



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Radiology Department		
Document:	Multidisciplinary Policy and Procedure		
Title:	Portable 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 **PACS** - Picture Archiving and Communication System
- 2.4 **RR** – Resuscitation Room
- 2.5 **ER** – Emergency Room
- 2.6 **PICU** – Paediatric Intensive Care Unit
- 2.7 **NICU** – Neonatal Intensive Care Unit
- 2.8 **ICU** – Intensive Care Unit

3. POLICY:

- 3.1 All portable X – ray procedures will be performed after receiving the request through PACS.
- 3.2 All Portable X – ray procedures will be performed in all ICUs, RR in ER and for isolated patients in Pediatric ward and Obstetrics and Gynecology Ward.
- 3.3 All patients should be accompanied by staff nurse or physician during the positioning especially for patients with medical devices such as: nasogastric tube or traction.
- 3.4 Applying the 10 days rule for all female patients or companions.

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/Iqamah Number.
 - 4.1.3 Complete and benefit clinical indications.
 - 4.1.4 Name of Referring Physician.
- 4.2 Patient identification will be verified before starting portable X – ray examination. The Radiographer is responsible for correctly identifying the patient to be examined.
- 4.3 Before performing the portable X – ray examination, it is important to ensure the correct procedure, side and anatomical region for the patient.
- 4.4 The patient is appropriately prepared by removing any object (if possible) from the body that may obstruct the interesting area to be examined by the responsible physician or nurse.

- 4.5 Provide the lead aprons for the patient (if applicable) and medical staff. Also, surround the area next to the patient by lead parries (if available) with the help of staff ward or unite.
- 4.6 The available examinations for portable X – ray are:
 - 4.6.1 Chest X-Ray (CXR)
 - 4.6.2 Abdominal X – ray
- 4.7 Give the clear and correct instructions and inform the surrounding before exposing, and ensure no pregnant staff / companion in the room.

5. MATERIAL AND EQUIPMENT:

- 5.1 Portable X – ray Machine
- 5.2 Lead Aprons

6. RESPONSIBILITIES:

- 6.1 Nurses
- 6.2 Physicians
- 6.3 Radiologist








7. APPENDICES:

N/A

8. REFERENCES:

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

9. APPROVALS:

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