

Department: Radiology	Section: CT	Effective: 12/24/2006
Procedure Number: 13.2		Revision: October 2013

Backup Scanning Procedures

Purpose: To provide a means to obtain emergency CT scan procedures when equipment failures occur.

Policy: Available equipment:

- GE CTi located in the Radiology department, 2nd floor
- GE LightSpeed located in the Emergency Room
- GE LightSpeed VCT in the Radiology Department, 2nd floor
- Phillips large bore scanner located in Radiation Therapy (limited diagnostic capability)
- GE LightSpeed located in the Feist Weiller Cancer Center,

1. In the event that both the second floor and ER scanners are down, the CT technologist on duty shall notify the following:

- ☐ Normal business hours - Trauma Director (or designee), Administrative Director of Radiology (or designee), CT manager, staff radiologist, EMS staff physician and hospital assistant administrator.
- ☐ After hours/weekends/holidays – Trauma Surgery Staff, Administrative House Manager (The AHM will notify the on-call hospital administrator), Administrative Director of Radiology (or designee), radiologist on call, EMS staff physician.

2. Emergency procedures, as determined by a faculty member with agreement by the radiology physician on call, shall be done at an alternate location. The location choice shall be based on the availability of equipment and the type of scan needed.

Feist Weiller Cancer Center – GE 16 slice Light Speed. This scanner has the same functionality of the current ER scanner but due to the location, transport will have to be arranged. The patient's status (i.e. hemodynamically stable) will be determined by the attending who is charge of the patient's care or their designee. Depending on the patients status, the patient may be transported by wheelchair, stretcher or ambulance.

1. To transport a patient to FWCC the technologist will contact the AHM who is responsible for arranging transportation, contacting University Police to access the building and ensuring appropriate personnel are assigned to transport and monitor the patient.

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2. A physician must accompany the patient to the FWCC; a nurse must also be assigned to accompany the patient until the scan is completed and the patient returned to the originating unit.
3. A CT technologist will go the FWCC before the patient is transported to ensure that the scanner is operational.
4. The patient must be brought to the main (front) entrance of the building in order to provide access for the stretcher.
5. After the procedure is complete, the technologist will contact environmental services to clean the room.

Radiation Therapy Building – Phillips large bore CT simulator. This scanner has limited diagnostic capability. For example, it is not suitable for diagnostic scans of the head. If this scanner is suitable, the ER CT technologist shall notify the CT manager so that an operator can be arranged. Staff trained for diagnostic operation of this scanner is (not completed at this time:

- ☐ Tommy Lyles
- ☐ Joyce Roberts
- ☐ Angelia Lewis
- ☐ Carl Randazzo
- ☐ Chris Durr

Willis Knighton Medical Center - True emergency procedures that cannot be completed in the FWCC due to equipment issues or in Radiation Therapy will be transported to Willis Knighton Medical Center to have imaging performed. The images will be returned in digital format on a CD with the patient.

1. The UHS Radiologist will contact the LSUHSC CT technologist on duty when it becomes necessary to transport a patient to be scanned. The following information is required: patient name, MR number, attending and ordering physician, exam requested (i.e. CT head w/o and w contrast), clinical information and reason for exam, ICD-9 code, method of travel (i.e. wheelchair), and accessory equipment required (i.e. oxygen).
2. The UHS CT technologist will contact Willis Knighton and get an arranged time. Willis Knighton does not staff their CT 24/7 but a technologist is on call. This information will be communicated to the AHM and the ordering physician.
3. The UHS CT technologist will call Social Services at extension 5-7075 (normal hours) or the Administrative House manager (after hours) to arrange transportation for EMS patients.

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4. If required, oral contrast will be given to patient by the LSUHSC CT technologist on duty.
5. An UHS physician (Attending physician or designee) will accompany the patient on the transport.
6. The UHS CT technologist will ensure that exam is ordered, tracked with time and date procedure done, and loads the images from the Willis Knighton CD onto the PACS. The technologist will notify the radiologist that the images are loaded and provide the requisition sheet so that the interpretation can be completed.

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