

STANDARD OPERATING PROCEDURE:	PROCEDURE FOR CLINICAL EVALUATION AND REPORTING OF MEDICAL EXPOSURES
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DIVISION/DIRECTORATE	SPECIALIST SERVICES RADIOLOGY
TRUST WIDE SOP (YES/NO)	No
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**AT ALL TIMES, STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

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1. AIM

To ensure that the outcome of every medical exposure is clinically evaluated and reported i.e. that each x-ray examination is taken into account when the patient is reviewed.

2. SCOPE

All medical practices that involve ionising radiation in all hospital departments.

3. DUTIES

3.1 Authorised operators performing medical exposures: record dose information. Allocate images for radiological report or issue autoreport statement (see point 6)

3.2 Radiologists and authorised practitioners: report clinical evaluations.

4. DOCUMENTATION

4.1 Examination request;

4.2 Examination report;

4.3 Patient case notes

4.4 Procedure for Assessment of Patient Dose

5. PRACTICE

5.1 A practitioner or operator cannot justify or authorise a medical exposure if it is known that a clinical evaluation will not take place.

5.2 Operators must record patient dose information for each examination at the time of exposure, either on the request card, on the CRIS system, or in the patient's notes.

5.3 A practitioner or suitably qualified person, authorised by the Trust, must evaluate the outcome of each medical exposure, including those that are incomplete, or are for biopsy or interventional purposes. A suitably qualified person would be an Allied Health professional or Advanced Nurse Practitioner who has an extended scope of practice individually agreed with the Radiology department.

5.4 Diagnostic findings or therapeutic implications should be included in the evaluation and documented in the patients' notes, with an authorised signature.

5.5 Radiological reports will be produced by the Radiology Department and made accessible to all authorised users of PACS for the examinations outlined in the summary reporting table.

6. AUTOREPORTING

6.1 The referring clinician, or colleague with clinical responsibility, must report all other examinations (see summary reporting table) and the evaluation must be recorded in the patient's notes – the referrer will be prompted to do this, with the following phrase, when they view the images on PACS:

'A formal report of this image will not be made by the Radiology Department in accordance with established procedure. Please contact the Radiology Department if you need a radiological opinion on this examination'.

7. AUDIT

- 7.1 Regular audits must be conducted to ensure compliance and to identify overused and clinically ineffective examinations – the responsibility for this lies with those responsible for providing the evaluation.
- 7.2 The Trust operates a 'Red Dot Reporting' procedure for all A&E films, self-audit of the procedure is regularly conducted.

8 UNEXPECTED CLINICAL FINDING

There are guidelines available for 'Communication of Critical, Urgent and Unexpected Radiological Findings', see GU12 Radiology Directorate.

9 HUMAN RIGHTS ACT

Implications of the Human Rights Act have been taken into account in the formulation of this document and they have, where appropriate been fully reflected in its wording.

10 ACCESSIBLITLY STATEMENT

This document can be made available in a range of alternative formats eg large print, Braille and audio cd.

For more details, please contact the HR Department on 01942 77 3766 or email equalityanddiversity@wwl.nhs.uk

Appendix 1

Summary Reporting Table



Routinely Reported Films/Images	Films/Images That Are Unreported Unless Specifically Requested but are given an 'Auto Report IR(ME)R Statement'
A&E including Emergency Care Centre	<p>RAEI & TLC</p> <p>Any orthopaedic imaging in Theatre/Recovery</p> <p>Dental Films – except OPGs for trauma</p> <p>Orthopaedic x-rays – except skull, chest & those requested by non-medical referrers</p> <p>Follow-up chest x-rays referred from chest clinics</p>
Leigh Walk-In Centre	
GPs	
Paediatric in patients & out patients	
ICU/HDU	
All chest x-rays	
All examinations other than follow up chests referred from chest clinics	
All non-medical referral	
Initial orthopaedic films at Wrightington	
Rheumatology Patients	
Urology Patients	
All OPD examinations apart from follow up chests and follow up orthopaedics	
Haematology Patients	
All 'special' examinations e.g. barium enemas/ swallows, venograms etc.	
ERCPS	
Gastro Outpatients	
Cancer Care Unit / Oncology Patients	
Occupational Health Referrals	
COPD Unit	
Paediatrics	
Planned Investigation Unit (PIU)	
CT/MR/US/NM Scans	
Surgical Admission Lounge(SAL)	
All in-patient films for Leigh Infirmary	<p>WRIGHTINGTON HOSPITAL</p> <p>Follow-up orthopaedic x-rays – except skull, chest & those requested by non-medical</p>

	<p>referrers</p> <p>Any orthopaedic imaging in Theatre/Recovery</p>
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