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	Document Type:	Standard Operating Procedure
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	Department/Section:	Department of Imaging Sciences
	Document Title:	X-RAY PROCEDURE IN THE EMERGENCY ROOM

PURPOSE:

In line with the goals of Dr. Pablo O. Torre Memorial Hospital (DPOTMH) to deliver quality, cost-effective and safe services to our patients, this policy is formulated to guide our healthcare professionals in providing x-ray procedures in the Emergency Room in the safest, most dependable and accurate way.

SCOPE:

Radiologic Technologist assigned for Portable X-ray Machine, ER Nurses

PERSON RESPONSIBLE:


Receptionist, Radiologic Technologist, ER Nurse-in-Charge

GENERAL GUIDELINES:


1. These services shall be available anytime, 24/7, at the Emergency Room, and shall cater to patients.
2. A doctor's prescription or order shall be required before providing the procedure.
3. X-ray images are immediately uploaded to the Syngo-Plaza for direct viewing by the DEM Physician.

PROCEDURE:

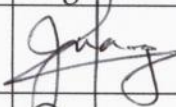

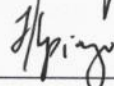

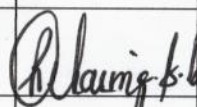
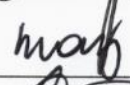
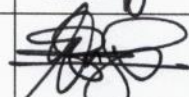
1. An ER Staff Nurse calls the DIS Reception Area and informs them of a procedure to be done on a patient.
2. The DIS Receptionist acknowledges the call and informs the Radiologic Technologist assigned as X-ray Portable.
3. The Radiologic Technologist responds to the call according to the ER Response Time.


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4. The Radiologic Technologist assigned as "X-ray Portable" steers the portable machine to the Emergency Room. The Radiologic Technologist checks with the Staff Nurse and claims the written request.
5. The Radiologic Technologist positions the 3-Lead Barriers around the patient to contain radiation for the safety of the staff, patients, and watchers in the room.
6. The Nurse-in-Charge ensures the use of lead barriers by the Radiologic Technologist and strongly reminds the Radiologic Technologist of its use.
7. With the assistance of the Nurse-in-charge, the Radiologic Technologist positions the X-ray cassette on the patient.
8. After the procedure, the Radiologic Technologist returns the lead barriers to their assigned holding place.
9. The Radiologic Technologist returns to DIS and uploads the X-ray images for the DEM Physician to view for initial assessment and the Radiologist to read.


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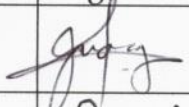
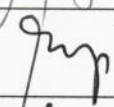
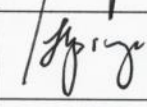

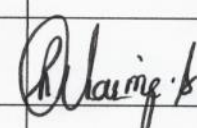
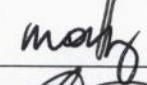
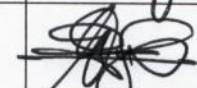
	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA Radiologic Section Head		10-3-22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		10/13/22
	LEOPOLDO JOSE MA. L. PICAZO Department Chairman		10/13/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-13-2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		10-13-2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10-26-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

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KEY TASK	PERSON RESPONSIBLE
1. Calls the DIS Reception Area and informs them of a procedure to be done on a patient.	ER Staff
2. Acknowledges the call and informs the Radiologic Technologist assigned as X-ray Portable.	DIS Receptionist
3. Responds to the call according to the ER Response Time.	Radiologic Technologist
4. Checks with the Staff Nurse and claims the written request.	
5. Positions the 3-Lead Barriers around the patient to contain radiation for the safety of the staff, patients, and watchers in the room.	
6. Ensures the use of lead barriers by the Radiologic Technologist and strongly reminds the Radiologic Technologist of its use.	Staff Nurse
7. Positions the X-ray cassette on the patient with the assistance of the Nurse-in-charge.	Radiologic Technologist
8. Returns the lead barriers to their assigned holding place after the procedure.	
9. Returns to DIS and uploads the X-ray images for the DEM Physician to view for initial assessment and the Radiologist to read.	

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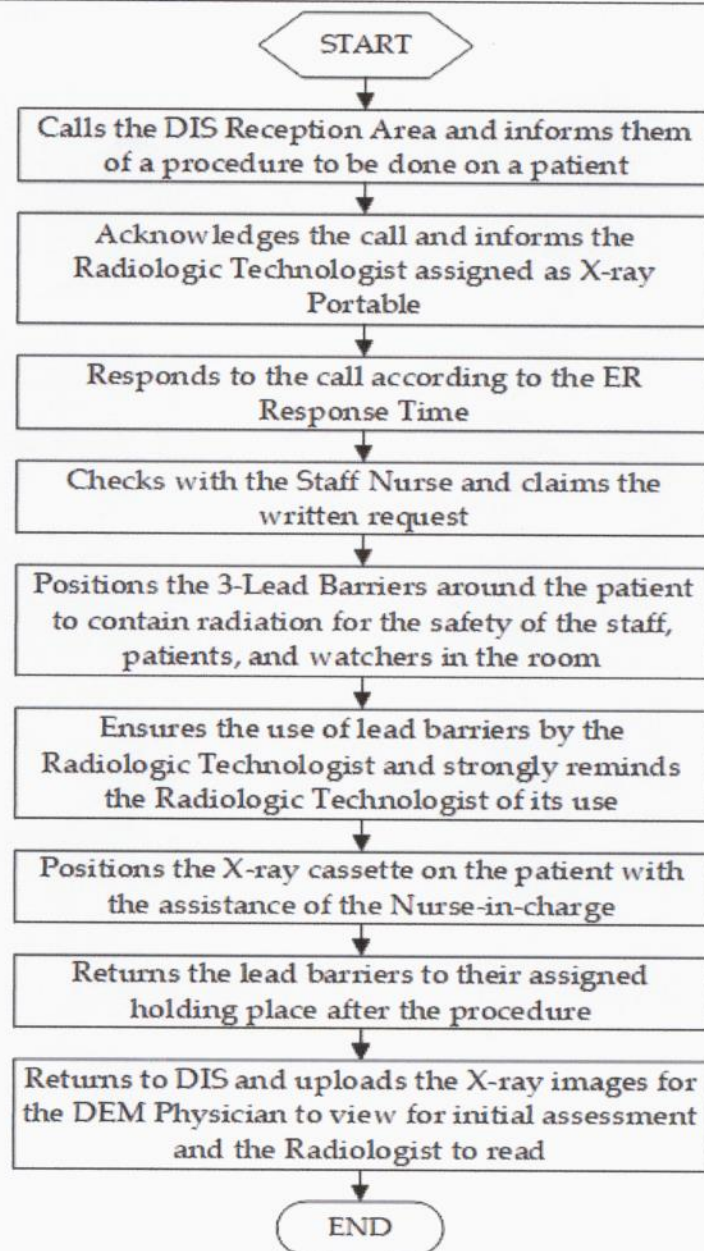



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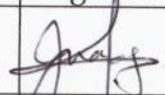
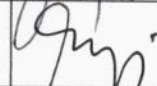
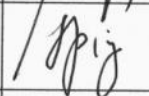


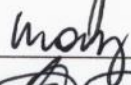

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FLOWCHART



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