Have you “Paused & Checked”?

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

| P Patient | Check the procedure is justified  
| Check patient records for recent studies, duplication or cancellation requests  
| Reconfirm patient ID, using a minimum of 3 unique identifiers  
| Check pregnancy and breast feeding status  
| Confirm the anticipated procedure with the patient and ensure they understand it  
| Confirm preparation compliance and any relevant medical history, including contraindications  
| Confirm the patient has not had a similar procedure recently  
| Confirm patients weight and height |

| A Anatomy | Select the correct anatomical area and position the patient accordingly  
| Ensure the patient is comfortable and if necessary immobilisation devices are used to assist the patient to keep still  
| Select the correct imaging protocol appropriate to the anatomical area |

| U User Checks | Confirm all relevant equipment has passed the daily QA tests  
| Confirm equipment is prepared for dynamic acquisition (collimator, frame rate, camera position, correct camera head)  
| Confirm the imaging procedure is being completed at the correct date and time  
| Confirm the exposure has been authorised  
| Check the exposure to the carer / comforter is appropriately Justified (separately) or authorised according to local written procedures  
| Check radiation safety measures for carers/comforters  
| Provide clear information and instructions regarding patient aftercare |

| S System & Settings | Select correct patient (unique ID) and confirm the exam date and time are displayed  
| Select correct imaging protocol and system parameters/collimators  
| Enter Patients weight and height (if required) |

| E Exposure | Confirm there is no clinical reason the exposure should not proceed  
| Visually monitor the patient throughout  
| Evaluate images, confirm necessity for repeat or additional imaging  
| Record dose and reference DRL for radiation procedure |

| D Draw to a Close | Confirm Image Quality -consider image artefacts or movement and the need for further imaging.  
| Perform post processing tasks, confirm dose records are complete  
| Confirm examination images are archived and stored as appropriate  
| Complete RIS record as per department protocol  
| Ensure the patient knows how when and where to obtain results  
| Inform radiologist (or other clinician) of any urgent or significant findings as per local protocol |

“It is your legal responsibility as the IR(ME)R operator to ensure that these checks are carried out BEFORE (and after) an exposure is undertaken”