

Memorandum

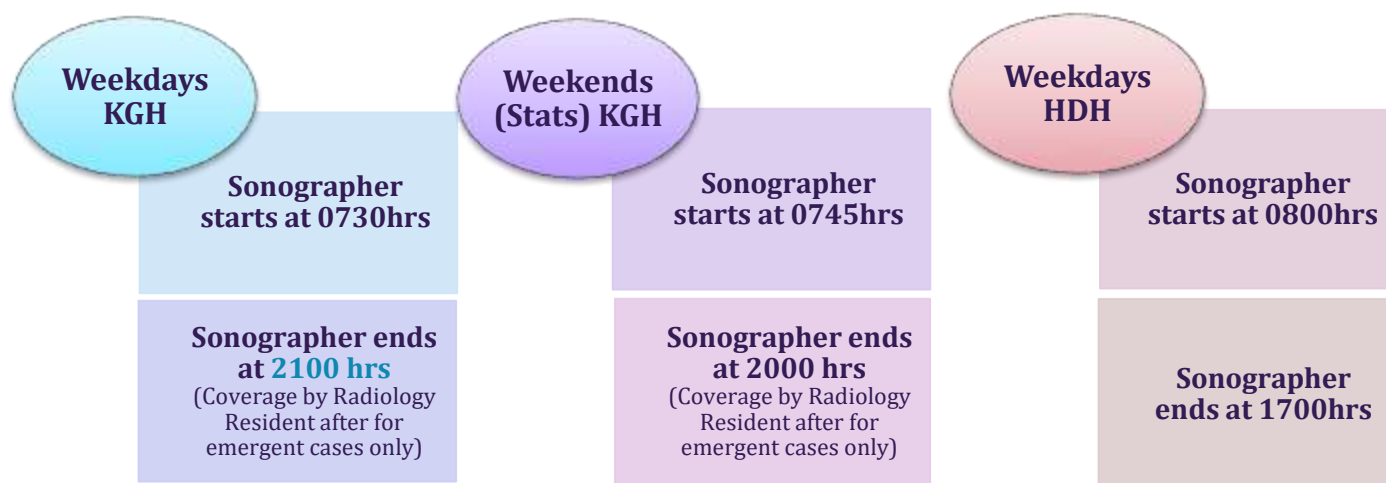
To:	Emergency Department Staff
From:	Nathan Tompkins, Manager Imaging Services Dr. Omar Islam, Head, Department of Diagnostic Radiology
Date:	November 11, 2021
Subject:	Ultrasound Coverage (Updated - Starting November 15, 2021)

Background Information

This Memo is intended to (a) provide an update of the coverage of Ultrasound during evenings and on weekends; (b) clarify expectations around using the protected ER slots in our ultrasound schedule each weekday; (c) clarify expectations around discharged patients getting ultrasounds the next morning as outpatients; and, (d) clarify expectations for ultrasounds to be completed during the Sonographers evening or weekend shifts.

A. Ultrasound Coverage

The coverage of ultrasound is as follows starting on **November 15, 2021** during weekdays, evenings and on weekends/stats:



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B. Expectations for using Protected ER slots in the Ultrasound Schedule

There are **4 protected ER slots** (*two at 0730hrs and two at 0800hrs*) each weekday and **2 protected ER slots** (at 0800hrs and 0830hrs) each weekend / statutory holiday. The number of cases submitted to fill these slots should not exceed the number of slots available. The following outlines the expectations for using them:

- These patients are held over in the ER overnight to be scanned the next morning (**not for ER patients that have been discharged and are coming the next morning, or for outpatients**)
- The ER handles the prioritization, paperwork, and booking
Note: The Radiology Resident on-call is not contacted regarding these cases as they are **not approved** by the Radiology Residents
- Any pediatric ultrasounds, held over in the ER from the night prior, are typically not performed until after 0900hrs

C. Expectations for Discharged Patients getting Ultrasounds the next morning as Outpatients

All ultrasound orders for the next morning when patients are discharged from ER will be done as outpatients and **must be reviewed and approved by the Radiology Resident**.

If the Radiology Resident does not review and approve an order to be completed the next morning for a discharged patient, then that case will not be on the Sonographer's schedule for the day and the patient's test will be delayed or postponed unnecessarily.

D. Expectations for Ultrasounds to be Completed during the Sonographers shifts during the Evenings and on the Weekends

All ultrasound orders to be completed during the Sonographers evening or weekend shifts **must be reviewed and approved by the Radiology Resident** (except for the ER protected slots on the weekends / statutory holidays). The team (Sonographer and Radiology Resident) has to prioritize and organize the orders as they come in (ideally before the Sonographer leaves). The more time they have to do these tasks the better, so it is beneficial to the process to have these ultrasound orders submitted as soon as possible.

Any ultrasound orders that are submitted after the Sonographer's shift has ended will not be reviewed or completed until the next day unless determined to be urgent by the Radiology Resident and the ordering Physician. If determined to be urgent then the Radiology Resident will perform the ultrasound scan.