

SPECIMEN IR(ME)R 2000 PROCEDURE

PROCEDURE TO IDENTIFY CORRECTLY THE INDIVIDUAL TO BE EXPOSED TO IONISING RADIATION (IR00SC1a)

APPROVED BY: _____ REVISION : 0 DATE EFFECTIVE : OCTOBER 2000

Employer:NHS Trust

Establishment:Hospital/Clinic

Department:.....

Purpose

To correctly identify patients prior to medical X-ray exposure.

Scope

All x-ray exposures.

Responsibility

This procedure applies to all staff involved with the identification of patients for x-ray exposures, e.g. Radiographers, Radiologists, Dentists, dental nurses, therapists, hygienists, nurses, porters, and receptionists,

The operator initiating the exposure is responsible for making the final check on identifying the patient before proceeding.

Procedure

1. The process of identifying a patient must be an active rather than passive procedure. The patient must be asked to give their full name, date of birth, and address. If they are wearing a wrist band this must also be read. These details should be checked against the radiological request card, or other available documentation.
2. In the event of the patient being unable to respond to the above for any reason, i.e illness, age, lack of hearing or lack of understanding, the required details should be ascertained from the patient’s wrist-band. If this is not possible, the patient’s identity should be verified by a nurse, escort or relative.
3. The referrer must ensure that sufficient details are included on the request form or clinical record to enable the patient to be unambiguously identified by the practitioner, operator, and other relevant members of staff.
4. Particular care needs to be taken in correctly identifying patients with the same or similar names. If, at any stage, a member of staff becomes aware that patients with similar names are in the department, they must advise the operator.
5. The operator responsible for making the radiation exposure, must ensure that they make a final check on the patient’s identity to confirm that the correct patient is about to be irradiated.

