**Action card: Radiographers**

Labs 1 and 4 are clean labs.
Lab 3 unknown COVID status / suspected COVID / PAMI lab, both in and out of hours.

Two (2) radiographers rostered for labs 1 and 4.

No swapping of staff during cases.

Superintendent radiographer / clinical specialist to assist as clean radiographer during staff absence.

**Start of day**

**7:30 am** – Early radiographer start time. Duties: Switch on / risk assess and test labs 1, 3 and 4. Change AutoPulse battery and test.

**7:45 am** – Radiographers huddle

**7:55 am** – Cleaning regime in control areas for keyboards/handles/phones

**8:00 am** – Team brief (all labs, all cases discussed)

* Team introduction
* Order of list
* Procedures discussed
* Equipment requirements
* Additional staff requirement’s including check all staff are familiar with PPE guidance
* Risks identified and plan in place

**8:15 am** – **Patient sent for / collected by coordinator/lab nurse**

**Clean radiographer** – Update labyrinth. Check patient address on Tomcat / EPR and inform lab radiographer.

**Lab radiographer** – Select lead for day, don PPE and remain inside lab, finish setting up lab.

**Patient arrives in lab**

**Lab radiographer** – Patient label given to clean radiographer. Patient ID check / consent form / LMP. Risk benefits discussed. Assist in patient transfer. Set up for procedure.

**Clean radiographer** - Enter patient demographics onto X-ray machine. Updates Labyrinth

**8:30 am** – Knife to skin

Lab radiographer to remain in lab until case is finished and patient leaves the lab.

**End of case**

**Clean radiographer** – Collect trolley / chair ready for patient outside lab double doors. Labyrinth data / register book completed.

**Lab radiographer** - Inform lab staff of contrast usage / X-ray dose information. Cleans lab / leads with other team members.

At this stage staff may swap if required.

**When there is a PAMI call**

Clean radiographer for lab 1 moves to lab 3 to become lab radiographer.
Lab 4 clean radiographer can assist as clean for lab 3.
Lab radiographer to check patient ID and set up lab in preparation for transfer.
Lab 1 lab radiographer moves to become lab 3 clean radiographer when finished in lab 1.

The lab 3 case should not start until all staff are ready unless the patient is considered clinically unstable.

**Autopulse** – If needed, clean radiographer collects this and passes this into the lab via control area. Follow recommended cleaning protocol and return after use.

**End of day**

Debrief. All staff actively review pathway give feedback and suggest any changes for following day.

**On call / out of hours** – one (1) radiographer only

**Clean nurse** – Register patient and obtain hospital number. LMP form completed if required.

**Radiographer** – Switch on lab 3, risk assessment and x-ray fluoro/acquisition check/image transfer.

Enter patient ID onto x-ray system and labyrinth ready to start the case

Don PPE, checks patient ID with patient, confirms address, LMP. Risk benefit confirmation. Confirms to clean nurse that ID is correct. Assist in patient transfer.

**Clean nurse** – Start the case on the X-ray unit and update labyrinth.

**End of case**

**Radiographer** to inform team of contrast/radiation dose information and remain inside the lab until the patient leaves and lab and leads are cleaned.

Labyrinth and register book updated.