

## Standard Operating Procedure

<b>Modality:</b> Diagnostic Radiology	<b>Modality Manager:</b> Jeff Geiger Phone: (415) 502-9774; Volte: (415) 476-9418
<b>Location:</b> 1825 4 <sup>th</sup> Street -Gateway Medical Building 4 <sup>th</sup> FL Respiratory Screening Center (GMB RSC)	<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 Gateway Medical Building - 4 <sup>th</sup> floor Respiratory Screening Center 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>• Tech responsible for PCMB/GMB RSC portables will log into <b>XR Tech GMB RSC</b> Voalte role each shift (628-247-1821 ext. <b>71821</b>)</li> <li>• Ensure appropriate x-ray order is placed in APEX</li> <li>• Confirm isolation precautions by reviewing the patient's chart and speaking with the RN.</li> <li>• Confirm mobility status of any patient that requires transport into the department.</li> <li>• Confirm patient is ready for imaging with RN via Voalte</li> </ul>	
<b>Imaging Workflow:</b>	
<ul style="list-style-type: none"> <li>• All RSC, ER, 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 GMB RSC (Treatment Room – M4319)             <ul style="list-style-type: none"> <li>○ Adjust cassette holder as needed</li> </ul> </li> <li>• Staff must don appropriate PPE depending on the patient's isolation status:             <ul style="list-style-type: none"> <li>○ PPE for <b>Novel Respiratory Isolation With Negative Pressure</b> = N95 or PAPR + Face shield + Gown</li> <li>○ PPE for <b>Respiratory Illness Evaluation Without Negative Pressure</b> = Mask + Face shield + Gown</li> </ul> </li> <li>• <b>Prep room/equipment for patient exam to minimize patient exposure time!</b> <ul style="list-style-type: none"> <li>○ Steps to perform imaging</li> <li>○ Secure hair, if necessary</li> </ul> </li> </ul>	

- Use hand sanitizer to clean hands
- Place 1 green bag on x-ray detector and place lead lap shield in green disposable bag.
- 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.
- Apply surgical 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
  - Mask with attached face shield if available
- 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 Rad Tech to change to 1V.
- Staff will take the x-ray
  - Sanitize hands/gloves prior to touching screen on portable unit

### Post-Imaging Tasks:

Staff will:

- Verify exam
- QC/QA Images (ensure correct labeling) and Send images per UCSF labeling protocol.
- **Ensure portable is plugged in and charging – confirm by viewing “Charge Bar.”**
- After imaging patients, Rad Tech apply hand sanitizer inside the tent, wipe down portable x-ray unit thoroughly with hospital approved green top Clorox Hydrogen Peroxide Wipes. Gloves will be discarded and staff will apply hand sanitizer.
- Detector, shield, and imaging chair to be cleaned with the green top Clorox Hydrogen Peroxide Wipes between patients.
- Staff will doff PPE in the following sequence:
  - Remove gown and gloves in the anteroom or designated equivalent room.
  - 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.
  - Staff will remove eye goggles or face shield from the back by lifting headband and without touching the front of the goggles or face shield. If no anteroom, staff will do the procedure in the room.
  - Discard in a waste container
  - Perform hand hygiene before removing PPE
  - Staff will remove surgical mask by: Not touching the front of the mask
  - Release bottom ties or elastics of the mask, then the ones at
  - the top, and remove without touching the front
  - If hands get contaminated during mask removal, immediately perform hand hygiene
  - 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 wipes or gel inside the RSC
  - Wipe gown down with green top Clorox Hydrogen Peroxide Wipes
  - Exit into the ante room, with same gown and gloves on
  - Exit RSC
  - Perform hand cleaning on the gloves with hand gel outside the RSC
  - Remove gown with same gloves on
  - Remove gloves
  - Hang gown up in appropriate place for reuse
- Staff will wash hands or sanitize hand by using alcohol-based hand sanitizer
  - Prior to exiting RSC room
  - Exit the RSC, perform hand hygiene.
- Complete exam in Rover/Radiant/APEX
  - In GMB RSC or PCMB tech area