

 <b>Saskatchewan Health Authority</b>	<b>Standard #:</b>	
	<b>Title:</b>	<b>CT Patient Flow at St. Paul's Hospital</b>
	<b>Role performing Activity:</b>	<b>Medical Radiation Technologist</b>
	<b>Location:</b> <b>SPH Medical Imaging</b>	<b>Department/Unit:</b> <b>Medical Imaging and Emergency</b>
	<b>Document Owner:</b> <b>SPH Medical Imaging Manager</b>	<b>Date Prepared:</b> <b>January 05, 2026</b>
<b>WORK STANDARD</b>	<b>Last Revision:</b> <b>January 12, 2026</b>	<b>Date Approved:</b> Enter a date
	<b>Related Policies/Documentation:</b> <b>Work Standards:</b> <ol style="list-style-type: none"> <li>1. Preapproval of CT orders from Emergency (ER) when CT Technologists are on-site</li> <li>2. STAT CT Requests from Emergency or Inpatient Unit</li> <li>3. Renal Risk Management for Iodinated Contrast Media</li> <li>4. Inpatient Stroke Alert SPH</li> </ol>	

**Work Standard Summary:** Emergency patients requiring CT scans are prioritized according to medical need and location to support both patient care and system flow.

**Guiding Principles:**

- Patient safety is paramount, and there is an ethical duty to serve the most medically urgent patients first.
- Maintaining health system flow is essential to ensure the acute care health system can meet patient needs across multiple areas.

Essential Tasks:	
1.	Written requisition is received for CT services at SPH Medical Imaging via fax to 306-655-5967
2.	Medical Imaging Scheduler enters the information into the Radiology Information System (RIS) worklist and then hands the requisition to the CT Technologist.
3.	CT Technologist reviews CT request by assigning the protocol. If contrast is required, CT Technologist will review blood work and ensure the patient is ready to be scanned.
4.	Patients on the RIS worklist are prioritized based on a combination of hospital location and clinical urgency: <p>Hospital Location:</p> <ol style="list-style-type: none"> <li>1. Emergency</li> <li>2. ICU</li> <li>3. Inpatients</li> <li>4. Outpatients</li> </ol> <p>Clinical Urgency</p> <ul style="list-style-type: none"> <li>• Level 1 = Emergent/critical/stat patient need, requiring immediate attention.</li> <li>• Level 2 = Urgent need</li> <li>• Level 3 = Semi-urgent need</li> <li>• Level 4 = Non-urgent need</li> </ul>

<b>Essential Tasks:</b>	
	<p>Emergency patients are prioritized to support patient needs and system flow through a variety of methods:</p> <ul style="list-style-type: none"> <li>• First cases of the day (after 0730)</li> <li>• Prior to and following scheduled CT procedures (see Appendix A for template of CT Procedure bookings).</li> <li>• Through CT preapproval processes of appropriate cases between: <ul style="list-style-type: none"> <li>○ 1600-2200 Monday through Friday, and from</li> <li>○ 0800 -2200 Saturday, Sunday Bank Days and Stat days</li> </ul> </li> <li>• Through call backs with Radiologist approval between 0000-0730</li> </ul>
5.	<p>CT scan will be scheduled, and the patient will be brought to medical imaging by a porter.</p> <ul style="list-style-type: none"> <li>• If a CT interventional procedure is in progress, Emergency patient scans will be prioritized upon completion of the interventional procedure.</li> </ul>
6.	<p>Patient and patient chart will arrive in CT. CT Technologist will ensure the patient is ready for the CT scan.</p>
7.	<p>Patient is scanned and returned to Emergency by porter.</p>
8.	<p>Scan is read by Radiologist and reported in PACS. Radiologist reading is prioritized by urgency.</p>

**Supplies:**

- Fax
- Phone
- CT Scanner
- Lab Results
- IV supplies

## Appendix A: CT Procedural Booking Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0730-0800					
0800-0830					
0830-0900				Nano/Cryo/RFA with GA Support Or: Biopsies without GA	
0900-0930	Biopsy				Biopsy
0930-1000	Biopsy	Ablation (RFA/Cryo)	Ablation (RFA/Cryo)		Biopsy
1000-1030					
1030-1100					
1100-1130					
1130-1200					
1300-1330	IP Procedure		Biopsy	IP Procedure	
1330-1400					
1400-1430					
1430-1500					
1500-1530					
1530-1600					

### Legend:

RFA = Radio Frequency Ablation

Cryo = Cryoablation

Nano = NanoKnife Ablation

GA = General Anesthesia

IP = Inpatient

## Appendix B: Radiologist Contact Procedures

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0800	Evening Radiologist on Call 306-221-8272						
0800-1615	Medical Imaging Reception 306-655-5140					Day Radiologist on Call 306-221-9692	
1615-0000	Evening Radiologist on Call 306-221-8272						

### Add on case requests:

- Between the hours of **0800 and 2200** it is not necessary to call a Radiologist for add on case requests.
- Add-on cases **follow normal booking processes** by sending a requisition to the Medical Imaging Fax at 306-655-5967 to allow prioritization and protocoling of cases.
- The sending unit/Most Responsible Provider will be contacted by Medical Imaging Staff to coordinate the CT scan as appropriate, based on medical need and resource availability.

If you require Radiologist Consultation for a medical need other than case add-ons, contact the Medical Imaging Reception to coordinate Radiologist access. Please identify the following:

- Name of the Physician calling
- Department you are calling from
- Patient/need you are calling about
- Urgency of need
- The number you can be reached at if the Radiologist may need to call you back. Note: Radiologists are often engaged in patient procedures across multiple imaging modalities.