

# Radiology Orientation for Visiting Clinical Year Students

## Topics Covered

- Submission of the Radiology Request Form
- Special Procedure Scheduling
- Radiation Dosimetry Badge
- After-hours Imaging
- Hospital Referral Film Scanning Process
- DR Imaging Equipment and DR Workstation Instruction Sheet

## Radiology Request Form

When submitting a Radiology Request, the request should be stamped with the blue patient card to imprint patient/client information. The only exception is for after-hours imaging and no blue card is available, or for PMM or EFS patients imaged in-house. For all requests, please make sure the following information is provided:

**Date of Exam-** Please make sure you put in the date the exam is being performed, not the date the exam was requested

**Clinician's Name-** This is not a signature. We cannot process the request unless there is a clinician's name on the request

**Patient Location**

**Patient Weight**

If the Patient is **In/Out/Day-** We try to prioritize our patients according to whether they are In, Out, or Day patients. However, newly requested out-patients will not take priority over older in-patient requests. The protocol is as follows:

- Emergency Patients
- Anesthesia Patients
- Out-Patients (Sedated or otherwise)
- Day Patients
- In-Patients

If you need a patient done immediately, or need a specific time, please notify the rad techs, and write it on the request.

**Patient Prep**- mark as necessary.

**Clinical Summary**- Provide a thorough clinical summary. Any special instructions for handling the patient should also be noted in this area.

Choosing the **Correct Radiographic Procedure**- Basically you will mark the box next to the exam or procedure you want. Some procedures have multiple choices.

For example:

- Thorax:
  - Routine (VD and Rt Lateral)
  - 3-View (VD, Rt and Lt Lateral)
  - Cardiac (DV and Rt Lateral)

When ordering extremity radiographs, it is important to mark the Left or Right blocks, which follow the exam choices. For example:

Elbow     R     L

Equine thorax requests will be for right lateral images of the lung field, unless requested otherwise.

If you need to request an Ultrasound procedure and a Radiograph procedure, you must complete 2 different request forms (Except for the Abdomen Package option, where only one form is required). Separate requests are also required for pre-operative and post-operative radiographic exams.

### **Special Procedure Scheduling**

Special procedures fall into two categories: those that can be turned in without scheduling, and those which must be scheduled. Procedures such as IVUs, cystograms, urethrograms, myelograms, fistulograms, esophagrams, and UGIs are requested like general radiographic exams, just turn in the request. It may be necessary to consult with the radiologist on clinics regarding patient prep and any specifics regarding the patient, but no scheduling is actually required unless you want a procedure done at a particular time. This also applies to ultrasound patients.

Special procedures such as CTs, MRIs, equine prepurchase exams, and advanced digital fluoroscopic studies (such as cardiac catheterization or pacemaker placements), must be scheduled in advance. If you wish to schedule a CT scan, MRI scan, or advanced digital fluoroscopic study, please call Radiology and any of the Techs can schedule those procedures.

For Nuclear Medicine requests, please call Radiology to schedule. Please note- Isotope orders have to be placed to EHSS **no later than 3pm**, so please try to schedule and confirm the scan prior to 3pm.

### **Radiation Dosimetry Badge**

A radiation dosimetry badge is required before you can enter any of the radiographic rooms for a procedure, enter the Nuc Med ward for a procedure, or provide care for a radioactive patient.

**Residents/Interns-** You must take the VTH operator's dosimetry badge test and the VTH nuclear medicine ancillary test online within a week of your start date.

**Faculty-** You must take the VTH operator's dosimetry badge test and the VTH nuclear medicine ancillary test online before starting clinics and within a week of your start date.

You will not be allowed to enter a room or area where imaging is being performed without a radiation dosimetry badge.

### **Obtaining a Radiation Dosimetry Badge**

- To start the process in getting your badge you will need to go to this link:  
[www.ehss.vt.edu/programs/RAD\\_blackboard.php](http://www.ehss.vt.edu/programs/RAD_blackboard.php)
- (Please note that Internet Explorer 7 or higher is recommended.)
- From this link go to **TRAINING CLASS SCHEDULE** to preregister for a particular
- Training module (holder, nuclear medicine, or operator exam)
- Scroll down to the "Radiation Safety" section.
- You must **preregister**.
- After you have preregister go to **CANVAS** on the VT website and log on with your VT PID and password
- Go to **"MY WORKPLACE"** and click **"MEMBERSHIP"** tab
- Click on **"JOINABLE SITES"** and then search for **"RADIATION SAFETY"** in the search window provided
- Join the appropriate site(s) to enroll.
- Continue with each site joined to complete the training

### **After-Hours Imaging**

There are radiology students on call for after-hours and weekend imaging for Small Animal patients. A Radiologic Technologist is on call for CT and Large Animal after-hours imaging until 11pm each day. The radiologist or radiology resident on call are always available when needed, but will be primary with the radiology students to image Large Animal patients after 11pm. If Large

Animal faculty, residents, or interns would like to use our equipment after 11pm, it is a mandatory requirement that they go through equipment orientation. It is also mandatory for the radiologist or radiology resident to be called for any special procedures/contrast studies/fluoroscopic studies and CT exams.

After-hour images still require a radiology request form. For emergency patients, a blue card may not be available; please provide as much information on the form as possible. If a Patient ID number has not yet been assigned, please use the patient's name in place of the ID number. Radiology personnel will add the patient's ID number and correct any information the next day on PACS.

Please do not attempt to use the digital imaging equipment if you have not gone through orientation. For Small Animal patients, please call the radiology student on call. The only acceptable reason to image the patient before the student on call arrives would be an extreme medical emergency or during inclement weather which prevents any staff from accessing the hospital. If the student on call does not respond, page the radiologist or radiology resident on call.

For Large Animal residents and interns- if you are doing an Ultrasound in Large Animal, please remember to enter a patient identifier for your patient. This is a medical record and patient identifying information is mandatory.

### **Hospital Referral Films**

The Radiology Department mails out all physical radiographs mailed-to or hand-carried into the hospital. Please consult with the LVT working in your area for information regarding digitizing referral films. Most patient images from the rDVM are picked up at the front desk by radiology personnel. Radiology personnel will mail out the films after scanning unless instructed otherwise. Referral films on CDs are placed in the Tech office on the front of the "TO BE SCANNED" film holder. CDs are loaded as soon as possible by radiology staff. CDs will not be mailed back to the rDVM; they are held for a period of time, then destroyed.