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 Portering/Housekeeping staff

3. Director of Radiology on being alerted will alert -
• Consultant Radiologists and Radiology Registrars.

Radiography Service Manager / Deput -
• 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.