Procedures for Referrers requesting CT scans

All CT scans

* Complete a request form:
* Patient details including CHI.
* Clinical history and clinical questions to be answered in full.
* eGFR if the patient might need contrast - please discuss with CT dept if below 60
* PLEASE make a special effort to make your forms legible, especially your name (printed as well as signature) and contact details, as the radiologist may need to get in touch to discuss the scan.

Emergency CT

* Definition of emergency CT (for full details see Nighthawk guide):
	+ Trauma CT head and C spine
	+ Acute stroke CT in some circumstances (see Nighthawk guide)
	+ CT head for ?subarachnoid haemorrhage
	+ Paediatric CT head in some circumstances (see Nighthawk guide)
	+ CTPA if contraindication to anticoagulation or for ?thrombolysis
	+ ? aortic dissection
	+ Life-threatening acute abdomen
* Radiologists provide our emergency CT cover vary according to the table. Between 1530-1700 weekdays Glasgow do not officially accept scans but if we are likely to be able to do them well before 1700 they are the people to ask. Otherwise Grampian.

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| --- | --- | --- | --- |
| Emergency CT cover | 0900-1530 | 1700-2100 | 2100-0900 |
| Mon-Fri | Glasgow | Grampian | Medica |
| Sat-Sun | Grampian | Grampian | Medica |

Glasgow

* The in hours service is provided by a small group of radiologists in Glasgow Royal Infirmary.
* Bring the completed form to Radiology for the CT radiographer to book onto the Glasgow Radiology system (RIS).
* Call Glasgow radiology secretaries on 0141 211 4619. Tell them that there is a CT in Orkney to discuss and they will find a radiologist to vet the scan on RIS.
* If it is accepted, the radiographer will organise for the patient to come to CT.
* The radiologist will telephone with urgent results; a full report will be sent to Glasgow SCI Store by the end of the session (morning/afternoon) which has to be manually transferred to PACS / Orkney SCI Store by Orkney radiology staff.

Grampian

* The out of hours emergency service is provided by Grampian radiology until 9pm.
* Call the duty radiologist via ARI switchboard with all clinical details.
* If the scan is accepted, take a name and telephone number for the radiologist and call in the on-call CT radiographer via switch.
* The radiographer will arrange for the patient to come to CT when they get in.
* The report will be sent to PACS / SCI Store although the radiologist may telephone with urgent findings.

Medica

* The out of hours emergency service from 9pm-9am is provided by Medica.



Non-urgent CT

* Drop the form off at Radiology and the CT radiographers will arrange to get the request vetted and booked, and the patient scanned.
* Results are expected on PACS and SCI store within 6 working days of the scan.

**If you have any questions,
don’t hesitate to call CT on 8920 or 8232**