

Hull and East Yorkshire Hospitals NHS Trust

Radiology Department

Quality Assurance of Standard Operating Procedures.

Purpose

To ensure that quality assurance programmes for the regular review of all standard operating procedures are followed.

Each review must ensure that procedures remain effective, appropriate and are updated as necessary.

The procedure should attempt to combine the quality assurance programmes themselves with the audit process to ensure they are followed.

Scope

The procedures and protocols to be audited are those stated in:

Schedule 1 and Regulations 4(1), 4(2) of IR(ME)R 2000. (see Appendix 1 and 2)

Responsibility

It is the responsibility of the Imaging Services Manager to ensure that an audit of the procedures and protocols is regularly undertaken. (Every two years on a routine basis but immediately if it is suspected that procedural requirements are being ignored, sidetracked or are unworkable).

Staff must have access to inform managers of any failure of procedure or suggestions for improvement of :

IR(ME)R 2000 procedures

Examination protocols

Audit Records.

Procedure

- All procedures and protocols must be subjected to periodic audit to ensure:
 - they are current, effective and appropriate
 - identify any necessary improvements or amendments
- An audit should be undertaken:
 - periodically - not less than every two years
 - when new equipment, techniques or procedures are introduced
 - immediately it is suspected that procedure is breaking down
- Staff must report any instance when they are aware procedures and protocols:
 - are not being followed
 - are not having the effect expected
- A written log must be kept of all reported incidents of procedural breakdown.
- Written records of audits must be kept to demonstrate the quality assurance procedures being followed. A periodic report to Departmental Risk Committee should be submitted.

SCHEDULE 1 IR(ME)R 2000

Employer's Procedures

The written procedures for medical exposures shall include -

- (a) procedures to identify correctly the individual to be exposed to ionising radiation;
- (b) procedures to identify individuals entitled to act as referrer or practitioner or operator;
- (c) procedures to be observed in the case of medico-legal exposures;
- (d) procedures for making enquiries of females of childbearing age to establish whether the individual is or may be pregnant or breastfeeding;
- (e) procedures to ensure that quality assurance programmes are followed;
- (f) procedures for the assessment of patient dose and administered activity;
- (g) procedures for the use of diagnostic reference levels established by the employer for radio diagnostic examinations falling within regulation 3(a), (b), (c) and (e), specifying that these are expected not to be exceeded for standard procedures when good and normal practice regarding diagnostic and technical performance is applied;
- (h) procedures for determining whether the practitioner or operator is required to effect one or more of the matters set out in regulation 7(4) including criteria on how to effect those matters and in particular procedures for the use of dose constraints established by the employer for biomedical and medical research programmes falling within regulation 3(d) where no direct medical benefit for the individual is expected from the exposure;
- (i) procedures for the giving of information and written instructions as referred to in regulation 7(5);
- (j) procedures for the carrying out and recording of an evaluation for each medical exposure including, where appropriate, factors relevant to patient dose;
- (k) procedures to ensure that the probability and magnitude of accidental or unintended doses to patients from radiological practices are reduced so far as reasonably practicable.

 Appendix 2
Regulations 4(1) and 4(2) IR(ME)R 2000**4(1)**

The employer shall ensure that written procedures for medical exposures including the procedures set out in Schedule 1 are in place and -

- (a) shall take steps to ensure that they are complied with by the practitioner and operator; or
- (b) where the employer is concurrently practitioner or operator, he shall comply with these procedures himself.

4(2)

The employer shall ensure that written protocols are in place for every type of standard radiological practice for each equipment.