

**Hull and East Yorkshire Hospitals NHS Trust**  
**Radiology Department**

**Procedure to Correctly Identify an Individual to be Exposed to Ionising Radiation Under Regulation 4(1) of IR(ME)R 2000**

**Scope**

All Diagnostic and Interventional X-ray exposures.

**Responsibility**

This procedure applies to all staff involved with the identification of patients for x-ray exposures:

Radiographers (including students), Radiologists, ARP's CISW, Dentists, Dental Nurses, Nurses, Porters, and Receptionists.

If any member of staff becomes aware that patients with similar names are in the department, they must advise operators. However the operator initiating the exposure is ultimately responsible for making the final check of identifying the patient before beginning the examination and initiating the exposure.

**Procedure**

The process of identifying a patient must involve them giving their personal details rather than being able to respond with yes / no answers. They must be asked to give their full name, date of birth, and address. If wearing a wristband, this can also be read. Details should be checked against those on the Radiology request or other documentation in use.

In the event of the patient being unable to respond to the above for any reason, i.e. illness, age, lack of hearing or lack of understanding, the required details should be ascertained from the patient's wristband. If this is not possible, a nurse, escort or relative, any of who accompany the patient, may confirm the patient's identity. It may also be necessary to use the services of an interpreter for language, deaf or deaf-blind – these are best arranged beforehand. See separate procedure document.

The referrer must have ensured that sufficient details are included on the request form or clinical record to enable the patient to be unambiguously identified by the practitioner, operator and other relevant members of staff whilst the patient is in the department.

Particular care needs to be taken in correctly identifying patients with the same or similar names. If, at any stage, a member of staff becomes aware that patients with similar names are in the department, they must advise operators.

The operator responsible for making the radiation exposure will ensure that a final check of the patient's identity is made to confirm that the correct individual is about to be irradiated.