

**SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

No: X-Ray-2

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Subject: PATIENT TRANSPORTATION

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T.J.C. Standards: NPSG 01.01.01 Improve the accuracy of patient identification. **RI.01.03.03**

LD.01.03.01The governing body provides for internal structures and resources, including staff that supports safety and quality

Related Policies No (PTSAF-3) Patient Identification (PTSAF-2) (RAD-6)

Issued by: Radiology Department

I. PURPOSE

To provide guidelines for an efficient, effective and safe transportation of patients, to and from the Radiology Department.

II. DEFINITION

None

III. POLICY

The Department of Radiology uses Central Hospital Escort Services for patient transportation, Monday through Friday 12 a.m. to 11:59 pm; Saturday and Sunday, 12:00 a.m. to 11:59 pm. The Department of Radiology will ensure that the intended radiology procedure is performed on the correct patient

RESPONSIBILITIES

Central Hospital Escort Services, Radiology Department, Nursing Department

IV. PROSEDURES/GUIDELINES

All transporters will be provided with documentation that contains the patient's full name, patient care unit, medical record number, correct patient identification/verification details, and the radiology service ordered.

1. All patients will be provided with a blanket and /or sheet during the transfer from Nursing Stations.
2. Transporters must inform the main Nursing desk that the patient is to be released to the Radiology department for a specific procedure.

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3. The nurse must identify the patient who is to be transported for the procedure
4. Upon returning the patient to the floor, the transporter will notify the nursing staff.

Identification of the patient must be ascertained by all of the following;

- a. Checking the requisition for the proper name and the patient's unit
 - b. Request that the nurse on the unit identifies the patient.
 - c. Ask the patient his/her name
 - d. Checking the patients arm **ID band**
 - e. Jewelry should be removed from the patient and left on the patient's unit
 - f. Patients having x-rays studies on their heads should have dentures, hair clips or hair pins removed.
- **Consent form must be signed for special x-ray procedures**
Minors consent must be signed by their parents or legal guardian

MOVING THE PATIENTS FROM STRETCHER TO THE SMOOTH MOVER

Note moving a patient from a stretcher for imaging requires two people

- a. Gently "log roll" the patient on his side and place *Smooth Mover* directly beneath the patient, then lay the patient back on to the mover.
- b. After placing the patient on the mover firmly grip the *mover* by finger holes and push it in the direction desired to move.

Moving patient from uneven surface: Place empty stretcher next to the patient's bed or cot.

STABILIZER STREACHER: Move the foot end of the patient first until the patient is positioned squarely across both surfaces and proceed with moving head end of patient to prevent sliding.

REMOVING A PATIENT FROM THE SMOOTH MOVER:

Lift one side of the *MOVER* slightly until the patient begins to slide off. Pull *MOVER* straight out from beneath the patient or "log roll" the patient on their side to remove the bed

The *SMOOTH MOVER* may be kept in place during X-Ray procedures. It is radio-translucent.

V. ATTACHMENTS

None

VII REASON FOR REVISION

Review

VIII REFERENCES

- *TJC Standards*
- *UHB Radiology Patient Safety RAD-6*

Date Reviewed	Revision Required (Check One)		Responsible Staff Name and Title
1/2000	YES	NO	James Shanahan, Administrator
9/2014	(Yes)		Charles Carbone, Associate Dir. Radiology Department
11/2015	(Yes)	No	Charles Carbone, Associate Dir. Radiology Department
	Yes	No	

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	Yes	No	
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