 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To ensure that all Ultrasound examinations and Ultrasound guided procedures performed within the hospital area carried out to the highest possible standard by appropriately trained individuals, using well maintained Ultrasound equipment.

LEVEL:


Radiologist, Radiologic Technologist

DEFINITION OF TERMS:

1. ***Ultrasound imaging.*** Also called ultrasound scanning or sonography, involves exposing part of the body to high-frequency sound waves to produce pictures of the inside of the body.
2. ***Sonographers.*** Are the healthcare professionals (Radiologic Technologist) with recognized qualifications who have extensive direct patient contact that may include performing some invasive procedures.
3. ***Sonologist.*** A registered medical practitioner (Radiologist) with a specialist qualification in diagnostic ultrasound.

POLICY:

- 1 DPOTMH recognizes the use of ultrasound imaging as an examination that shall always be able to obtain information relevant to the diagnosis or treatment of a patient, or both.
- 2 Patient identification
 - 2.1 Many patients have similar-sounding names. Staff must verify the name of each patient, wristband or chart before performing an ultrasound examination.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	2 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

3 Precautions for invasive procedures must be observed.

- 3.1 Before beginning an ultrasound-guided invasive procedure, the sonographer /Sonologist must take steps to verify patient identification, the type of procedure planned, and the appropriate procedure site(s). Specimens are correctly labeled.

4 Final report

- 4.1 A final report is a written report that has been signed and dated by the interpreting physician. Finding must be recorded and results communicated in a timely fashion to the physician responsible for care.


5 Verified (signed) final reports must be available within 24 hours of completion of the examination or, for non-emergency cases, be the next business day.

6 Preliminary Reports

- 6.1 A preliminary report is a written or verbal report released to the attending physician by the Sonologist.

7 Reporting any accidents or complications that occur in the department. Any ultrasound incident should be recorded by completing the Incident Report Form. Such incidents might include:

- 7.1 Inappropriate use of ultrasound
7.2 Unnecessary insonation of an individual or fetus
7.3 Ultrasound equipment being used by an incompetent/unauthorized individual
7.4 Non-recording of results of an ultrasound examination within the patient's medical record.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	3 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

8 All personnel must observe professional ethics and behavior to ensure patient confidentiality.


- 8.1 Introduce yourself to the client, scheduling staff, clinical staff and doctors.
- 8.2 Remember to leave the site clean and fully stocked before you leave for the day (i.e. restock all linens and supplies, refill all gel bottles, clean and wipe down ultrasound equipment and transducers, etc.).
- 8.3 Minimize personal phone calls when on duty.
- 8.4 Keep yourself busy in the event that you can perform while waiting for patients.
- 8.5 Supervisors expect you to be part of the team while you are working. If you read a book, write letters or make a personal phone call in between patients, please do so discreetly; out of the view of patients and only if there is absolutely no other duty or task to perform.

9 Quality Assurance


- 9.1 Ongoing monitoring of the clinical practice's personnel performance, including all physicians and sonographers.
- 9.2 All permanent members of staff who scan should participate in continuing medical education and professional development.
- 9.3 Ultrasound studies must be supervised and interpreted by a physician with training and experience in the specific area of sonography.
- 9.4 Must obtain regular correlation of ultrasound diagnosis of normal and abnormal studies with clinical, radiographic, laboratory, surgical, and pathologic findings; a record of this must be maintained and kept current. Information obtained should be disseminated to both physician and sonographer personnel of the ultrasound practice in a timely fashion.

10 Storage and Record Keeping

- 10.1 Appropriate documentation of every study must include permanent ultrasound images stored on suitable recording media, as well as a report that includes the findings obtained by examination.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	4 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

- 10.2 Ultrasound images and a report from the interpreting physician must be maintained in a readily accessible fashion for comparison and consultation.
- 10.3 All examinations and procedures are to be archived/reported in the Radiology Information System and Picture Archiving and Communication System.
- 11 Routine Quality Assurance for Diagnostic Ultrasound Equipment
 - 11.1 Instrumentation used for diagnostic testing must be maintained in good operating condition and undergo routine calibration at least once a year.
 - 11.2 All ultrasound equipment must be serviced at least annually, according to the manufacturer's specifications or, more frequent is problem arise.
 - 11.3 There must be a routine inspection and testing for electrical safety of all existing equipment.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	5 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

LIST OF ULTRASOUND PROCEDURES

1 General Abdominal Ultrasound

1.1 Abdominal Ultrasound with Fasting Preparation

- 1.1.1 Entire Abdomen
- 1.1.2 Upper Abdomen
- 1.1.3 Right Upper Quadrant
- 1.1.4 Gall Bladder with Post Motor Meal
- 1.1.5 Gall Bladder
- 1.1.6 Pancreas

1.2 Abdominal Ultrasound with Hydration Preparation

- 1.2.1 Lower Abdomen with or without adrenals
- 1.2.2 Urinary Bladder
- 1.2.3 Prostate Abdominal Ultrasound
- 1.2.4 Prostate Transrectal Ultrasound (if with bowel preparation no need for fasting)


1.3 General Ultrasound without Preparation

- 1.3.1 Liver
- 1.3.2 Spleen
- 1.3.3 Kidneys (right and left)
- 1.3.4 Hemithorax
- 1.3.5 Right Lower Quadrant

2 Special Procedures

2.1 Soft Tissue

- 2.1.1 Breast
- 2.1.2 Neck
- 2.1.3 Thyroid
- 2.1.4 Testes

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	6 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

2.1.5 Testes with Doppler

2.2 Musculoskeletal

- 2.2.1 Popliteal
- 2.2.2 Muscles
- 2.2.3 Wrist or Carpal Tunnel
- 2.2.4 Shoulder
- 2.2.5 Tendon of Achilles

2.3 Fine Needle Aspiration/Biopsy


- 2.3.1 Thoracocentesis
- 2.3.2 Paracentesis
- 2.3.3 Nephrostomy
- 2.3.4 Ultrasound Guided Biopsy
- 2.3.5 Ultrasound Guided Aspiration

DOCUMENTATION:

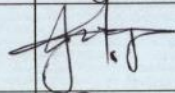
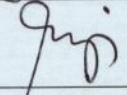
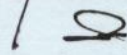
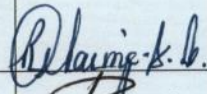


Revised Policy


DISSEMINATION:

Hospital Communicator

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	7 of 7
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA Radiologic Section Head		6-9-22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		6/9/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		06/9/22
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06.15.2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		6/22/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P08-S01
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Department of Imaging Sciences
	Document Title:	ULTRASOUND IMAGING

PURPOSE:

To outline the steps in performing the procedures for Ultrasound imaging.

SCOPE:

Applies to all Department of Imaging Sciences staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Sonologist/Radiologist, Sonographers/Radiologic Technologist,

PROCEDURE:

1. Patient must have a specific written request of examination from a licensed practitioner.
2. Procedure may be done either outpatient or inpatient.
3. Imaging staff will write appointment/schedule of patients for ultrasound in the Schedule Logbook.
4. Diabetic patients must be prioritized as well as those patients who still have fasting procedures after ultrasound, for STAT ultrasound, and also for emergency cases.
5. Read the request of attending physician, previous ultrasound and copy the laboratory results needed.
6. For inpatient, read the patient's chart, look for the request of attending physician, and copy the needed laboratory results, chief complaint and assessment.
7. For patient with water limitation, inform the Sonologist and follow the instruction that will be given.

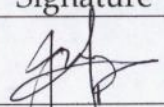
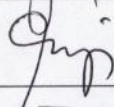
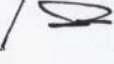
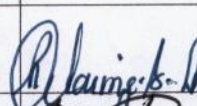

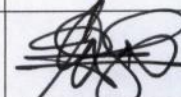


DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-E-63-P08-S01
Effective Date:	03-31-2022
Document Type:	Standard Operating Procedure
Page Number:	3 of 3
Department/Section:	Department of Imaging Sciences
Document Title:	ULTRASOUND IMAGING

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA Radiologic Section Head		6.9.22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		6/9/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		06/09/22
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06.15.2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		6/22/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/21/22



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-E-63-P08-WI01
Effective Date:	06-30-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Department of Imaging Sciences
Document Title:	ULTRASOUND IMAGING

KEY TASK	PERSON RESPONSIBLE
1. Writes appointment/schedule of patients for ultrasound in the Schedule Logbook.	DIS Staff
2. Prioritizes diabetic patients as well as those patients who still have fasting procedures after ultrasound, for STAT ultrasound, and also for emergency cases.	Radiologic Technologist
3. Reads the request of attending physician, previous ultrasound and copy the laboratory results needed.	
4. Reads the patient's chart if inpatient, looks for the request of attending physician, and copy of the needed laboratory results, chief complaint and assessment.	
5. Informs the Sonologist if with water limitation and follows the instruction given.	
6. Reviews the hard copy or thermal paper print-out.	
7. Assists the Attending Physician for the patient.	Nurse-in-charge
8. Assists the Sonologist for the machine.	Sonographer

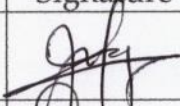
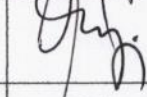

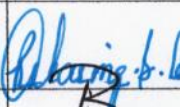

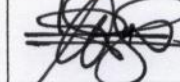


DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-E-63-P08-WI01
Effective Date:	06-30-2022
Document Type:	Work Instruction
Page Number:	2 of 2
Department/Section:	Department of Imaging Sciences
Document Title:	ULTRASOUND IMAGING

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA Radiology Section Head		6/9/22
	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		6/9/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua, FPCHA Quality Assurance Supervisor		06-09-2022
Recommending Approval:	ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA Ancillary Services Division Officer		06.09.2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/15/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/8/22



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:

DPOTMH-E-63-P08-FC01

E-63-FL06

Effective Date:

06-30-2022

Document Type:

Flowchart

Page Number:

1 of 2

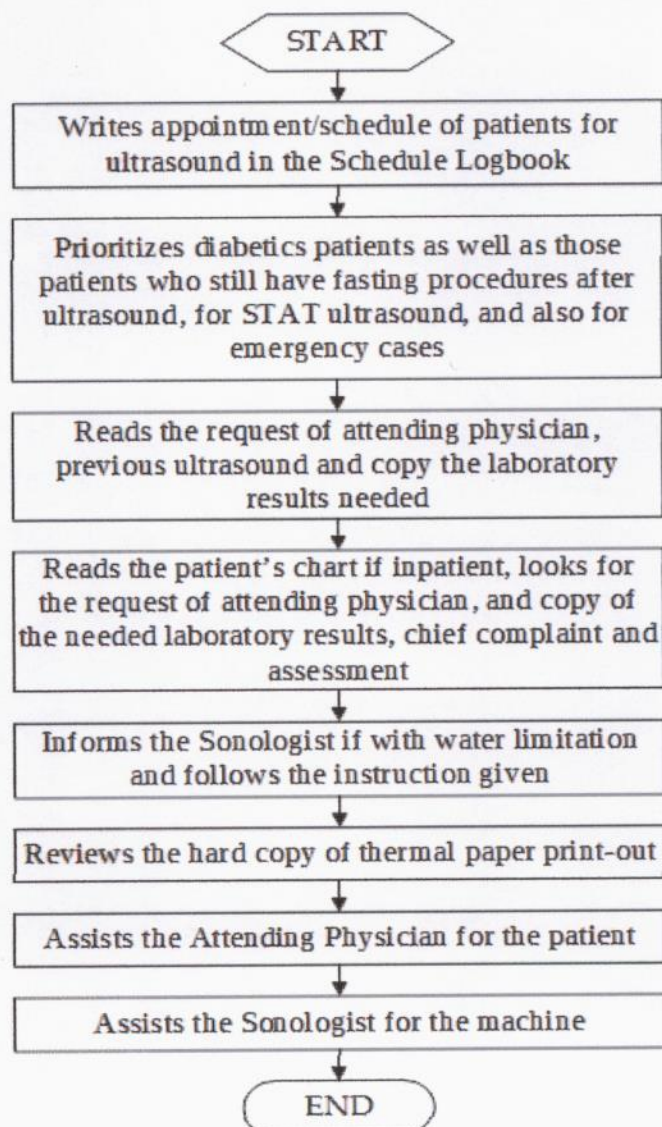
Department/Section:

Department of Imaging Sciences

Document Title:

ULTRASOUND IMAGING

FLOWCHART



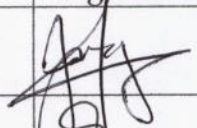
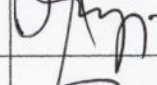

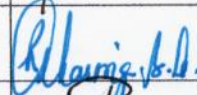




DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-E-63-P08-FC01
	E-63-FL06
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	2 of 2
Department/Section:	Department of Imaging Sciences
Document Title:	ULTRASOUND IMAGING

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA Radiology Section Head		7-8-2022
	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		07-08-2022
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07-08-2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD FPCHA Ancillary Services Division Officer		06-09-2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/18/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22