Pre-treatment CT

Have you “Paused & Checked”?

A radiotherapy IR(ME)R checklist for Operators about to CT a patient

| P Patient | Ensure the referral is complete and authorised  
|           | Check previous RT history details available  
|           | Confirm patient ID (3-point check) & consent  
|           | Confirm pregnancy / allergy status & if pacemaker in place  
|           | Explain procedure to patient (IV contrast / hydration / tattoos / photo)  
|           | Confirm there is no clinical reason this scan should not proceed  
|           | Ensure patient has been given adequate information and understands and agrees to examination |
| A Anatomy | Ensure correct anatomical area / laterality to be scanned  
|           | Confirm immobilisation / in reproducible position  
|           | Confirm scan levels / limits  
|           | Perform sense check of isocentre position  
|           | Ensure markers are in place |
| U User Checks | Re-confirm patient ID  
|           | Ensure correct setting up sheet being used (HFS/FFS etc)  
|           | Document immobilisation / treatment position  
|           | Check bladder / rectal status |
| S System & Settings | Confirm correct patient details in scanner  
|           | Confirm correct scanning protocol  
|           | Ensure IV / PGD prepped correctly  
|           | Check FOV / all parameters included |
| E Exposure | Confirm safe to expose  
|           | Scan patient – looking / watching / listening |
| D Data & Document | Ensure correct labelling of images & document the number of slices taken  
|           | Confirm PACS images stored correctly  
|           | Confirm documentation has all the information recorded correctly  
|           | Ensure patient is given post-scan advice  
|           | Ensure patient has appointment details for treatment |

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.