

Tag-Team Portable Guidelines

These guidelines are to be followed during all portable exams. If you are doing the portable alone you must perform all the tasks yourself.

1. A) The technologist that is driving the portable during the exam needs to check for the patient's arm band.
B) The technologist with the plate and requisition needs to check the name on the chart and check for the order in the chart or the flow sheet (whichever one is available). Confirm patient names with your co-worker.
2. If there are no patient identifiers available inform the nurse that the patient needs an arm band before the exam can be completed.
3. Find all wires, leads and IV's and remove them from the area of interest before placing the CR plate behind the patient and performing the exam. If this is for line placement (sub-clavian, triple lumen) look for a saline bag that may still be behind the patient's upper back.
4. If the patient has a cooling blanket behind them, must make sure that the CR plate is on top of the cooling blanket to keep from getting a waffle effect artifact on the image. Be careful that you do not tear the cooling blanket when you place the CR plate.
5. Try to have patient as flat as possible using positioning sponges when necessary to make sure that the patient is not rotated.
6. Always use correct initial markers for all exams.
7. Select appropriate exposure factors for your area of interest.
8. Warn surrounding employees that you are "Shooting an X-ray" before the exposure. Make sure to speak loud and clear to be heard.
9. After making your exposure and removing your CR plate from behind the patient, tape the requisition to the front of your plate before going to the next patient.
10. Repeat steps 1 thru 8 until all portables are completed in the unit.
11. One technologist should ID the CR plate and process the images in the CR reader while the other technologist prepares to track all of the exams in the RIS (Radiology Information System). Ideally, both technologists should review the images together and view other older images on the computer prior to verification. This should prevent a patient misidentification from occurring in the future.