OUTSIDE OF ROTORUA HOSPITAL**

These examinations include:

DEXA scans (bone densitometry)

Some Doppler ultrasound studies

Nuclear medicine bone scans

Mammography including hookwire mammography examinations

All these requests **must** be paper based and signed by the referring Consultant.

### **INTRA-OPERATIVE RADIOGRAPHS**

During normal working hours 0800 – 1630 hours Pager 6105

When an operation is being scheduled, which will require radiographic assistance, the radiographic staff must be given reasonable warning (30 minutes) so that the necessary staff and equipment can be available.

It is important to note that there is only one MRT and one Image Intensifier available for Theatre so care in scheduling examinations is required.

Outside normal working hours 1630 – 0800 hours a 30-minute warning is necessary. The MRT may not be on site or may need to call in back up staff.

### **PATIENT PREPARATION**

A Patient Preparation book (Radiology Pre & Post Care Manual) is available in all the wards in hardcopy and on EDMS which outlines the preparation for all the procedures done in the department.

It is important you familiarise yourself with the necessary requirements regarding consent forms etc. for the various special examinations. All queries regarding patient preparation should be directed to the Radiology Booking Clerk or Radiology nursing staff during normal working hours.

After hours, all queries regarding patient preparation for urgent CT scans or interventional procedures should be directed to the on call CT MRT contacted via the Hospital operator.

### **CT**

Patient creatinine and eGFR levels are ESSENTIAL. Depending on the result the patient may require hydration.

Oral contrast for CT scans is water only – 600mls one hour prior.

In the event positive oral contrast is required the ward will be contacted and the oral contrast must be charted as per any medications administered. (OMNIPAQUE 300 20mls in 600mls of water)

Good venous access is required for all CT examinations requiring IV contrast. Please make contact with the Vascular Access Service, Pager 6340 for patients with difficult IV access (DIVA).

If the patient preparations are not followed the patient will be returned to the ward and the examination rebooked for the next available appointment.

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**MRI**

An MRI Safety questionnaire is completed for EVERY patient. This should be filled in ahead of the scan to expedite the MR safety process, especially regarding patients with ANY type of implant. This allows the Radiology staff, time to research the safety of the implant prior to the scan being done. It is ESSENTIAL for the checklist to be filled in with next of kin, power of attorney should the patient, for any reason, not be able to answer the safety questions. The Radiology Clinical assistant will support this process prior to the MRI examination being scheduled for all non urgent examinations.

**NOTE: Cardiac Pacemakers are contra-indicated for MRI at Lakes DHB and all patients with a pacemaker require discussion prior to any referral being made.**

Discussion with a radiologist is required should a patient with renal impairment require MR contrast.

**Scheduled Radiologist Meetings with Referrers**Weekly Schedule

<b>Paediatric</b>	1200	Monday
<b>Respiratory</b>	1400	Monday
<b>Medical</b>	0830	Thursday
<b>Orthopaedic</b>	0730	Thursday
<b>Surgical</b>	0815	Friday
<b>Colo-rectal MDM</b>	0800	Wednesday
<b>Medical Interventional</b>	1230	Tuesday

Monthly Schedule

<b>ED</b>	1200	Second Tuesday of the month
<b>ENT</b>	1200	Bi Monthly 2 <sup>nd</sup> Thursday of the month
<b>Gynae</b>	1200	Second Thursday of the month

**Authorised by:** Radiology Head of Department