

Radiology Department Technologist Shift Handoff Log

Shift Handoff Guide

The purpose of the shift handoff is twofold:

- ☐ Ensure that all work performed during the outgoing shift is complete and images are available to the radiologist.
- ☐ Ensure the that the oncoming shift is aware of pending procedures, clinical concerns of pending procedures and that the equipment is fully functional with all necessary supplies ready.

The shift hand off log will be used to provide a checklist for the process. The elements and possible associated questions are listed below:

1. Patient Section – Exams that could not be performed during the outgoing shift must be reviewed and any special circumstances or instructions must be conveyed to the incoming shift.
2. General - As part of the shift handoff the technologists must assess the imaging suite. Key items to check include:
 - a. Work Surfaces – The outgoing shift must ensure that the counter tops are clean
 - b. Laundry stocked – The outgoing shift must ensure the laundry hamper is not full and that clean laundry is stocked.
 - c. Floor clean – Any spills that occurred during the shift should be already cleaned but this is an opportunity to make sure that the suite is clean.
 - d. Trash cans – The outgoing shift is responsible for ensuring that the trash has been emptied if needed.
 - e. Supplies stocked – The outgoing shift is responsible for stocking all supplies as needed.
 - f. Dressing rooms – At the end of the shift the dressing rooms are to be checked to ensure the area is clean and ready for use the next day.
3. Equipment and Emergency Supplies – It is essential that the oncoming shift be aware of any equipment problems and that emergency items are readily available. This aspect of the handoff is to occur in the imaging suite so that the items checked can be visualized.
 - a. Equipment – each item is clean and ready for operation
 - i. Gantry
 - ii. Table
 - iii. Console
 - iv. Injector
 - b. Emergency Equip/Supplies – Emergency equipment and supplies are visually checked
 - i. Suction Equip/Supplies
 - ii. Oxygen Equip/Supplies
 - iii. Monitoring Equip
 - iv. Crash Cart (Q Day)
4. RIS/PACS – Although the technologist should be checking exception lists during the shift as possible, at shift change each list must be reviewed and any exams on the list are to be taken care of.
 - i. SHV Complete no images
 - ii. SHV Images not verified
 - iii. SHV Images not tracked
 - iv. RIS Exception list
 - v. Unspecified
5. Comments – This section is to record any issues that cannot be resolved by the technologists and what actions were taken. For example, “exam on images not verified list could not be fixed. Radiologist and on call RIS person notified”.
6. Signatures – The signature of the outgoing and incoming technologist signifies that the hand off is complete and accepted by both technologists.

	Date:	Time:		
MR	Patient	Equipment/ Emergency Supplies	RIS/PACS	Comments
	☐ Pending exams reviewed ☐ Pending order clarification reviewed	<u>Cleaned/Ready for Use</u> ☐ Gantry ☐ Table ☐ Console ☐ Injector	<u>Review Issue Lists</u> ☐ SHV Complete no images ☐ SHV Images not verified ☐ SHV Images not tracked ☐ RIS Exception list ☐ Unspecified	
	General			
	☐ Work Surfaces clean ☐ Laundry emptied/bag replaced ☐ Laundry stocked ☐ Floor clean ☐ Trash cans not full ☐ Supplies stocked ☐ Dressing rooms clean	<u>Emergency Equip/Supplies</u> ☐ Suction Equip/Supplies ☐ Oxygen Equip/Supplies ☐ Monitoring Equip ☐ Crash Cart (Q Day)		
	Tech:		Tech:	

	Date:	Time:		
MR	Patient	Equipment/ Emergency Supplies	RIS/PACS	Comments
	☐ Pending exams reviewed ☐ Pending order clarification reviewed	<u>Cleaned/Ready for Use</u> ☐ Gantry ☐ Table ☐ Console ☐ Injector	<u>Review Issue Lists</u> ☐ SHV Complete no images ☐ SHV Images not verified ☐ SHV Images not tracked ☐ RIS Exception list ☐ Unspecified	
	General			
	☐ Work Surfaces clean ☐ Laundry emptied/bag replaced ☐ Laundry stocked ☐ Floor clean ☐ Trash cans not full ☐ Supplies stocked ☐ Dressing rooms clean	<u>Emergency Equip/Supplies</u> ☐ Suction Equip/Supplies ☐ Oxygen Equip/Supplies ☐ Monitoring Equip ☐ Crash Cart (Q Day)		
	Tech:		Tech:	

	Date:	Time:		
MR	Patient	Equipment/ Emergency Supplies	RIS/PACS	Comments
	☐ Pending exams reviewed ☐ Pending order clarification reviewed	<u>Cleaned/Ready for Use</u> ☐ Gantry ☐ Table ☐ Console ☐ Injector	<u>Review Issue Lists</u> ☐ SHV Complete no images ☐ SHV Images not verified ☐ SHV Images not tracked ☐ RIS Exception list ☐ Unspecified	
	General			
	☐ Work Surfaces clean ☐ Laundry emptied/bag replaced ☐ Laundry stocked ☐ Floor clean ☐ Trash cans not full ☐ Supplies stocked ☐ Dressing rooms clean	<u>Emergency Equip/Supplies</u> ☐ Suction Equip/Supplies ☐ Oxygen Equip/Supplies ☐ Monitoring Equip ☐ Crash Cart (Q Day)		
	Tech:		Tech:	