

## APPT16 SDEC PATIENT BOOKING PATHWAY

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APPLIES TO: apply group names to define applicable areas of staff			
GROUP 1	Consultants	GROUP 2	Radiographers
GROUP 3	RCA's	GROUP 4	Inpatient navigators
GROUP 5	Appointments Team	GROUP 6	Appointments Team

### Definitions

Word/Term	Descriptor
EPR	Electronic Patient Record
CRIS	Clinical Radiology Information System
REFERER	A registered Health Care professional who is included on the Trust's list of approved referrers who may request a Practitioner to justify and authorise a Medical Exposure for the purpose of medical diagnosis, monitoring or treatment. To make a request, the Referrer must provide sufficient information to allow the Practitioner to make a decision.
OP	Outpatient
GHNSHFT	Gloucestershire Hospitals NHS Foundation Trust
IR(ME)R 17	Ionising Radiation (Medical Exposure) Regulations 2017- The regulations provide safeguards for individual exposed to ionising from medical equipment for imaging, treatment or research purposes.
SDEC	Same Day Emergency Care

### Purpose

To inform all staff of the process for referrals for CT and MRI scans from SDEC with the aim of reducing administrative delays in patient pathways and ensuring all patients are prioritised accordingly.

### Scope

This document outlines the process for SDEC CT and MRI scan referrals for same day scans within Gloucester Royal hospital.

## References and Related Documents

### Trust related documents:

IRMER-RAD-SOP 02 Making a referral

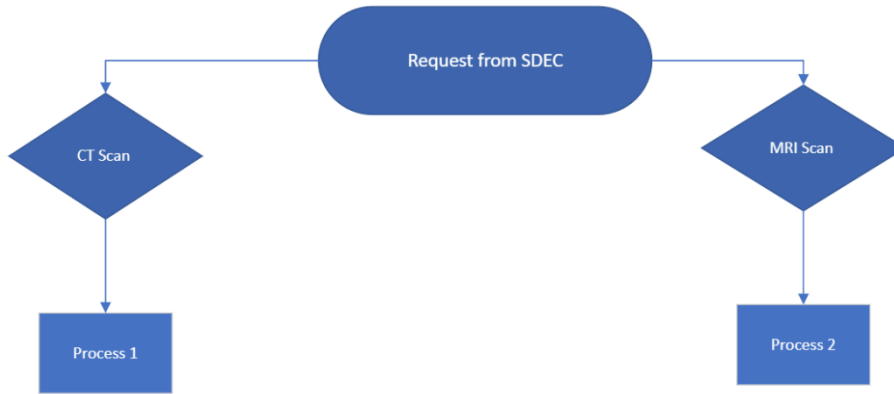
## Introduction

All radiology requests must be justified under the Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R17). IR(ME)R17 identifies that justification of examinations is to be done by Practitioners. Once the requests are justified and same day scan agreed these will be booked by the inpatient navigators. If decided that the patient is able to have the scan as an outpatient this will be booked via the appointments team.

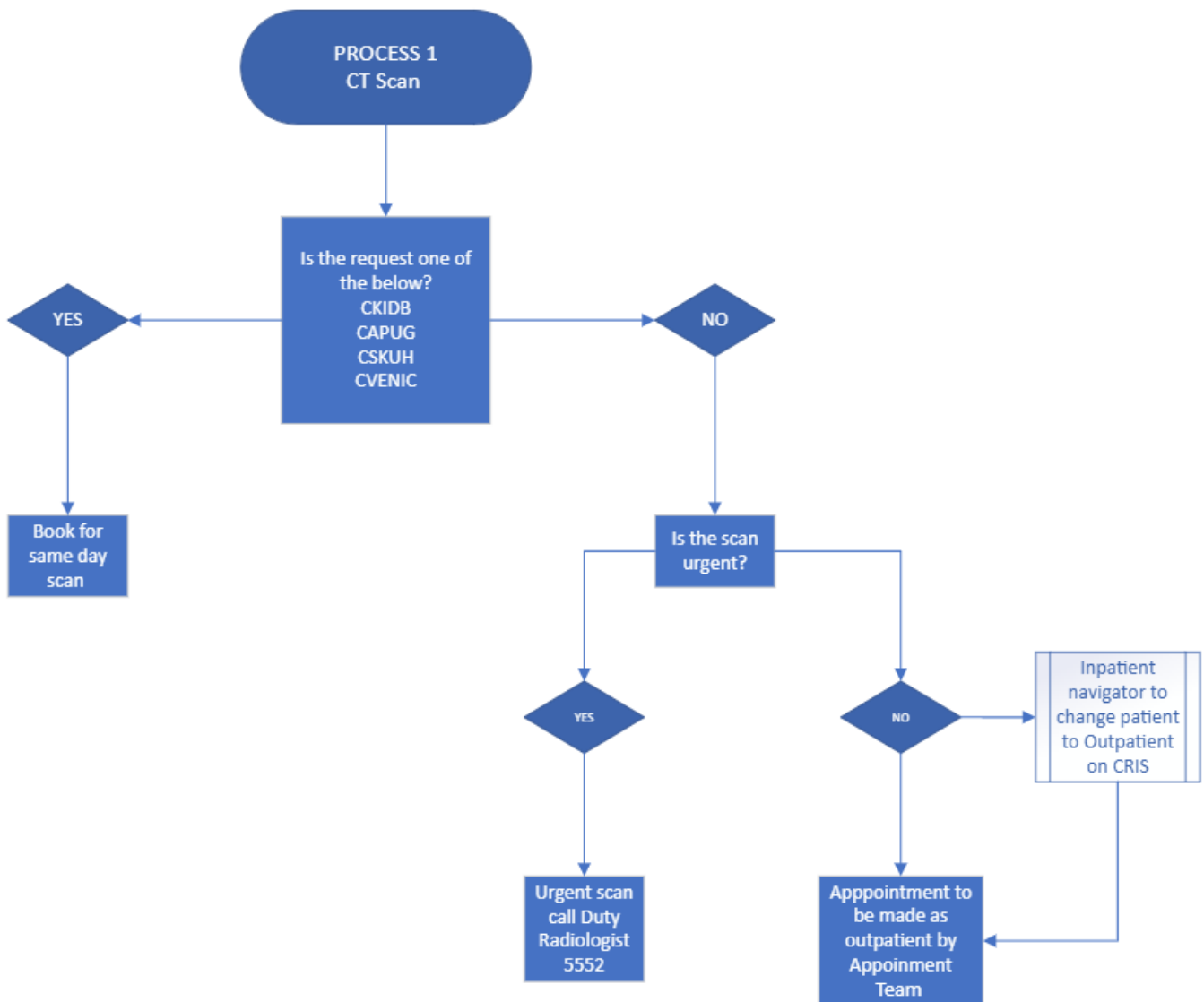
## Procedure detail/text

1. Request from SDEC
2. If scan is one of the same day codes (CKIDB, CAPUG, CSKUH, CVENIC) (MLSPN, MSKUH) once vetted it will be booked and scanned on the same day. Otherwise, the scan request will be converted to an outpatient by the inpatient navigator, and an outpatient appointment will be sent to the patient.
3. If the scan is another code the SDEC consultant will need to call the on-call radiologist to discuss if a same day scan is required
4. If agreed with the on-call radiologist the patient will be scanned the same day or within 24 hours.

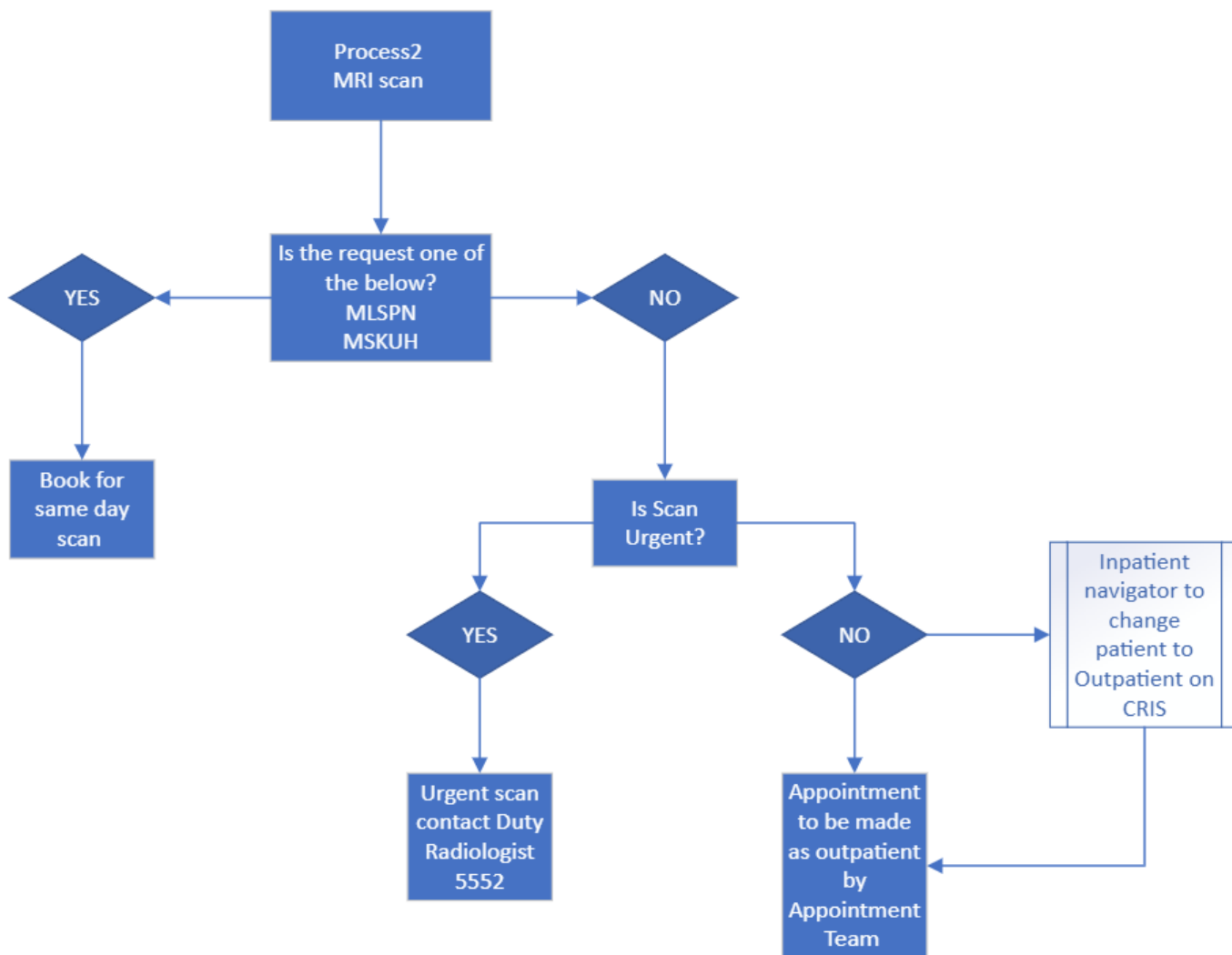
Summary



Process 1- CT scan



Process 2- MRI scan



**Version History**

Version	Approved by	Revision Date	Description of change	Author
0.1			First draft	Clarissa Loveridge
0.2		26.11.2024	Review	Jaimie Willcock

0.3		28.11.2024	Review	Catherine Phillips
0.4		01.12.2024	Review	Dr Amy Greenwood
1		01.01.2025	Final Document for Quality Submission	Clarissa Loveridge

### Approval Record

Primary level Approving Body/Committee	Radiology Quality Meeting
Chairperson	Gemma Bettington
Date Approved	14/01/2025
Secondary level Approving body/Committee	
Chairperson	
Date Approved	

### Consultation process

Key stakeholder input & review	Designation
Clarissa Loveridge	Assistant General Manager
Jaimie Willcock	CT & MRI Modality Lead
Catherine Phillips	X-Ray and Community Modality Lead
Amy Greenwood	Radiology SD
Kaz Heyworth	IP Navigator
Tara Croome	IP Navigator
Lily Bailey	CT Superintendent
Jenny Watson	CT Superintendent