

## Standard Operating Procedure

<b>Modality:</b> Diagnostic Radiology	<b>Modality Manager:</b> Alpana Patel Phone: (415) 514-0963; Volte: (415) 476-9418
<b>Location:</b> 505 Parnassus –Emergency Department Accelerated Care Unit(ACU)	<b>Approvers:</b> David Sostarich, K. Pallav Kolli, MD
	<b>Date Approved:</b> 04/02/2020
	<b>Revision:</b> 1
<b>Title:</b> Diagnostic X-Ray Accelerated Care Unit – Emergency Department COVID-19/PUI Workflow	
<b>Precautions/Isolation Types:</b>	
<ul style="list-style-type: none"> <li>• <b>Novel Respiratory Isolation With Negative Pressure</b>= Airborne/contact precautions – N95 or PAPR, face shield, gown, gloves             <ul style="list-style-type: none"> <li>○ Video: <a href="#">UCSF Donning/Doffing Video</a></li> </ul> </li> <li>• <b>Respiratory Illness Evaluation Without Negative Pressure</b> = Droplet/contact precautions – surgical mask, face shield, gown, gloves             <ul style="list-style-type: none"> <li>○ Document: <a href="#">UCSF Donning/Doffing PDF</a></li> </ul> </li> <li>• <a href="#">UCSF Guidelines on PPE Reuse</a></li> </ul>	
<b>Pre-Imaging Tasks:</b>	
<ul style="list-style-type: none"> <li>• Imaging team will determine patient's current status by:             <ul style="list-style-type: none"> <li>○ Reviewing the patient's chart for isolation precautions and patient's general condition</li> <li>○ Speaking to the patient's RN regarding patient status prior to entering the tent.</li> </ul> </li> <li>• Provider will order exam and it will be placed in APEX/Radiant"             <ul style="list-style-type: none"> <li>○ In Radiant, order will indicate "MCI-Bed#"</li> </ul> </li> <li>• ER rad tech confirms patient is ready with charge RN or contact MCI Bed RN via Voalte             <ul style="list-style-type: none"> <li>○ When ACU Patient is ready for imaging, ER rad tech will walk to the ACU</li> <li>○ Sanitize hands</li> </ul> </li> </ul>	
<b>Imaging Workflow:</b>	
<ul style="list-style-type: none"> <li>• All ACU/ED/inpatients - All diagnostic exams will be performed bedside by <b>one technologist</b> to prevent possible COVID-19 exposure.</li> <li>• Portable x-ray located in ED Accelerated Care Unit (tent #1)</li> <li>• Apply N95 mask: (tech has N95 mask during entire shift in ED)             <ul style="list-style-type: none"> <li>○ Secure tie or elastic bands at middle of head and neck</li> <li>○ Fit flexible band to nose bridge</li> <li>○ Fit snug to face and below chin</li> </ul> </li> <li>• Staff must don PPE for <b>Novel Respiratory Isolation With Negative Pressure = N95 Gown in ACU</b> <ul style="list-style-type: none"> <li>○ Steps to perform imaging</li> <li>○ Use hand sanitizer to clean hands</li> </ul> </li> <li>• Enter the anteroom and gown fully cover torso from neck to knees, arms to end of wrists, and wrap around the back, fasten ties at back of gown.</li> </ul>	

- Apply N95 mask:
  - Secure tie or elastic bands at middle of head and neck
  - Fit flexible band to nose bridge
  - Fit snug to face and below chin
- Eye protection:
  - Place over face and eyes and adjust to fit
- Perform hand hygiene
- Apply gloves:
  - Extend to cover wrist of isolation gown
- Staff will check patient ID, Accession #, and exam prior to imaging
- Portable chest AP view only will be performed
- If 2V CXR is ordered, inform MD and ask ED tech to change to 1V.
- Bring patient to x-ray (set up in the tent)
- Adjust cassette holder as needed
- Staff will take the x-ray
- Take patient back to MCIbed#
- Change gloves, sanitize hands
- Wipe down portable unit and cassette holder
- Remove gloves and discard
- Sanitize hands and apply clean gloves prior to touching screen on portable unit to verify exam.

### Post-Imaging Tasks:

Staff will:

- Verify exam
- QC/QA Images (ensure correct labeling) and Send images per UCSF labeling protocol
- After imaging **Novel Respiratory Evaluation Isolation** patients, radiographer will apply hand sanitizer inside the tent, wipe down portable x-ray unit thoroughly with hospital approved Clorox Hydrogen Peroxide wipes. Gloves will be discarded and staff will apply hand sanitizer. Exit the tent, perform hand hygiene.
- Cassette, shield, and imaging chair to be cleaned with Clorox Hydrogen Peroxide wipes between patients.
- **Make sure portable is plugged in AND charging. Ensure "Charge Bar" is activated**
- Occasionally the plug loosens grip, and the portable appears plugged in. Unplug & plug in again
- Staff will doff PPE in the following sequence:
  - Remove gown and gloves in the anteroom.
  - Staff will grasp the gown in front and pull away from body so that the gowns ties break, touching outside of gown only with gloved hands. If staff hands get contaminated during gown or glove removal, they will immediately wash their hands or use an alcohol-based hand sanitizer.
  - While removing the gown, they will fold or roll the gown inside-out into a bundle adding the gloves in at same time, only touching the inside of the gown.
  - Staff will place the gown and gloves into a waste container.
  - Discard in a waste container
  - Perform hand hygiene before removing PPE
  - Discard in a waste container
- If gown is to be reused the following sequence will take place:
  - Following completion of exam perform hand cleaning on the gloves you are wearing with the green top Clorox Hydrogen Peroxide wipes or gel inside the tent
  - Wipe gown down with hospital approved Clorox Hydrogen Peroxide wipes
  - Exit into the ante room, with same gown and gloves on

- Exit tent
- Perform hand cleaning on the gloves with hand gel outside the tent
- Remove gown with same gloves on
- Remove gloves
- Hang gown up in appropriate place (the fence at the moment) for reuse
- Continue to use N95 mask unless soiled
- Staff will wash hands or sanitize hand by using alcohol-based hand sanitizer
  - Prior to exiting ACU room
- Complete exam in Rover/Radiant/APEX
  - In ED tech area