

<b>Work Instruction</b>	<b>Requesting a scan</b>
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<b>1.0</b>	<b>Purpose, Scope &amp; Objectives</b>
	The purpose of this work instruction is to ensure that all patient scans are booked in accordance with both the trial protocol and according to UHPNT processes. This is to ensure that the trial runs smoothly, patients are staged and monitored safely and that where applicable study end points are met.
<b>2.0</b>	<b>Personnel &amp; Responsibilities</b>
	All Staff
<b>3.0</b>	<b>Background</b>
	In order to ensure that scans are requested in a timely manner for oncology trial patients' staff must ensure that all scans are booked at least 6 weeks in advance and in accordance with the study protocol.  If scans are not booked as per protocol the team run the risk of a protocol violation, this failure to book also places additional strain on the imaging departments concerned and may affect patient care and treatment decisions.
<b>4.0</b>	<b>Definitions</b>
	SMT = Senior Management Team

	i.CM = information Clinical Manager
<b>5.0</b>	<b>Health &amp; Safety</b>
	As per Trust policies and guidance: - Are there any of relevance?
<b>6.0</b>	<b>Equipment &amp; Documentation</b>
<b>7.0</b>	<b>Procedure</b>
	<p><b>During the screening period:</b></p> <ul style="list-style-type: none"> <li>- Check the date of the patient's last scan.</li> <li>- Check the protocol to see the timeframe of when the patient requires a scan.</li> <li>- If a scan is required complete a request form with the following information: correct research code diagnosis of patient when scan is required by criteria for reporting when report is required by (check when patient is next in clinic)</li> <li>- Ask Band 6/7 to book as soon as possible</li> </ul> <p><b>During treatment period:</b></p> <ul style="list-style-type: none"> <li>- When patient is given his/her scan result, providing the patient is continuing on the trial the next scan should be requested by completing a scan request form with the following information: correct research code diagnosis of patient when scan is required by criteria for reporting when report is required by (check when patient is next in clinic)</li> <li>- Put this request form in the team scan request folder and Band6/7 will request them on ICM weekly.</li> <li>- Ensure each patient has a scan tracker and complete each time a scan is requested.</li> <li>- Update tumour response tracker.</li> <li>- The scan request will be filed in the appropriate folder by receptionist.</li> </ul>
<b>8.0</b>	<b>References</b>
	N/A
<b>9.0</b>	<b>List of Appendices</b>
	N/A
<b>10.0</b>	<b>Document Control</b>
	<p>All Work Instructions are stored on the shared research drive: G/Research Common/Training &amp; Education/How To work instructions/</p> <p>Printed copies are not controlled and therefore may not be the current version of the document.</p>
<b>11.0</b>	<b>Training Record &amp; Competency Assessment</b>
	<p>Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved.</p> <p>All staff members have a responsibility to retain their own training records for</p>

	continuing personal & professional development.
<b>12.0</b>	<b>Monitoring Compliance and Effectiveness</b>
	The team leader will liaise with the head of imaging monthly to discuss any issues or concerns. Issues will be recorded on the team risks and issues log and raised at the weekly team meetings.
<b>13.0</b>	<b>Revision History</b>
	Issue 1 – First issue
<b>14.0</b>	<b>Managerial Approval</b>

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