

## **RD.5 The radiology department implements a policy and procedure that defines the process and time limits of results reporting for all radiological studies.**

- RD.5.1 The radiology department defines and implements the format and content of radiology reports (paper or electronic). Essential elements of the report include:
- RD.5.1.1 Patient identification.
  - RD.5.1.2 Type of the procedure.
  - RD.5.1.3 Identification of the ordering physician.
  - RD.5.1.4 Reporting date and time.
  - RD.5.1.5 Identification of the reporting radiologist.
- RD.5.2 The radiological studies are reported by the radiologist within defined time limits.
- RD.5.2.1 Immediate reporting for emergency cases.
  - RD.5.2.2 Urgent cases are reported within twenty four hours.
  - RD.5.2.3 Routine cases are reported within forty eight hours.

## **RD.6 The radiology department implements a policy and procedure for reporting of critical results.**

- RD.6.1 There is a policy and procedure for reporting of critical results developed in consultation with clinical departments.
- RD.6.2 The policy defines the notified party and mean of communication.
- RD.6.3 The policy defines the "read- back" sequence of reporting of critical results.
- RD.6.4 The policy defines the proper documentation of a notification event, which includes:
- RD.6.4.1 Date and time of notification.
  - RD.6.4.2 Patient identification.
  - RD.6.4.3 The critical result.
  - RD.6.4.4 Documentation of read-back.
  - RD.6.4.5 Identification of the notifying person.
  - RD.6.4.6 Identification of the notified person.

## **RD.7 Previous radiological studies can always be accessed.**

- RD.7.1 There is a master X-ray jacket or an access to all archived previous radiological studies (Picture Archiving and Communication System-PACS) for every patient.

## **RD.8 The radiology department has a documented and implemented safety plan.**

- RD.8.1 There is a safety plan that indicates the periodic inspection, maintenance, and calibration of all equipment.
- RD.8.2 The safety plan involves the management of radioactive materials used for therapeutic and diagnostic purposes, particularly with regard to handling, storing, and transportation.
- RD.8.3 The safety plan involves posting of safety warnings on the doors.
- RD.8.4 The safety plan involves checking female patients for pregnancy before exposure.
- RD.8.5 The safety plan indicates monitoring of the staff for radiation exposure, at least quarterly.
- RD.8.6 The safety plan involves the provision and regular testing of radiation protection aprons and thyroid and gonad shields for staff and patients.