Standard Operating Procedures

Salisbury NHS Foundation Trust

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SOP Title	**Auto reporting of Plain x-ray requests**
Version	0.01
Roles responsible for carrying out this procedure	Radiographers Assistant Practitioners Apprentice Radiographers Referring clinicians
Accountabilities	
Sponsor	
Post Holder Responsible for SOP	Jon Gray
Directorate Responsible for SOP	Clinical Support and Family Services
Approvers	Radiology SMT
Frequency of Review	2 years
Next Review Date:	July 2026

Amendment record

Version	Date	Description	Person responsible	Sign off date	Signed off by
0.01		First Draft	Jon Gray	01/07/24	SMT
0.02	30/01/2025	Update. RM requests now auto-reported.	Jon Gray		
0.03	03/02/2025	Orthopaedic paediatric fracture follow up requests added to auto reporting list.	Jon Gray		

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Introduction

Certain plain x-ray examinations do not a need a Radiological Report to be made and it is sufficient for the referrer to make an evaluation of the image. Under IR(ME)R the referrer is required to record their findings in the patient's medical records. The Radiology staff member will auto report these examinations at the point of post-processing the examination once completed.

Purpose

This SOP provides guidance on which plain x-ray exams should be auto reported and which exams require a full radiological report, either by a Radiologist or Reporting Radiographer. The guidance contained in this SOP ensures that staff are following the correct department procedure.

Scope

This procedure covers the auto reporting of adult plain x-ray examinations only. No paediatric plain x-ray examination shall be auto reported.

Duties and responsibilities

Radiographers, Assistant Practitioners and Apprentice Radiographers: Responsible for the correct auto reporting of plain x-ray examinations as per the SOP guidelines.

Referring clinicians: Responsible for evaluating the plain x-ray examinations and recording their findings in the patient's medical records.

Definitions

EBR: Evaluation by Referrer
II: Image Intensifier

Governance

Lead Radiologist Clinician and Operational Lead Radiographer

Process

Any Plain x-ray examinations that fall into the below categories should be auto reported by the staff member when post-processing the completed examination.

- All adult follow up Orthopaedic and Plastics out-patient Plain X-ray requests: This includes all fracture follow ups where a patient has had imaging through A&E In this hospital; this includes all follow ups for a current referral (within 6 months). (EBR)
- All paediatric Orthopaedic fracture follow up requests.
- All adult whole spines and long leg length views.
- All adult Orthopaedic pre-op Plain X-ray requests (surgical planning). (EBR)
- All adult follow up Orthopaedic and Plastic post-op X-ray requests (fracture follow ups and prosthesis follow ups, e.g. TKR and THR and post-op spines). (EBR)
- All theatre cases. (II)
- All dentist referrals for an OPG where the patient is given a disc (including military referrals) and all oral surgery requests. (EBR)
- Robert Morley standing feet.

When completing the examination post-processing the staff member will use the following codes to auto report the exam:

EBR: Evaluation by Referrer
II: Image Intensifier

Examinations that have been auto reported will contain the following text within the report section on the Radiology Information System CRIS:

EBR: *Evaluation by Referrer - Under IR(ME)R, the Referrer is required to evaluate the images and record their findings in the patient's medical record.*
If a Radiology report is required, please contact the Radiology office on ext 4196 or 4827 during weekday core office hours.

II: *No report required - Theatre screening*

Under this SOP any plain x-ray examinations that fall within the following categories should not be auto reported and require a full Radiology report by either a Radiologist or Reporting Radiographer.

- All paediatric Plain X-ray requests, excluding Orthopaedic fracture follow up requests (under 18 years)
- All Emergency Department Plain X-ray requests
- All GP requests.
- All Rheumatology Department Plain X-ray requests
- All Chest X-ray requests.
- All Abdomen X-ray requests.
- All other non-Orthopaedic or non-Plastic surgery out-patients (e.g. diabetic foot clinics and Endocrine requests)
- All Physio out-patient requests (this includes Orthopaedic Specialist Physios) if the referral is from any Physio it should not be auto-reported
- If it is a first attendance at SDH for an Orthopaedic or Plastic out-patient referral the imaging needs a Radiologist report and should not be Auto reported.
- If the request is not a follow up for a current referral the imaging needs a Radiologist report and should not be Auto reported.

Outputs

Referring clinicians will evaluate the plain x-ray examinations and record their findings in the patient's medical records.