

*EXAMPLE Covid-19 Action Card

Performing a CT Scan

1	Overview – who for / what circumstance
	For patients who <u>have, or are at risk</u> of having Covid-19, CT Scanning may be required.
2	Activation
	<ol style="list-style-type: none"> 1. Receive referral for CT scan on patient who has/suspected to have Covid-19 2. Referral to be vetted by Consultant Radiologist ensuring that infection risks have been taken into account when justifying scan requirement
3	Workflow
	<ol style="list-style-type: none"> 1. Once referral agreed, assess patient location and discuss route to CT and which CT scanner will be used. The patient should wear a surgical mask if tolerated 2. Notify site team and agree time of patient arrival in advance, ideally towards the end of a list 3. Ensure cleaning team are notified of time of scan and location so that Deep Clean can be arranged immediately post scan 4. Before patient arrives, ensure scan room is clear of any loose equipment/items 5. Ensure clinical orange waste bin remains in scan room next to the wash hand basin 6. Provide further orange waste bin and alcohol hand gel in CT control area 7. Ensure have adequate stock of PPE ready in control area for patient arrival and also for removal of patient from scanner (gowns, gloves, masks and goggles) 8. On patient arrival, ensure appropriate Radiology staff, with PPE, available in scan room to help transfer patient onto CT scanner. Individuals not in in PPE should be >2m from patient 9. Use contact/non-contact technique to ensure 1 Radiographer remains in control room to operate scanner 10. Once patient is positioned on scanner and staff need to leave the scan room, ensure following steps are taken: <ul style="list-style-type: none"> • Whilst still in scan room, remove gloves carefully and place in clinical waste bin in scan room • Remove gown carefully folding sides in from outside inwards and place in clinical waste bin. • Keep mask in place as still within 2m range of patient. • Wash hands thoroughly and dry, place paper towels in clinical waste bin. • Exit scan room • Remove face mask ensuring do not touch front section (touch straps only) and place in clinical waste bin in control room. • Gel hands thoroughly. • Once hands are dry, replace PPE equipment immediately before CT scan starts so that it is possible to re-enter scan room quickly if needed in an emergency situation 11. Remain in control area during scan wearing clean PPE 12. Once scan is completed, staff wearing PPE re-enter scan room and transfer patient off CT scanner onto trolley/bed/chair 13. Ensure route out of Department is clear for transfer of patient back to ED/Ward 14. Once patient has left scan room, remove all PPE and dispose of in clinical waste bin 15. Put on clean long gown and gloves before cleaning scanning equipment 16. Remove gown and gloves and place in clinical waste bin 17. Wash hands thoroughly 18. Secure clinical waste bag with swan tie and put in waste collection area 19. Wash hands thoroughly 20. Ensure scan room is Deep cleaned before use.

*This is an example only. Responsibility lies with each institution to ensure their written policy adheres to that outlined by Public Health England (Guidance: COVID-19: infection prevention and control guidance)