

Standard Operating Procedure

Modality: Diagnostic Radiology	Modality Manager: Alpana Patel Phone: (415) 502-9774; Voalte: (415) 476-9418
Location: 1600 Divisadero – Mount Zion Respiratory Screening Clinic(RSC)	Approvers: David Sostarich, K. Pallav Kolli, MD
	Date Approved: 04/02/2020
Revision: 1	
Title: Diagnostic X-Ray - Respiratory Screening Clinic(RSC) COVID-19/PUI Workflow	
Precautions/Isolation Types:	
<ul style="list-style-type: none"> • Respiratory Illness Evaluation without Negative Pressure = Droplet/contact precautions – surgical mask, face shield, gown, gloves <ul style="list-style-type: none"> ○ Document: UCSF Donning/Doffing PDF • UCSF Guidelines on PPE Reuse 	
Pre-Imaging Tasks:	
<ul style="list-style-type: none"> • After receiving call for imaging from Respiratory Clinic (415-885-7267 put on eye protection. It will be performed in the following sequence: <ul style="list-style-type: none"> ○ PPE will be located in x-ray area (behind reception desk). Code door access is “3-2-5” (2 & 5 are pressed together) ○ Use hand sanitizer to clean hands. ○ 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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Extend to cover wrist of isolation gown 	
Imaging Workflow:	
<ul style="list-style-type: none"> • Call patient from their exam room • Check ID, patient should be already changed by RC staff • Take AP chest x-ray • Send patient back to their exam room • Staff will doff PPE in the following sequence: <ul style="list-style-type: none"> ○ Remove gown and gloves 	

- 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 wash hands or sanitize hand by using alcohol-based hand sanitizer and wear new gloves to thoroughly clean portable unit.
- Staff will keep mask and eye goggles on in the clinic.
- After leaving clinic area, 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 in tech area of x-ray department
- On portable unit, select correct patient. Confirm accession number and patient is correct on the portable.
 - Unit is clean (cleaned after prior use)
 - Discard in a waste container
 - 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
 - Perform hand hygiene

Post-Imaging Tasks:

- Clean portable unit, clean cassette, clean lead shield and wipe down room with hospital approved Clorox Hydrogen Peroxide wipes located by room.
- Remove gloves, place in appropriate bins
- Sanitize hands and don new gloves
- QC/QA images and send images (ensure correct labeling)
- After imaging **Novel Respiratory** suspected patients, Radiographer will apply hand sanitizer, wipe down portable x-ray unit, x-ray cassette holder and cassette thoroughly with hospital approved Clorox Hydrogen Peroxide wipes. 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.