

## Radiology Department

RADIOGRAPHY SERVICES MANAGER/DEPUTY

### FUNCTION/ROLE: To:

- Ensure imaging requests are actioned as efficiently and effectively as possible.

### ACTIVATION PROCEDURE:

- You will be informed by the Emergency Department (Health Care Assistant via Radiography Unit in the ED) – Alert level 1.

### 09.00 hours – 17.00 hours (Monday- Friday)

ED Radiographer alerts:

1. Radiography Service Manager
2. Deputy Radiography Service Manager
3. Scheduling Radiographer.

#### 1. Radiographer Service Manager/Deputy Radiography Service Manager alerts:

- Director of Radiology
- CNM2
- Off Duty Radiographers
- PACS Clinical Specialist
- RIS Administrator
- Clerical Supervisor.

#### 2. Scheduling Radiographer on being alerted will alert -

- Radiographers on duty
- Departmental Porter/Housekeeping staff

#### 3. Director of Radiology on being alerted will alert -

- Consultant Radiologists and Radiology Registrars.

#### Radiography Service Manager / Deputy -

- To co-ordinate the evacuation of patients and the deployment of Radiographers.
- Examinations in progress will be completed.
- In-patients will be returned to wards.
- GP referrals to re-arrange appointments, telephoning the department the following day.
- Outpatients to contact the department next day.

#### Scheduling Radiographer -

- Assemble X-Ray porters for the evacuation of patients.

#### Director of Radiology -

- Will act as Radiology Staff co-ordinator.

**ACTION CARD 22****Receptionists –**

- All patients to be identified by the number designated by Emergency department.
- Any remaining specialist list to be cancelled and re-arranged.

**Clerical Supervisor –**

- Contact Health Records Manager for back up staff if required.

**Housekeeping Attendant –**

- To ensure adequate stocks of disposable supplies in each x-ray room.
- To top up supplies when necessary.
- To remain in the department and clean floors/x-ray rooms when necessary.

**Porters –**

- To assemble at reception desk.
- To return patients to wards on the instructions of Scheduling Radiographer.
- To remain in the Department and assist with patient transport and lifting, when inpatient evacuation is complete.

**Radiology Support Technician –**

- To arrange top up requirements with stores when necessary.
- Assist Radiographers with Laser Printers as required.

**RADIOLOGY DEPARTMENT****17:00 – 09:00 hours – (NIGHT & ON-CALL)****Radiographer on call for Emergency Department will contact:**

- Radiography Service Manager
- Deputy Radiography Service Manager
- 2nd On-Call Radiographer

**(a) The Radiography Service Manager on being alerted by ED Radiographer will contact the following:**

- Director of Radiology
- Clinical Specialist (Trauma)
- CNM2
- Clinical Specialist PACS
- RIS Administrator
- Clerical Supervisor
- Radiology Support Technicians.

**(b) The Deputy Radiography Service Manager on being alerted by ED Radiographer will contact the following:**

- Superintendent Radiographers x2.
- Clinical Specialist Radiographers & Radiation Safety Officer
- Off duty Radiographers

**(c) 2nd On-Call Radiographer on being alerted by ED Radiographer will contact:**

- All On-Call Radiographers

**(d) Director of Radiology on being alerted by RSM will contact:**

- On-call Consultant Radiologists and On-call Specialist Registrars
- Off Duty Radiologist Consultants & Specialist Registrars.

**(e) PACS Clinical Specialist on being alerted by RSM will contact:**

- PACS Team.