

# Have you “Paused & Checked”?

## IR(ME)R Operator checklist for Molecular Imaging Procedures: Image acquisition

<b>P</b>	<b>Patient</b>	<p>Check the procedure is justified</p> <p>Check patient records for recent studies, duplication or cancellation requests</p> <p><b>Reconfirm patient ID, using a minimum of 3 unique identifiers</b></p> <p>Check pregnancy and breast feeding status</p> <p>Confirm the anticipated procedure with the patient and ensure they understand it</p> <p>Confirm preparation compliance and any relevant medical history, including contraindications</p> <p>Confirm the patient has not had a similar procedure recently</p> <p>Confirm patients weight and height</p>
<b>A</b>	<b>Anatomy</b>	<p>Select the correct anatomical area and position the patient accordingly</p> <p>Ensure the patient is comfortable and if necessary immobilisation devices are used to assist the patient to keep still</p> <p>Select the correct imaging protocol appropriate to the anatomical area</p>
<b>U</b>	<b>User Checks</b>	<p>Confirm <b>all</b> relevant equipment has passed the daily QA tests</p> <p>Confirm equipment is prepared for dynamic acquisition (collimator, frame rate, camera position, correct camera head)</p> <p>Confirm the imaging procedure is being completed at the correct date and time</p> <p>Confirm the exposure has been authorised</p> <p>Check the exposure to the carer / comforter is appropriately Justified (separately) or authorised according to local written procedures</p> <p>Check radiation safety measures for carers/comforters</p> <p>Provide clear information and instructions regarding patient aftercare</p>
<b>S</b>	<b>System &amp; Settings</b>	<p>Select correct patient (unique ID) and confirm the exam date and time are displayed</p> <p>Select correct imaging protocol and system parameters/collimators</p> <p>Enter Patients weight and height (if required)</p>
<b>E</b>	<b>Exposure</b>	<p>Confirm there is no clinical reason the exposure should not proceed</p> <p>Visually monitor the patient throughout</p> <p>Evaluate images, confirm necessity for repeat or additional imaging</p> <p>Record dose and reference DRL for radiation procedure</p>
<b>D</b>	<b>Draw to a Close</b>	<p>Confirm Image Quality -consider image artefacts or movement and the need for further imaging.</p> <p>Perform post processing tasks, confirm dose records are complete</p> <p>Confirm examination images are archived and stored as appropriate</p> <p>Complete RIS record as per department protocol</p> <p>Ensure the patient knows how when and where to obtain results</p> <p>Inform radiologist (or other clinician) of any urgent or significant findings as per local protocol</p>