

## Standard Operating Procedure

<b>Modality:</b> Diagnostic Radiology	<b>Modality Manager:</b> Alpana Patel Camilli Phone: (415) 502-9774; Volte: (415) 476-9418
<b>Location:</b> 505 Parnassus – Moffitt/Long	<b>Approvers:</b> David Sostarich, K. Pallav Kolli, MD
	<b>Date Approved:</b> 04/02/2020
<b>Revision:</b> 1	
<b>Title:</b> Diagnostic XR 15Long 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 isolation 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 the isolation status prior to entering the patient's room.</li> </ul> </li> </ul>	
<b>Imaging Workflow:</b>	
<ul style="list-style-type: none"> <li>• All ED/inpatients - All diagnostic exams will be performed bedside <b>by one technologist to prevent possible COVID-19 exposure.</b></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>• Steps to perform imaging             <ul style="list-style-type: none"> <li>○ Use hand sanitizer to clean hands.</li> <li>○ Place 1 green bag on x-ray cassette and place lead lap shield in green disposable x-ray cassette bag</li> <li>○ 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.</li> <li>○ Apply surgical mask:                 <ul style="list-style-type: none"> <li>▪ Secure tie or elastic bands at middle of head and neck</li> </ul> </li> </ul> </li> </ul>	

- 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
- Staff will doff PPE in the following sequence:
  - Remove gown and gloves in the **patient room or 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.
  - 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 hand by using alcohol-based hand sanitizer.
  - Apply new gloves
- Take portable outside of anteroom or patient room
  - Remove gloves, sanitize hand by using alcohol-based hand sanitizer
  - Apply new gloves
  - Wipe down portable x-ray unit thoroughly with hospital approved Clorox Hydrogen Peroxide Wipes in the hallway

### 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** or PUI 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.
  - May not require green highlighted section - already listed in above workflow
  - **Make sure portable is plugged in AND charging. Ensure "Charge Bar" is activated.**
  - Staff will complete and end exam in Apex/Radiant

- **Respiratory Illness Evaluation Without Negative Pressure**

- Wash hands while portable is drying
- Verify exam, recheck for accession number
- Send exam after processing and QC
- Park portable in designated location on 15
- Plug in portable x-ray unit for charging

- **Novel Respiratory Isolation Evaluation With Negative Pressure**

- Wash hands while portable is drying
- Verify exam, recheck for accession number
- Send exam after processing and QC
- Park portable in designated location on 15L
- Plug in portable x-ray unit for charging