

<b>Work Instruction</b>	<b>Booking Scans</b>
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Author	Helen Smith
Authorised by	Julie Pascoe

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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>
	Oncology Trials SMT (B6 & B7 staff)
<b>3.0</b>	<b>Background</b>
	In order to ensure that scans are booked in a timely manner for oncology trial patients the SMT 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 CT TAP = Computerised Tomography Thorax, Abdomen & Pelvis USS = UltraSound Scan
<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>
	Training and Access to i.CM
<b>7.0</b>	<b>Procedure</b>
	<p>Scans can only be booked by a Band 6/7. Scans are to be booked on a weekly basis during allocated B6/7 management time and ideally should be at least 6 weeks in advance.</p> <p>The nurse who sees the patient in clinic, either at screening or during treatment, will <b>fully</b> complete a scan request form (Kept in red and green team scan folders in main office).</p> <p>The booking is done through i.CM as follows:</p> <ol style="list-style-type: none"> <li>1. Login to i.CM</li> <li>2. Search for the correct patient</li> <li>3. Using the pencil on the top left-hand side of the screen, click to display the patient's details.</li> <li>4. Check that these are correct, and you have the right patient, then click yes.</li> <li>5. Using the drop down box in the occupation line, click consultant, then go down to the 'requested by' line and add the patients consultant, as you type the patient name it will appear in the box below, click on it then click OK.</li> <li>6. This will take you to another screen</li> <li>7. On the right half of the screen it says 'type here to enter order name' – to order a CT TAP put on CT Thorax and scroll down to thorax abdomen and pelvis with contrast MAKE SURE THAT WHAT YOU ORDER IS WHAT YOU WANT – it is really easy to order the incorrect scan and radiology get very cross when this happens.</li> <li>8. Press the ADD button which will take you to the screen where you can transcribe over from the scan request form. You do this for whatever scan you are requesting. (We cannot request Bone Scans and mammograms in this way and at the moment nurses cannot request USS.)</li> <li>9. Check form is correct before pressing submit.</li> </ol>
	<b>References</b>
	N/A
<b>9.0</b>	<b>List of Appendices</b>
	Appendix 1- list of near misses or failure to book
<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 continuing personal &amp; professional development.</p>
<b>12.0</b>	<b>Monitoring Compliance and Effectiveness</b>
	<p>The team leader will ensure all members of the SMT have the appropriate training required.</p> <p>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.</p>
<b>13.0</b>	<b>Revision History</b>
	Issue 1 – First issue
<b>14.0</b>	<b>Managerial Approval</b>

<b>Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Author</b>			
Helen Smith			
<b>Reviewers</b>			
Julie Pascoe			
Ben Hyams			