

Facilitation

Facilitators are crucial to maintaining a prompt schedule. They do so by consistently monitoring the DAR and Snapboard for patient status after check-in and act as a liaison between clinical and admin staff.

When do we facilitate?

Facilitation is not strictly assigned to an individual or shift. SPCs will self-assign / are assigned the role as coverage is needed. Ideally, facilitation takes place on weekdays from 8AM to 5PM when there is sufficient staffing. Facilitators assist MRI and PET patients in preparing for their scans. The workflow changes based on modality.

General Workflow

Before approaching a patient, a facilitator will

- Monitor the schedule and verify with techs when a patient can begin preps.
- Review patients' packet for completion and note any safety concerns.

When walking a patient back, a facilitator will

- Verify patient (name + DOB) and screening form answers to ensure safety
- Take patients to a changing room to secure their possessions and change into metal free attire
- Give the packet to a nurse or directly to a tech (depending on if IV placement is needed)

** Non contrasted patients are taken back 5-10min before scan. Facilitators will guide them to the sub waiting area*

**Patients receiving contrast are taken back 10-15min before scan. Facilitators will*

provide their packet directly to a nurse who will place an IV and complete any additional preps or screenings needed.

**Facilitators evaluate if a patient requires additional time due to translation, mobility concerns, clinical questions, general anxiety, etc. and adjust prep timing as needed.*

PET

- Facilitators confirm with PET techs when to bring a patient back and to what specific PET prep room
- PETMR patients change in a standard changing room but receive dose in PETCT prep room due to dose

Pediatric Patients

If a peds patient is requesting a CLS, facilitators will inform the specialist on site of their arrival and all further preps will be completed by the CLS.

Feed & Swaddle

Facilitators coordinate the on-site preps needed for all patients under 1 year old. They will set up a private office BEFORE patients' arrival on site, notify CLS and nurses, and monitor preps to ensure scanning can begin on time.

Additional Responsibilities

- Informing patients and guests of wait time / delays / scan progress
- Offering / providing patients with water, snacks, warm blankets, activity books, connect help etc.
- Suggest adjustments to schedule to avoid delays based on live status of scanners
- Sanitize patient lockers, sub waiting area, and PETCT prep rooms as requested by techs
- Ensuring patients with multiple exams do not leave before completing

all studies