

Standard Operating Procedure

Modality: Diagnostic Radiology	Modality Manager: Jeff Geiger Phone: (415) 502-9774; Volte: (415) 476-9418
Location: 1975 & 1855 Mission Bay Children's Hospital, Women's Health and Adult Diagnostic XR Inpatient Workflow	Approvers: David Sostarich, K. Pallav Kolli, MD
	Date Approved: 04/02/2020
	Revision: 1
Title: Diagnostic XR - Inpatient COVID-19/PUI Workflow	
Precautions/Isolation Types: <ul style="list-style-type: none"> • Novel Respiratory Isolation With Negative Pressure= Airborne/contact precautions – N95 or PAPR, face shield, gown, gloves <ul style="list-style-type: none"> ○ Video: UCSF Donning/Doffing Video • Respiratory Illness Evaluation Without Negative Pressure = Droplet/contact precautions – surgical mask, face shield, gown, gloves • Document: UCSF Donning/Doffing PDF • UCSF Guidelines on PPE Reuse 	
Pre-Imaging Tasks: <ul style="list-style-type: none"> • Techs responsible for IP MB portables will log into XR Tech Port Voalte role each shift. • Ensure appropriate x-ray order is placed in APEX <ul style="list-style-type: none"> ○ Confirm isolation precautions by reviewing the patient's chart and speaking w the RN. ○ Confirm mobility status of any patient that requires transport into the department. ○ Confirm patient is ready for imaging with RN via Voalte 	
Imaging Workflow: <ul style="list-style-type: none"> • All ER/inpatients - All diagnostic exams will be performed bedside by one technologist to prevent possible COVID-19 exposure. • Staff must don appropriate PPE depending on the patient's isolation status: <ul style="list-style-type: none"> ○ PPE for Novel Respiratory Isolation With Negative Pressure = N95 or PAPR + Face shield + Gown ○ PPE for Respiratory Illness Evaluation Without Negative Pressure = Mask + Face shield + Gown • Prep room/equipment for patient exam to minimize patient exposure time! • Steps to perform imaging <ul style="list-style-type: none"> ○ Use an alcohol-based hand sanitizer to clean hands. • Place 1 green bag on x-ray detector and place lead lap shield in green disposable bag 	

- If there is an anteroom, enter the anteroom and gown or gown outside of patient room. 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 take the portable unit from anteroom into the patient's room.
- Check patient ID prior to imaging
- Take x-ray – review image exposure, positioning meet quality standards.
- Staff will remove the portable from the patient room.
- Staff will doff PPE in the following sequence:
 - Remove gown and gloves in the **patient 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.
 - If there is an anteroom, 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 hallway.
 - 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
 - Staff will wash hands or sanitize hands by using alcohol-based hand sanitizer.

Post-Imaging Tasks:

Staff will:

- Verify exam
- QC/QA Images (ensure correct labeling) and send images per UCSF labeling protocol
- After imaging **Novel Respiratory Isolation** patients, Radiographer will apply hand sanitizer, wipe down portable x-ray unit thoroughly with hospital approved Clorox Hydrogen Peroxide Wipes in the hallway. Gloves will be discarded and staff will apply hand sanitizer.
- **Make sure portable is plugged in AND charging. Ensure "Charge Bar" is activated.**
- Staff will complete and end exam in Apex/Radiant

<ul style="list-style-type: none">• Respiratory Illness Evaluation Without Negative Pressure<ul style="list-style-type: none">○ Wash hands while portable is drying○ Verify exam, recheck for accession number○ Send exam after processing and QC○ Park portable in designated location○ Plug in portable x-ray unit for charging	<ul style="list-style-type: none">• Novel Respiratory Isolation Evaluation With Negative Pressure<ul style="list-style-type: none">○ Wash hands while portable is drying○ Verify exam, recheck for accession number○ Send exam after processing and QC○ Park portable in designated location.○ Plug in portable x-ray unit for charging
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