

## Document Control

<b>Title</b> Standard Operating Procedure for Transferring Images of Trauma Patients to Major Trauma Centres			
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0.1	Jul 2019	Draft	Initial version for consultation
		Draft	Amendments made following consultation with Stakeholders
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<b>Lead Director</b> Lead Clinician in Radiology			
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<b>Consulted with the following stakeholders: (list all)</b> <b>EXAMPLES</b> <ul style="list-style-type: none"> <li>Clinical Audit Lead Radiology</li> <li>Radiologists</li> <li>Radiographers</li> <li>Medical Physics</li> </ul>		<b>Contact responsible for implementation and monitoring compliance:</b> MRI Superintendent Radiographer	
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### Corporate Governance

G:\MajorTraumaNetwork\PTN Policies & SOPs\Clinical Policies\22 Adult Imaging Protocol\46 - 51. Image Transfer SOPs\NDDH SOP for Transferring Images of Trauma Patients to Major Trauma Centres.docx

**Local Archive Reference**

G:\Radiology Public Drive

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\Standard Operating Procedure for Transferring Images of Trauma Patients to Major Trauma Centres

**Policy categories for Trust's internal website (Bob)**

Diagnostic Imaging Trusts Internal Website

**Tags for Trust's internal website (Bob)**

IR(ME)R, Authorise, Justify, Practitioner, Operator, Medical Physics,

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## 1. Background

The aim of this policy is to ensure the safe transfer of images with the minimum of delay to patients who require further treatment at a Major Trauma Centre.

## 2. Purpose

The purpose of this document is to provide guidance in choosing the best method for transferring images to a Major Trauma Centre.

## 3. Scope

This Standard Operating Procedure relates to the following staff groups who may be involved in the transfer of images.

- Radiographers
- Members of the PACS team
- Radiologists

## 4. Location

This SOP requires a PC or workstation with Insignia PACS version 8.2 installed at NDHT

These are located in the following locations and are denoted by a red star on the monitor.

- Radiologist offices
- X-Ray A viewing area
- PACS office
- X-Ray B CT reporting Room
- X-Ray Room 7 Viewing area.

Staff undertaking this procedure must be able to demonstrate continued competence as per the organisations policy on assessing and maintaining competence.

## 5. Equipment

PCs or workstations with Insignia PACS version 8.2 installed

## 6. Emergency Equipment

- The following equipment must be in the examination room and must be checked each morning:

## 7. Procedure

The two preferred methods of sending images are:

1. Patient Referral
2. IEP

### 7.1. Patient referral

This procedure uses the Insignia patient referral process and requires using one of the designated PCs.

In the PACS Client 8.2 there are two methods of searching for patient details, represented by two patient folder icons. The default view is the traditional patient explorer interface, with lists of folders, patients and exams.

The second patient folder icon (2) opens a new patient explorer interface. This second patient folder does not have the list of folders, but it does have additional Image Sharing facilities illustrated below. These new features include the ability to push images to other sites even if there is no shared NHS number or even if the patient's identity is unknown.

The ability to send the unknown imaging is processed from within the patient explorer 2 window.

The ability to receive the images is just within the PACS and is not dependant on a version of Insignia PACS.

### 7.2. IEP

See documentation:



Transferring Images  
on Image Exchange P

## 8. References

8.1. None

## 9. Associated Documentation

9.1. <http://ndht.ndevon.swest.nhs.uk/wp-content/uploads/2014/07/PTN-Safet-Transfer-of-Ciritically-III-Patients-Policy-V1.0-18Jul14.pdf>



9.2. Identification of Patients in Radiology

9.3. [http://ndht.ndevon.swest.nhs.uk/transfer-of-information-to-other-organisations-it-security-guidance-it\\_ispg-5-16/](http://ndht.ndevon.swest.nhs.uk/transfer-of-information-to-other-organisations-it-security-guidance-it_ispg-5-16/)

