

## Breast Imaging Department

### Ionising Radiation (Medical Exposure) Regulations 2017 Regulation 6 Schedule 2 Employer's Procedures

#### (a) Procedure to identify correctly the individual to be exposed to ionising radiation

##### Responsibilities relating to IR(ME)R procedures:

Ensuring the required IR(ME)R procedures are in place	Worcestershire Acute Hospitals NHS Trust (WAHT)
Authorisation of Breast Imaging IR(ME)R procedures	Clinical Director of Breast Imaging
Development, review and amendment to this document	Superintendent Radiographer
Assisting in development, review and amendment to this document	Radiation Protection Supervisors

##### Governance pathway:

Medical Physics Expert review (IRS)	12.7.2024
Circulation to Breast Directorate for approval	11.1.2023
Circulation to Women and Children Division for information	1.3.2023
Circulation to Radiation Protection Committee for information	28.4.2023
Authorised by Clinical Director of Breast Imaging	1.3.2023

Version No	Reviewed	Action	Next Review Date
1	9.12.22 IRS	Revision of format and IRMER audit	1.3.2026
2	12.7.2024 IRS JB	No changes	12.7.2025

## Objective

To correctly identify clients (NHS Breast Screening Programme) and patients prior to medical exposure.

## Scope

All medical exposures carried out by Worcestershire Acute Hospitals NHS Trust Breast Imaging Service Incorporating Hereford and Worcester Breast Screening Service.

## Responsibility

The referrer is responsible for ensuring that sufficient details are included in the invitation letter, on the request form or electronic request, to enable the client / patient to be unambiguously identified by the practitioner, operator and other relevant members of staff.

The operator initiating the exposure is responsible for making the final check on identifying the patient before proceeding and for reporting any incidences of incorrect identification to their line manager.

Line managers are responsible for ensuring that all staff who may be required to identify a patient, including temporary staff, are made aware of this procedure.

The person entering information into computerised patient information systems are responsible for entering the data into the mandatory fields carefully.

## Practice

1. Identification must be an active rather than passive procedure. The person to be exposed to ionising radiation must be asked to give their full name, date of birth, and address at reception and again in the examination room by the operator responsible for initiating the radiation exposure. These details must be checked against the invitation letter, request card or electronic request as appropriate.
2. If the patient / client is unable to respond to the above questions because they have language, communication or hearing difficulties, the required details should be ascertained from photographic ID (i.e. Passport or Driving License) and the interpreter/accompanying person(s). The method by which the patient is identified should be noted. Before asking questions of someone accompanying the patient, the operator must first check that the person concerned appears to know the patient sufficiently well.
3. Particular care needs to be taken in correctly identifying patients with the same surname.  
*NHS Breast Screening Programme* clients with the same name will be appear in bold type on the clinic control sheet.
4. The operator responsible for initiating the radiation exposure must make a final identity check to confirm that the correct patient is about to be irradiated.
5. For screening clients, the operator initials the client screening form (final section) to confirm the identity check has been performed and the examination justified. For symptomatic patients, the operator confirms this by ticking the appropriate boxes on the processing page on CRIS.
6. The operator must follow The Society of Radiographers guidance regarding 'Pause and Check'

**The exposure must not be undertaken if the identification cannot be verified.**

**Contingencies:** Any failure in compliance with this procedure it must be reported to the line manager and a Datix incident form submitted.

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