

Department:	Radiology Department		
Document:	Multidisciplinary Policy and Procedure		
Title:	General X – Ray Policy		
Applies To:	All Radiology Staff, Physicians and Nurses		
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1. PURPOSE:

- 1.1 To provide the fast, effective and high quality imaging services for all patients in Maternity and Children Hospital, Hafer Al Batin, Radiology Department.

2. DEFINITIONS:

- 2.1 **X – Ray** – is electromagnetic radiation that penetrates structures within the body and creates images of these structures on photographic film or a fluorescent screen.
- 2.2 **Radiation** – used to describe any process that transmits energy through space or a material away from a source.
- 2.3 **MCH** – Maternity and Children Hospital.
- 2.4 **PACS** – Picture Archiving and Communication System.

3. POLICY:

- 3.1 All X-ray procedures are available **24 hours for 7 days** (morning - evening -night) duty and official holidays.
- 3.2 All X-ray procedures will be performed in General X – ray room at the main department of radiology.
- 3.3 All Outpatients coming to the department to perform the X – ray should have companion especially the pediatric
- 3.4 All Inpatients and emergency room patients should be accompanied by staff nurse or physician (If needed).
- 3.5 Applying the 10 days rule for all female patients.
 - 3.5.1 Ten Days Rule:
 - 3.5.1.1 A rule proposed by the International Commission on Radiological Protection (ICRP) for women reproductive age, that "whenever possible, one should confine the radiological examination of the lower abdomen and pelvis to the 10 days interval following the onset of menstruation."

4. PROCEDURE:

- 4.1 X – Ray procedures will be performed after receiving radiology request through PACS with complete and correct patient identification which is:
 - 4.1.1 Patient Name (Four names for Saudi/ Complete Name for the Non – Saudi).
 - 4.1.2 Medical Record Number or National ID Number/ Iqama Number.
 - 4.1.3 Requested Examination.
 - 4.1.4 Complete and benefit clinical indications for the requested exam.
 - 4.1.5 Name of Referring Physician.
- 4.2 Patient identification will be verified before starting a radiological examination. The Radiographer is responsible for correctly identifying the patient to be examined.
- 4.3 Before performing the radiological examination, it is important to inform the patient about the procedure and answer any questions related to the examination.
- 4.4 Before performing the radiological examination, it is important to ensure the correct procedure, side and anatomical region.

- 4.5 Provide a private place for the patient for changing and keep the door close during the examination.
- 4.6 The patient is appropriately prepared by removing clothing, jewellery, and /or other articles from the body that may obstruct the interesting area to be examined.
- 4.7 Provide the lead aprons for the patient (if applicable) and companion.
- 4.8 The available examinations for General X – Ray are:
 - 4.8.1 Chest X – Ray (CXR)
 - 4.8.2 Abdominal X – Ray
 - 4.8.3 Upper and Lower Extremities
 - 4.8.4 Skull X – Ray
 - 4.8.5 Spin X – Ray
 - 4.8.6 Pelvic X – Ray
- 4.9 Give the clear and correct instructions during exposure.
- 4.10 After performing the examination, all images will be delivered to PACS and reviewed by radiologist or referring physician.

5. MATERIAL AND EQUIPMENT:

- 5.1 X – Ray Machines
- 5.2 X – Ray Printers
- 5.3 LMP Log Book

6. RESPONSIBILITIES:

- 6.1 Radiologist
- 6.2 Physician
- 6.3 Nurses

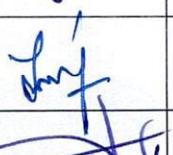
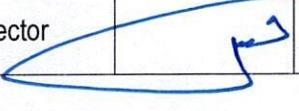
7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 [Http://www.acr.org](http://www.acr.org) Guidelines For Digital Radiography.

9. APPROVALS:

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