

SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

No: CT -3

Subject: Scheduling CT emergency exams

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Prepared By: James Shanahan

**Reviewed by: Donna McKenzie
Vincent Monte**

Implementation Date: 3/2010

Revised "Dec. 7, 2015

Reviewed 5/2018

**Approved by: Pharmacy & Therapeutics Committee
Medical Executive committee
Deborah Reede, M.D.
Craig Linden, M.D.**

**Issued by: Radiology Department
Regulatory Affairs**

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- I. Purpose:**
To ensure emergency CT scans are performed in a timely manner
- II. Definition(s): (Optional)**
- III. Policy:**
Emergency CT scans will be given priority over all routine and elective examinations.
An order must be received by Radiology and reviewed by a Radiologist prior to performing the exam.
The following emergency CT requests will be exempt from review & approval by a
By a radiologist.
1- Non-Contrast head to R/O a bleed
2- Non-Contrast C-Spine
3- Pediatric abdomen/Pelvis
4- PE Study
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- IV. Responsibilities (Include all departments/services involved in development/implementation and/or monitoring):** Radiology staff /Emergency Rm staff./House Staff/ Nursing
- V. Procedures/Guidelines:**
- Upon receiving an order for an emergency CT, the technologist will confirm the CT room is available and contact the referring unit to send the patient to CT.
 - Pt transport will be coordinated by the referring unit.
 - If a radiologist approval or protocol is necessary , the technologist will bring the order sheet to the Radiologist for review.
 - Once approved the technologist will prepare the CT room for the patient
 - Upon patient arrival in CT, the technologist will confirm the patients name with transport service
 - The technologist will proceed to perform a time out and verify the patients identity as specified in the hospital's policy/procedure manual. Note- time out will include verification of correct procedure/correct laterality(if applicable)/correct site or body part/correct contrast (including agent/dose/& route, if applicable).

- Upon completion of the time out, the technologist will proceed to perform the exam.
- Following completion of the exam, the technologist will confirm all patient and exam related information and close out the exam in RIS and send the Images to pacs.
- For all emergent cases the technologist will contact the Radiologist to inform them of the need for an urgent reading.

VI. Reasons for Revision:

- Changes in regulatory or statutory laws or standards
- System failures/ changes
- Institutional/operational changes

VII. Attachments:

VIII. References:

Date Reviewed	Revision	Required (Circle One)	Responsible Staff Name and Title
3/2010			James shanahan Dir. Radiography
Dec. 7, 2015	YES		Donna Mckenzie, Dir. Radiology
5/2018	YES		Vincent Monte, Assoc. Dir. Radiology
1/2019		NO	Vincent Monte, Assoc. Dir. Radiology