

Reflective Questions - Kunthi Pathmaraj

Guiding Principles: Checklist 1-8

What is Expected, What to Look For, Means of Verification

Strategies and Policies

Is your department engaged at the government level so that departmental vision of the Nuclear Medicine Service is known to the government?

Does the Medical Director or Director of your department meet with the hospital Executive at regular intervals to have discussions about the Nuclear Medicine Services?

How does your department promote the NM services within the hospital?

Do you feel your Department has grown its services in the last five years to meet the clinical demand? How do you determine this?

Are you finding that your referral base is changing? Why?

Are patients being referred to you from within your hospital or outside? How do you plan to maintain your referral base? Is there a strategy to increase your referral base especially if there are other competing NM services opening in nearby areas?

Why would a NM referral be sent to you rather than your competitor?

Are the range of diagnostic services you provide increasing?

Therapy services provided by NM and PET are now growing rapidly. How will you ensure that your department can provide such services? Do you have adequate resources and the necessary expertise? Do you have a multi disciplinary team to facilitate therapy services?

How long has it been since you replaced your gamma cameras and PET scanners? Do you have the state of the art equipment to provide a robust clinical service?

Does the department have a strategic plan and are all staff members aware of this?

Administration and Management

Do you have a Quality Programme? And a dedicated Quality Coordinator? How would you ensure that your Quality Documentation meets international and best practice standards?

How often would you review and update your Quality Manual?

Do all staff know where Standard Operating Procedures are kept? Do you have electronic access for your SOP's? Do you ensure the most up to date versions are being accessed by all staff members? How do you know that staff are following in practice what is outlined in the SOP's?

What happens if you asked to do FDG PET scan but when you read the referral you realise the patient probably required a bone scan? Do you have a mechanism in place to deal with inappropriate referrals?

Do you have long wait lists that may slow down clinical management of the patient? Do you have policies to review your waitlists? And take remedial actions?

If at the time of reporting a NM scan, your physician finds there are unexpected findings that are not consistent with the clinical history, what actions are taken?

Human Resources and Development

When was your job description last updated? Do you think your JD reflects what you do? Have you and your manager agreed on what your JD should be?

Are you qualified and have the necessary skill sets to action what is expected of you in your JD?

When was your last Performance Appraisal with your manager? Were you able to identify successes and challenges? Did you discuss strategies to overcome challenges? Were you in agreement with what key performance indicators should be set for the next 12 months?

If you administer radioactive injections, have you been trained on sterile IV techniques and handling radioactivity?

Radiation Regulations and Compliance

Does your department have clear demarcations for hot areas and cold areas and if so are there adequate signage to reflect this?

Do staff take the necessary radiation precautions in hot areas?

Do you have decontamination kits readily available in hot areas?

Is there sufficient area monitoring? And a way to alert the Radiation safety officer in the instance of a radiation incident?

Do you practice the ALARA principle daily? Do you have adequate resources to practice ALARA? Do you have access to your radiation dose reports? Are there internal targets set for accepted radiation exposure to staff?

Do you have access to protective wear?

When was your radiation monitors last calibrated? Are there labels on every monitor to indicate date when the last calibration was done?

How do you transport the radiopharmaceutical from the hot lab to the patient?

How many radiation incidents have been RiskManaged in the last 12 months? Who enters events in RiskMan and who reviews?

Radiation Protection of the Patient

How do you know you have the correct patient in the room for the procedure?

How do you check that the correct Radiopharmaceutical is being administered?

How would you know that a patient had not had a NM scan recently in another institution?

Do you follow BSS guidelines for dosing?

If a patient is pregnant and requires an urgent VQ scan, what dose of Radiopharmaceutical would you administer for the VQ scan?

Quality Control of Imaging Equipment

How often are QC tests performed on your scanners?

Do you have records of acceptance testing when a new scanner was installed?

Do you have a physicist in the department to independently ascertain that the camera technical specifications are met as stipulated by the vendor?

Do you electronically store your QC results

Are you aware of the trends of your scanner's uniformity, spatial resolution, COR, parameters?

Computer systems and handling

Do you have RIS/PACS?

Are you able to programme RIS to suit your scheduling needs?

Is there a policy for ensuring integrity, security and privacy of data, including remote access?

If your PACS crash, will you be able to retrieve data?