

## Procedures Required for Compliance with IR(ME)R 2000



<b>Procedure: EP2</b>	Entitlement and responsibilities of Medical and Dental referrers for diagnostic exposures
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### 1. Purpose

To state the duties of a referrer under the IR(ME)R and to notify referrers of the referral criteria recognised by NHS Orkney.

### 2. Means of Entitlement

All qualified medical and dental practitioners employed by NHS Orkney and all General Practitioners not employed by NHS Orkney but who are on the prescribers list are entitled by the Medical Director as Referrers. Their scope of referral entitlement is listed in table 1. Medical consultants not employed by NHS Orkney are entitled by the Chair of Radiation Safety Committee as referrers. The examinations that may be referred for are listed in the table overleaf.

### 3. Responsibilities of the Referrer

Referrers are legally obliged to supply the information listed below:-

- Accurate, unique identification of the patient, including name, date of birth and address
- Accurate clinical information sufficient to allow justification to take place
- Where relevant, information on pregnancy/LMP
- Unique identification of the referrer; you should print your name as well as signing the request.

Also if the referral is for an exposure as part of a medico legal exposure then sufficient details should be included on the referral to allow justification to take place.

The referrer should check available records to ensure there have been no recent examinations which may satisfy the requirements of this request

By signing the request the referrer is taking responsibility for the information on the request. Any referral which does not fulfil the above criteria will be returned to the referrer to complete. Any referral that has been 'pp'd' or signed by a proxy will be rejected and returned to the referring clinic.

Only standard referral NHS Orkney and NHS Grampian forms will be accepted. Any other request forms will be accepted under the discretion of the DRP.

The use of abbreviations in referral forms can lead to the wrong examination being performed and therefore the practice is generally discouraged. We have been specifically advised not to accept referrals for spine radiography written in abbreviated form. Thus the use of C, T and L spine is not acceptable and the anatomical area must be written/typed in long hand.

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#### 4. Referral Guidelines

Guidelines on appropriate criteria for referral are described in the RCR booklet 'Making best use of a radiology department' (6<sup>th</sup> edition) and 'Selection Criteria for Dental Radiography' (published by the Faculty of General Dental Practitioners) The RCR booklet is available online at <http://mbur.nhs.uk/>. It is also available on the NHS Orkney Blog site under Radiology.

Staff Group	Scope of referral entitlement
Hospital Consultants Visiting Consultants	For all exposure procedures.
General Practitioners and GPST's	For all exposure procedures <b>except:</b> Barium examinations
Dental practitioners (GDP) and Salaried Dental Officers.	Intra-oral, cephalostats, OPT radiographs, chest radiographs for foreign body inhalation, facial views, TMJts and sialograms

Table 1 Scope of referral entitlement for medical & dental practitioners

#### 5. Information

All existing medical and dental staff will receive or have access to the information leaflet in appendix 1 which describes their duties as referrers along with their scope of entitlement. New staff will receive a copy of the information in their induction pack.

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