

November 2018

Caring at its best

UHL GP NEWS

Radiology Requesting

URGENT COMMUNICATION

Following investigations into requests for Imaging it has been found that GP Practice Administrative and Clerical staff (Receptionists and non-clinical personnel) have been requesting X-rays, Ultrasounds, CT Scans and MRI investigations. Please can we remind Practices that these requests **have** to be made by an agreed and approved referrer with a GMC or GMP number, or a Registered Healthcare Professional approved as a Non-Medical Referrer.

A request for an irradiating test is comparable to a prescription for radiation and there are strict and robust legal requirements, as well as local policy and guidance regarding requests. The signature and authorisation for a request for imaging comes from the registered Smartcard user completing the request. **This cannot be a member of Administrative Staff or from the use of a "Fall-back Card"**. Legally there has to be a clear and traceable audit trail back to an approved referrer with a GMC or GMP number, or a Registered Healthcare Professional approved as a Non-Medical Referrer. A referral by a member of Administrative Staff or from the use of a "Fall-back Card" means that you are not complying with this mandate.

ICE will automatically record and detail the Smartcard user as the authorising signatory, and for this reason requests must be completed by an agreed and qualified requester.

We will be investigating the ICE role profiles of Administrative and Clerical staff and implementing restrictions. In the meantime we will also be more vigilant in cross-checking that the referrer is authorised and will reject any request which does not originate from an agreed source or which occurs from a Fall-back card.

Please be aware this rejection of incorrectly placed requests could result in delays to patient care.

Thank you for your assistance in this matter

UHL Imaging Management Team

