

# \*EXAMPLE Covid-19 Action Card

## Transfer of patient to Radiology for CT Scan

<b>1</b>	<b>Overview</b>
	For patients who are <u>at risk</u> of having Covid-19 and require CT scanning
<b>2</b>	<b>Activation</b>
	<p>Advised by Medical Staff who should take the following actions:</p> <ol style="list-style-type: none"> <li>1. Identify patient as requiring a CT scan</li> <li>2. Make a request justifying need for imaging <u>plus</u> highlighting Covid-19 'at risk' patient</li> <li>3. Discussion with a Radiologist</li> </ol>
<b>3</b>	<b>Procedure</b>
	<p>Upon receipt of request, CT Co-ordinator to take the following actions:</p> <ol style="list-style-type: none"> <li>1. Identify suitably trained and fit-tested staff to undertake CT scan – 3 staff ideal, 2 to wear PPE and have contact with patient, and 1 to remain non-contact</li> <li>2. Identify CT scanner that is most appropriate</li> <li>3. Liaise with clinical team to arrange time for CT scan (ideally end of list) and the preferred route which will be taken</li> <li>4. Inform site team patient needs transfer to CT and is a potential Covid-19 patient</li> <li>5. Inform the cleaning department of the need for a 'deep clean' after the CT scan</li> <li>6. The clinical team looking after the patient will be responsible for transporting the patient to/from the CT department. Patient should wear a surgical mask if tolerated and should not wait in a communal area.</li> <li>7. The transfer trolley and other equipment will all require decontamination</li> <li>8. During transfer individuals not wearing PPE should be &gt;2m from the patient</li> <li>9. Allocate staff accordingly and ensure correct PPE available</li> <li>10. At allocated time ensure that:             <ul style="list-style-type: none"> <li>○ CT scanner being used is clear of patients</li> <li>○ Nearby patients and staff are removed from the area</li> <li>○ Only essential staff, with PPE, present in CT scanner and control room</li> </ul> </li> <li>11. When patient has been scanned, ensure that the area and exit route is clear as before, allowing quick exit from the scanner</li> </ol>
	<b>Stand Down</b>
	Once patient confirmed as no longer at risk, patients can present to Radiology for imaging, providing that their clinical condition dictates this

**\*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)**