

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

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