

13 DIAGNOSTICS	Cork University Hospital		ACTION CARD NUMBER
	Radiology		13.2
You Report To:	Radiology Services Manager	You Brief:	Radiologists, Radiographers
Overall Responsibilities	<ul style="list-style-type: none">• To ensure that Major emergency procedures are implemented and all staff are aware• Ensure imaging requests are actioned as efficiently and effectively as possible		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">• Identify lead Radiographer on the day• co-ordinate the evacuation of patients and deployment of radiographers• rearrange GP referrals• maintain liaison with HECT and all staff• call in additional staff• make contact with ED consultant and CNM2, agree method of communication		<ul style="list-style-type: none">• Return inpatients to wards• Consider rearranging of GP referrals• Ensure staffing levels adequate, prepare call in	
Consider these points			
09.00 hours – 17.00 hours (Monday- Friday)			
ED Clinical Specialist Radiographer alerts: <ul style="list-style-type: none">• Radiography Service Manager (RSM 3)• Deputy Radiography Service Manager (RSM 1)• Scheduling Radiographer			
Radiographer Service Manager/Deputy Radiography Service Manager alerts: <ul style="list-style-type: none">• Director of Radiology• CNM2• Off Duty Radiographers• PACS Clinical Specialist• RIS Administrator• Clerical Supervisor• Business Manager• Digitising Administration			
Scheduling Radiographer on being alerted alerts <ul style="list-style-type: none">• Radiographers on duty• Departmental Portering/Housekeeping staff			
Clinical Lead in Radiology on being alerted will alert <ul style="list-style-type: none">• 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

Clinical Lead in Radiology -

- Will act as Radiology Staff co-ordinator
- Assign a radiology registrar to ED to triage imaging requests and advise on the most suitable modality for each patient.

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.

Digitising Administration -

- To arrange top up requirements with stores when necessary.
- Assist Radiographers with import or export requests

On-Call Service

17:00 hours – 8:00 hours Weekdays + Saturday/Sunday/Bank Holidays 24hrs

Radiographer on call for the Emergency Department will contact

- Radiographer Service Manager/Deputy Radiography Service Managers
- Clinical Specialist Radiographer for the Emergency Department
- All other on-call radiographers

Radiography Service Manager will contact:

- Clinical Lead in Radiology
- CNM2 for the Dept of Radiology
- Clinical Specialist PACS
- RIS administrator
- Clerical Supervisor and Business Manager
- Digitising team

Deputy Radiography Service Managers will contact

- Superintendent Radiographer
- Clinical Specialist Radiographers including Radiation Safety Officer

- Off-duty radiographers as appropriate

Clinical Lead in Radiology will contact
Consultant Radiologists and Radiology Registrars

Radiography Service Manager/Deputy will

- Co-ordinate the evacuation of patients and the deployment of radiographers
- Examinations in progress will be completed
- In-patients will be returned to the wards

CT & ED Clinical Specialist Radiographers will

- Liaise with the ED CNM or Consultant to get current information
- Allocate staff to areas within ED x-ray
- Ensure adequate stocks of equipment and accessories
- Continue liaison with ED CNM and Consultants

Clinical Lead in Radiology will

- Co-ordinate the deployment of radiologists
- Assign a radiology registrar to ED to triage imaging requests and advise on the most suitable modality for each patient.

PACS Clinical Specialist Radiographer will

- Allocate the PACS team to specific roles as appropriate

Clerical Staff will

- Identify all patients by the name and number designated by the Emergency Department and support the digitising office as required

Clerical Supervisor will

- Contact the Health Records Manager for extra staff if required

Housekeeping Attendant will ensure adequate stocks of disposable supplies in each x-ray room

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY