

Standard Operating Procedure for CT DOWNTIME SINGLETON

1.0 Document Information

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Status	Approved by Medical Director SDU and Radiology CD
Document Owner	SBU HB Radiology services

2.0 Document Authors

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3.0 Purpose

To minimise the risk of clinical incidents occurring due to the unavailability of the CT scanner for use at Singleton Hospital i.e. routine service, breakdown of the CT scanner or CT scanner repair following a breakdown.

4.0 Scope

This document seeks to outline the current process for undertaking urgent CT scans in Singleton Hospital, when the CT scanner is unavailable due to the circumstances listed above. It will identify instances where urgent CT requests maybe carried out. It will include the referral pathways, patient transport to the department, where and how the examination will be performed and reporting processes.

4.1 Referral pathway

Referrals are brought in person to the Radiology department to be discussed with the duty Radiologist. The Radiologist will decide if the scan can wait until after the service, whether an alternative such as MRI or ultrasound would be suitable. If CT is the only option and cannot wait then options are during 9am – 5pm the Radiotherapy

Planning scanner in the Radiotherapy department at Singleton hospital will be used and outside these hours patients will need to be transferred to Morriston Hospital. If

transferring the patient is the only available option it is the responsibility of the referring clinician to arrange the transport, acceptance and care of the patient by a Consultant onto a ward at Morriston Hospital.

4.2 Patient transport to the department

If the patient is to be scanned in the Radiotherapy department at Singleton, the CT Superintendent radiographer will arrange for the porters to transport the patient to this department.

4.3 Where and how the examination will be performed

4.3.1 Before sending the porters to the ward to bring the patient to the Radiotherapy department the Superintendent Radiographer at the Radiotherapy department will be informed and a time will be agreed for the patient to attend the Radiotherapy department for their CT scan.

4.3.2 The diagnostic radiographers will attend the Radiotherapy department and take all the necessary consumables that will be needed for the CT scan with them.

4.3.3 They will work with the Radiotherapy radiographers to perform the CT scan to conform with all the IR(MR)E requirements.

4.3.4 The porters will remain on site to transport the patient back to the ward as soon as the scan has been completed.

4.4 Reporting Process

4.4.1 The report will be issued by the Duty Radiologist as soon as the scan is completed.

5.0 Communication

All downtime is to be shared with the table below:-

Singleton Senior Team	
Email	Role
Dougie.Russell@wales.nhs.uk	Medical Director
Jan.Worthing@wales.nhs.uk	Group Director Singleton Neath Port Talbot
Melanie.Collins@wales.nhs.uk	Operational Site Manager

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Linda.Bladen@wales.nhs.uk	WAST Locality manager
Zanna.Rees@wales.nhs.uk	PA to Unit Directors

This SOP has been agreed between the Singleton Hospital Medical Team and the Health Board Radiology Department (named individuals below):

Dr T Wells, CD Radiology Swansea

Sign and Date.....  7/10/2021

Mr I D Russell, Group Medical Director NPT/Singleton

Sign and Date.....  19/10/2021