OUT OF HOURS CT SCAN PROTOCOL

Amendments

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<td>Aligned in-line with current practice</td>
<td>Michael Creagh, Clinical Director, Imaging</td>
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Originally Compiled by: Susan Farrell and the Imaging Directorate Team

Reviewed by: Dr Jane Hibbert, Consultant Radiologist

Ratified by: Trust Executive Committee

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Target Audience: As applicable

Comments to: Susan Farrell, Lead Superintendent Radiographer
How to use the Medica Nighthawk out of hours CT service. – Referrer’s guide

PHONE NUMBER OF MEDICA RECEPTIONIST
0845 0531948

General Information
Out of hours (see below) CT reporting is contracted out to Medica, a Teleradiology company. CT scans are performed locally at the Trust, and reported by UK based Consultant radiologists working for Medica. Requests for out of hours CT should only be made after proper clinical assessment of the patient and after ascertaining that the scan cannot wait till the following morning. Appropriateness of requests is monitored and prospectively audited.

Some CT scans may be requested directly from the CT radiographer, others require prior discussion with a medica radiologist. The criteria are outlined below.

It is essential to include the name, grade and contact number of the referrer and the name of the Consultant on all request forms.

Reports will be entered onto the hospital CRIS and PACS system within 1 hour of the scan.
In the event of the scan showing a significant finding the report will be communicated directly to the referring clinician.
If it is necessary to discuss the scan findings the reporting radiologist can be contacted on the number above.

Hours of operation of medica reporting

Monday – Friday  8pm – 9am
Saturday – Sunday (and Bank Holidays) 5pm – 9am

At all other times there will be a radiologist present in the imaging department.
All urgent scans completed before 7.45pm Mon-Fri and before 4.45pm Sat-Sun will be reported by an ASPH radiologist
1. Scans not usually requiring an urgent report

a. **CT Heads**
   Acute head injury fulfilling NICE guidelines for urgent brain CT
   Acute stroke fulfilling NICE guidelines for urgent CT (within 1 hour) brain scan
   Possible subarachnoid haemorrhage.

   CT Heads that fulfil the above criteria do not need to be authorised by a radiologist and will not routinely be reported out of hours.
   Scans should be requested by a middle grade doctor directly to the CT radiographer and will be provisionally reported on PACS by the referring doctor.
   Patients should have a formal report if on warfarin or discharge is planned.

b. **CT carotids and CT peripheral angiography.**
   The on call vascular surgeon will request the scan directly to the radiographer and will review the images themselves.

   The above scans will be formally reported by an in house radiologist the following day.

   If after reviewing the scans an urgent radiology report is required out of hours the referrer may request a report from the Medica radiologist via the number above.
   If a report is required the referrer will need to ask the CT radiographer to send the images to Medica as this will not occur automatically.

2. Scans requiring an urgent report from a Medica radiologist but prior discussion not necessary.

a. **Trauma (other than isolated head injury)**
   - Quad CT
   - Cervical spine CT (according to NICE guidelines)

   May be requested by a middle grade doctor directly to the radiographer.

   The referring clinician must discuss the case indicating type of injury and findings of plain film examinations with the Medica radiologist prior to the report.

   The report will be entered onto CRIS/PACS within 1 hour

3. Scans requiring a direct consultant to consultant referral prior to scanning.

a. **Paediatric CT Heads.**

b. **Non trauma body CT scans**

   The referring Consultant should discuss each case with the Medica radiologist. Paediatric heads should be discussed by the Paediatric Consultant.
If the scan is agreed the referring team should inform the CT radiographer to perform the scan. The report will be entered on the CRIS/PACS system within 1 hour.

Nb. CTPAs and CT IVUs should be deferred until the following day wherever possible.