



North Coast Surgical Suite

NCSS Practice Policies and Procedures for Use of Diagnostic Ultrasound: Version 2 June 2016

SAFETY AND QUALITY MANUAL

(developed by Dr R A Simon FRACS, Mrs A McLennan-Simon Practice Manager BApp Sci (physio) M App Sci (Sports Physio) and Mrs Simone Hayes RN)

GOVERNANCE:

Northern Coast Surgical Suite is a service company providing medical practice services to surgeons and other medical specialists.

The business is owned by R and A Simon Pty Ltd

ABN: 46 137 887 168

ACN: 137 887 168

Registered office and principal place of business:

Suite 14, Level 4

20 Dalley St

Lismore, 2480, NSW

Australia.

Key Contact: Mrs Ann McLennan-Simon, Practice Manager.

REGISTRATION AND LICENCING OF PERSONNEL: Use of the Ultrasound Machine at NCSS is restricted to registered Medical practitioners with at least FRACS qualification and attendance at 'Ultrasound for Surgeons' course. Assistance with supporting procedures (patient positioning, entering data, infection control procedures etc) may also be provided by the practice nurse or the practice enrolled nurse, both of whom are required to be registered with the Nursing and Midwifery Board and have been given adequate on the job training. Nursing staff do not perform the ultrasound.

Evidence must be provided annually of above qualifications and a register is kept of relevant expiry dates and registration numbers. (see appendix B)

EQUIPMENT and SERVICING

NCSS is not a diagnostic imaging practice, it is a surgical practice which provides the opportunity for ultrasound examination where deemed appropriate by the surgeon. The integration of ultrasound into the surgeon's practice provides improved patient service and is a valuable addition to the surgeon/clinician's diagnostic and follow-up armamentarium. As such our only equipment is one sonosite M-Turbo ultrasound machine. (see appendix C for full details).

All equipment in the practice is to be serviced and maintained according to the manufacturer's specifications.

In the specific case of the current machine, there is no recommended maintenance schedule (see appendix D – letter from Sonosite regarding maintenance)

RADIATION SAFETY AND RADIOGRAPHIC TECHNIQUE CHARTS

As NCSS is not a Diagnostic Imaging Practice and we do not have any equipment which produces radiation we do not require a radiation management plan.

INFECTION CONTROL: NCSS is committed to maintaining the highest levels of safety for our staff and patients by complying with recognised infection control standards and precautions. As such NCSS has a whole practice Healthcare Acquired Infection control policy (see appendix E) however, with particular relevance to use of the ultrasound, which is only performed externally, the following principles must always be applied:

- patients are to be examined on examination couch which is covered by clean paper designed for the purpose.

- after each patient- ultrasound event the transducer is to be cleaned thoroughly with alcohol based sterilising solution.

PROVISION of DIAGNOSTIC IMAGING SERVICES and REPORTING and RECORDING IMAGE FINDINGS

Diagnostic imaging procedures are only undertaken at NCSS where there is an identified clinical need and where the practitioner interpreting the image is permitted to self-determine the service for which a Medicare benefit is payable under the act.

PATIENT SELECTION and CONSENT: a decision to offer 'in rooms' diagnostic ultrasound to patients may be made by the treating surgeon when it is felt that the information obtained will benefit the overall management of the patient.

A full history must be taken prior to the decision to offer ultrasound examination.

Patients who are offered diagnostic ultrasound will be required to sign the NCSS Diagnostic Ultrasound Consent form (Appendix A)

DOCUMENTATION: Ultrasound images must be documented and recorded according to the following guidelines.

Record - **patient details**

- **site**- including: side examined (if applicable); and for breasts , 'clock face' position and distance from nipple

- **plane scan**

- size of lesion**

- all appropriate images**

Images are to be captured and stored in the patient's electronic medical record. These are stored and backed up daily by the practice server. An additional copy is to be made and stored on USB.

CONSUMER INFORMATION ON PRACTICE SERVICES

As NCSS is not a diagnostic imaging practice we do not advertise the availability of ultrasound at the practice. It is up to the treating surgeon to determine the need for ultrasound examination. Once this need is determined the surgeon explains why it is needed and the patient is provided with the practice Ultrasound Information and Consent form (Appendix A).

PATIENT IDENTIFICATION and PROCEDURE MATCHING

NCSS is committed to ensuring that all patients are correctly identified when attending our practice.

Any ultrasound images that are produced must show:

- patient's full name

- date of birth

- sex

- specific location of the examination

All mismatching events are considered serious and must immediately be reported to the practice manager. The practice manager will investigate where the break down occurred and is responsible for designing and implementing corrective actions, recording the mismatching event and the actions taken.

MEDICATION MANAGEMENT

NCSS does not administer medications for any ultrasound procedures performed at the practice.

DIAGNOSTIC IMAGING PROTOCOLS

As NCSS is not a diagnostic imaging practice our protocols relate solely to the use of the Sonosite ultrasound machine described fully in Appendix C. All ultrasounds performed within the practice are self-determined. The reason for and the findings of the examination are to be included in a report and sent to the referring practitioner.

CONSUMER FEEDBACK AND COMPLAINTS

NCSS is committed to ensuring that management of feedback and complaints is consistent with the principles of open disclosure and fairness, accessibility, responsiveness, efficiency and integration.

Complaints Procedure

If a complaint is received by the practice, the complainant must be advised of this policy and procedure and expected resolution times. If the complaint is about a matter which can be resolved immediately without reference to others, then the staff member is expected to take the necessary action. Staff members are to seek clarification from the Practice Manager where required.

Corrective action will take place as soon as possible. Staff members must ensure the complaint or feedback is recorded on the feedback/complaints form Appendix F .

SAFETY and QUALITY MANUAL REVIEW PROCESS

The Practice Manager carries the ultimate responsibility for NCSS' Safety and Quality Manual and is responsible for reviewing this document, in consultation with the other co-authors, annually. Staff may submit improvement modification requests at any time, however only the practice manager can make changes to these policies.

The Practice Manager ensures all staff are informed and educated regarding any changes to this document.

APPENDIX A

ULTRASOUND INFORMATION AND CONSENT FORM

Ultrasound uses soundwaves to produce images. The soundwaves are transmitted into your body from a small handpiece called a probe. Some of these waves are reflected and are processed by the ultrasound machine to form pictures. These pictures are shown on a tv screen and are recorded.

Ultrasound has been around for more than 60 yrs and studies have shown that it is a safe technique with no harmful side effects

NCSS Consent for Diagnostic Ultrasound.

I, _____, DOB

Address:

Consent to the performing of ultrasound imaging on my _____ .

I also consent for information obtained from this imaging to be stored and treated according to the same principles as my other information stored by this practice.

Costs: I understand that this procedure is in addition to my normal consultation and that I may be charged for this procedure in addition to the normal cost of my consultation.

Signed

date:

APPENDIX B

REGISTER OF MEDICAL and NURSING PRACTITIONERS

NAME	REGISTRATION NO	EXPIRY DATE	
DR R A SIMON	MED0001145827	30/9/2016	AHPRA
Mrs Simone Hayes	NMW0001295664	31/5/2016	Nursing & Midwifery Board of Australia
Mrs Sonia Spicer	NMW0001223938	31/5/2016	Nursing & Midwifery Board of Australia



APPENDIX C

NCSS EQUIPMENT REGISTER-RADIOLOGY

- **ULTRASOUND UNIT:**

Sonosite M-Turbo

Serial No. 3GKOC

Installed 31/10/2009, upgraded 13/3/2010

- **TRANSDUCER:**

Sonosite PO7682-20

Serial No. 03G6MN

Installed 31/10/2009, upgraded 13/3/2010

APPENDIX D

SonoSite, Inc.

21919 30th Drive SE

Bothell, Washington 98021

December 22, 2011

Re: Preventive Maintenance of SonoSite Ultrasound Systems, Transducers and Accessories.

To Whom It May Concern:

There are no recommended periodic or preventive maintenance requirements for SonoSite ultrasound systems (SonoSite 180, 180+, iLook, Titan, MicroMaxx, M-Turbo, S Series, NanoMaxx, EDGE), transducers (except for the LAP and TEE transducers: please follow User Guide recommendations on transducer care and leakage testing) or accessories. There are no internal adjustments or alignments that require periodic testing or calibration.

Repair (unplanned maintenance) requirements are described in SonoSite user guides and service manuals.

Questions regarding repair/maintenance of SonoSite's products should be directed to:

SonoSite, Inc

Technical Support

877-657-8118 (U.S. & Canada)

425-951-1330 (Worldwide)

service@sonosite.com

Sincerely,

Abel Ezcurra

WW Technical Support Manager

F00074 Rev H



HEALTHCARE ACQUIRED INFECTION POLICY 2016 **(INFECTION CONTROL POLICY)**

Scope

North Coast Surgical Suite (NCSS) is committed to maintaining the highest level of safety for both staff and clients by complying with recognized infection control procedures and standards.

Actions and Methods

The infection control policy has been implemented to reduce the incidence and risks of infection and prevent infection transmission.

The infection control policy aims to ensure

- Staff are educated regarding infection control issues relevant to the operation of the practice.
- Occupational Health and Safety Laws are adhered to at all times.
- Reporting of any incidents and corrective action taken.

At NCSS, Standard Precautions are implemented which include

- Safe work practices for the care and treatment of all clients regardless of their known infection status.
- Hand washing before and after contact with client and after removing gloves.
- Use of personal protective equipment, gowns, gloves, eyewear as necessary.
- Aseptic non touch technique for procedures and wound care.
- Availability of alcohol based hand rub in each consulting room.
- Correct handling and disposal of waste.
- Appropriate cleaning of equipment: Ultrasound Transducer cleaned with Isowipes before and after each use.
- Maintain hygienic environment.
- Use single use only equipment whenever possible.
- Contaminated waste containers are supplied to each consulting and procedure room.
- Reprocessing of reusable medical equipment and instruments at St Vincents Private Hospital CSSD Unit.

- All examination couches covered with fresh, single use, purpose designed paper prior to patient contact.

Effective work practices to minimize infection during minor surgical procedures include

- Implementation of standard procedures as documented above
- Sterile technique, use of sterile instruments, creating a sterile field within which to operate.
- Use of sterile gloves.
- One use only medication.
- Sterile wound dressing materials.

The second method of infection control is Transmission Based Precautions. This method is recommended in situations where Standard Precautions may be insufficient to prevent transmission of infection.

The application of Transmission Based Precautions is important in containing multi resistant organisms and outbreak management.

These may include

- Allocating a single room.
- Providing patient specific equipment.
- Droplet and air borne disease precautions.

The need to implement these precautions is limited within NCSS due to the scope of our practice and the fact that the client population are presenting on an outpatient basis.

References

NSW Department of Health Infection Control Policy.

NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare. (2010)

NSW Occupational Health and Safety Act 2000

APPENDIX F

Sample customer feedback/complaints form- original is "landscape" and will not fit.



COMPLAINTS REGISTER

DATE	NAME, ADDRESS	CONTACT NUMBER	NATURE/DETAILS of COMPLAINT	Practice Manager Notified	COMMENTS/FOLLOW-UP Action & BY WHOM	FEEDBACK FROM COMPLAINANT	STATUS/DATE FINALISED