Have you ‘paused and checked’?
A clinical imaging examination IR(ME)R Operator checklist

| P | Patient | Check the examination is justified  
Check examination history for recent studies and duplication  
**Confirm patient ID, always use unique identifiers**  
Confirm pregnancy status  
Confirm the patient expected the examination.  
Confirm the patient has been given information on the benefits and risks of the examination.  
Confirm the patient has not had a similar examination recently |
|---|---|---|
| A | Anatomy | Select the correct anatomical area  
Select the correct laterality  
Place the correct anatomical marker within the primary beam |
| U | User checks | Confirm the examination is being completed at the right date and time  
Confirm the exposure has been authorised  
Confirm the correct modality  
Check radiation safety measures for staff and/or comforters & carers  
Communicate appropriate instructions to patient, carer and team |
| S | Systems & Settings | Select correct patient (unique ID) and exam date/time  
Select correct imaging protocol / technique  
Select optimal exposure factors (ALARP) (and adjust if required)  
Select correct detector/bucky, AEC & grid as appropriate |
| E | Exposure | Confirm there is no clinical reason this exposure should not proceed  
**Expose**  
Record dose and reference DRL  
Evaluate images, confirm necessity for repeat or additional views |
| D | Draw to a close | Add image comments or flags as appropriate  
Complete RIS record  
Confirm PACS images are stored accurately  
Tell patient how to get results and where to go next |

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IR(ME)R requires all duty holders to comply with their local Employers procedures.  
This “pause and check” poster does **not replace** these procedures but represents a shortened summary of the main checks.  
You must adhere to your local procedures at all times.