

## Alliance Medical Limited (AML)

### Standard Operating Procedure

#### PET-CT Referral by Specialist Registrar or Senior Nurse Specialists under Medical Consultant Entitlement

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Authors are responsible for detailing specific key changes to this document from previous versions				
Detail of Changes			Page No.	Para No.
Update from Clinical Operating Procedure (SOP) to Standard Operating Procedure (SOP) Throughout. Wording update change from delegation to entitlement and reflection of IRMER 2017 and 2024 amends Group Entitlement for Specialist Registrar			Throughout.  6	Throughout.  6
IT IS THE RESPONSIBILITY OF <u>ALL</u> USERS OF THIS SOP TO ENSURE THAT THE CORRECT VERSION IS BEING USED				

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### 1. Introduction, background and purpose

From 1 October 2024 employers are required to comply with The Ionising Radiation (Medical Exposure) (Amendment) Regulations 2024. There is a new requirement to work together where two or more employers have a shared responsibility for the referral, justification, exposure, or clinical evaluation of an individual.

The aim of this Standard Operating Procedure (SOP) is to provide a structured and compliant process that allows Specialist Registrar and Senior Nurse Specialists to refer patients for PET-CT under formal entitlement from their employing organisation, supported by a GMC-registered Consultant Practitioner. This SOP is designed to reduce treatment delays, promote timely access to imaging, and support high-quality patient care. Entitlement is given in accordance with IR(ME)R 2017 and must be explicitly confirmed by the Employer.

### 2. Who should use this SOP?

- Senior Nurse Specialists registered with the NMC
- Specialist Registrar registered with the GMC
- Consultant practitioners
- IR(M)ER Practitioners and Operators
- All staff managing the patient referral pathway and to whom it may concern.

**Referrers must:**

Be formally entitled by their employing organisation under Regulation 6 of IR(ME)R 2017

Work within a defined clinical team with oversight from a GMC-registered Consultant Practitioner

Submit written evidence of entitlement and scope of practice

Note: Entitlement must not be confused with delegation. The Consultant Practitioner may endorse the referrer's competence, but entitlement must be given by the Employer.

### **3. When this SOP Should be Used**

This SOP should be referenced whenever a Specialist Registrar or Senior Nurse Specialist refers a patient for PET-CT as entitled by their employer and endorsed by the referring GMC Registered Medical Consultant.

Senior Nurse Specialist's attention is brought to the NMC "The Code for nurses and midwives" (2018), in particular:

Recognise and work within the limits of your competence

To achieve this, you must:

- make a timely and appropriate referral to another practitioner when it is in the best interests of the individual needing any action, care or treatment
- ask for help from a suitably qualified and experienced healthcare professional to carry out any action or procedure that is beyond the limits of your competence
- complete the necessary training before carrying out a new role.

Furthermore:

The Specialist Registrar and Senior Nurse Specialist requesting the PET-CT scan is clinically responsible for ensuring the resulting imaging is acted upon and brought to the attention of the appropriate medical staff in a timely manner.

If the Senior Nurse Specialist is not sufficiently confident to request a particular examination, or it is not within their scope of practice, the Consultant Medical Referrer must be asked to assess the patient and request accordingly.

### **4. Procedure(s)**

#### **4.1 Examinations**

4.1.1 Examinations and requests will be limited to the following views and under the following clinical indications:

After recommendation from MDT or discussion with the consultant responsible for the patient to stage disease, or if recurrence is suspected or if dictated by trial protocol:

- FDG for oncology
- FDG for infection/inflammation
- F18-PSMA – Prostate only

4.1.2 Each **Senior Nurse Specialist** trained and competent in the ordering of PET-CT examinations will provide Alliance Medical with a signed proforma confirming details of their entitlement to refer. The proforma at **Appendix One** can be used, this will include:

- The Senior Nurse Specialist's full name
- NMC number
- Specimen signatures
- Name and GMC Number of Endorsing Medical Consultant(s).

The list must be reviewed annually and re-submitted to AML.

4.1.3 Each **Specialist Registrar** entitled to order PET-CT examinations will provide Alliance Medical with a signed proforma confirming details of their entitlement to refer. The proforma at **Appendix Two** can be used, this will include:

- The Specialist Registrar's full name
- GMC number
- Specimen signatures
- Name and GMC Number of Endorsing Medical Consultant(s).

The list must be reviewed annually and resubmitted to AML.

4.1.4 All PET-CT referrals will be validated, and a scanning protocol assigned, by the relevant IR(ME)R Practitioner or entitled Operator.

## 4.2 Queries

- 4.2.1 Queries regarding the Imaging requests will be made to the individual Specialist Registrar or Senior Nurse Specialist  
Specialist concerned by the IR(ME)R Practitioner or entitled Operator
- 4.2.2 If the IR(ME)R Practitioner or entitled operator feels that a PET-CT request is unjustified or poorly localised, they have the right to discuss the referral with the chair of the relevant MDT, as in the case with medical staff.
- 4.2.3 All such incidents must be brought to the attention of the AML Medical Director if not resolved locally.

## 4.3 Making the Referral

- 4.3.1 The Specialist Registrar or Senior Nurse Specialist will request Imaging examinations within defined categories when necessary. The request will be made using the AML e-referral portal, Trust order comms where HL7 integration is complete, or via an electronic or hardcopy request.

Submission of the entitlement proforma (**Appendix 1, 2**) and a signed copy of the Terms and Conditions of use (**Appendix 4**) is required.

Confirmation of authorisation to refer will be provided and where required access to the AML e-referral portal will be granted.

4.3.2 The Specialist Registrar and Senior Nurse Specialist will:

- Ensure all relevant patient demographic data is provided
- Provide concise relevant clinical information, i.e. surgery, malignancy findings on examination, what is the clinical question that you want answering.

- State the date of LMP where applicable
- State whether or not any relevant imaging examination has been carried out before
- Provide full clinical details to allow justification of the imaging request in line with authorisation guidelines
- Complete the Clinical Indication coding

#### 4.4 Status of staff authorised to take responsibility for undertaking this procedure

##### Senior Nurse Specialists: See Appendix 1

- Registered with the Nursing and Midwifery Council (NMC)
- Who have undergone training in respect of both the requesting of x-rays and radiation protection IR(ME)R ([link e-IR\(ME\)R training modules](#))  
e-IRMER Module 02 – Management and radiation protection of the patient  
e-IRMER Module 03 – Legal requirements  
This training will encompass the following:  
Potential hazards in irradiating patients and an understanding of the associated regulations.  
Contraindications to referral for imaging and the risk of unnecessary exposure to ionising radiation.  
Radiation protection of high-risk groups.  
The role of the Referrer, Operator and Practitioner.
- Have evidence of competency, recorded qualification e.g. colorectal nursing qualification
- Can demonstrate continued knowledge and competency for requesting imaging, specifically PET-CT, within their Scope of Practice
- Senior Nurse Specialists will be expected to keep records of their own practice for inclusion in their professional portfolio.

##### Specialist Registrars: See Appendix 2

- Registered with the General Medical Council (GMC)
- Holding Specialist Registrar position for a Medical Consultant
- Who have undergone training in respect of both the requesting of x-rays and radiation protection IR(ME)R ([link e-IR\(ME\)R training module](#))  
e-IRMER Module 02 – Management and radiation protection of the patient  
e-IRMER Module 03 – Legal requirements  
This training will encompass the following:  
Potential hazards in irradiating patients and an understanding of the associated regulations.  
Contraindications to referral for imaging and the risk of unnecessary exposure to ionising radiation.  
Radiation protection of high-risk groups.  
The role of the Referrer, Operator and Practitioner.
- Can demonstrate knowledge and competency for requesting imaging, specifically PET-CT within their Scope of Practice
- Entitled by their employer to request a PET-CT referral as defined in IR(ME)R with a Scope of Practice that includes PET-CT, - Authorisation Guidelines

## Group Entitlement for Specialist Registrar: See Appendix 3

Specialist Registrar may be authorised under a group entitlement arrangement, operating within the supervision of Medical Consultants.

- Registered with the General Medical Council (GMC)
- Holding a Specialty Registrar training position within [Oncology / Haematology / Radiology] at [Trust/Organisation]
- Who have undergone training in respect of both the requesting of x-rays and radiation protection IR(ME)R ([link e-IR\(ME\)R training modules](#))
- Can demonstrate knowledge and competency for requesting imaging, specifically PET-CT, within their Scope of Practice
- Entitled by their employer to request a PET-CT referral as defined in IR(ME)R with a Scope of Practice that includes PET-CT, - Authorisation Guidelines
- Referrals must be submitted in the name of the supervising Consultant, with the Specialist Registrar's involvement traceable in the referral form
- Included within the Employer's Group Entitlement the following criteria must be defined:

The Consultants whose entitlement extends to Specialist Registrar

The Specialist Registrar group covered (e.g. "All Haematology Specialist Registrar rotating through [Trust]")

The specific clinical indications / scope permitted for PET-CT referral

Accountability for all referrals remains with the Supervising Consultant

The referring Trust is responsible for auditing referrals made under group entitlement in accordance with their IR(ME)R Employer's Procedures. AML will verify, through its own quality assurance programme, that appropriate audit activity is being undertaken and will request evidence of audit outcomes at agreed intervals. Any unresolved issues of compliance will be escalated to the AML Medical Director and the Trust's Radiation Protection Committee

## 5. Training

### 5.1 Mandatory Training

Annual training in referral for Ionising Radiation, to include:

- referral criteria for PET-CT scans, including pregnancy and breast feeding
- Responsibility for providing sufficient medical data relevant to the exposure (authorisation guidelines)
- Understanding of (IR(ME)R 2017) including awareness of risk of radiation exposure

## 6. Monitoring Compliance with this Document

The table below outlines AML's monitoring arrangements for this SOP/Guidance. AML reserves the right to commission additional work or change the monitoring arrangements to suit the needs of the organisation.

Aspect of compliance or effectiveness being monitored (key measurables of procedure)	Monitoring Method (Tool/technique to be used)	Individual Responsible for the monitoring	Monitoring frequency	Group or committee that receive the findings and monitor actions from the report
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Quality of requests – including number of requests by individual Specialist Registrars/Senior Nurse Specialists, Appropriateness of request and any disputes regarding examination.	Audit of 5% of referrals for quality of data and approval by ARSAC	Unit Managers	Annually	Clinical Governance Committee. Continued poor quality requests would lead to retraining and ultimately lead to withdrawal of requesting rights
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## 7. References

Ionising Radiation (Medical Exposure) Regulations Implications for clinical practice in imaging interventional radiology and diagnostic nuclear medicine

Date: June 2020

Good practice guidance for enabling equitable access to clinical imaging referrals for registered healthcare professionals working in advancing practice roles – RCR, SOR, RCN, CSOP

Date: January 2025

The Ionising Radiation (Medical Exposure) (Amendment) Regulations 2024

## 8. Associated Documentation

Non-Medical Referrers Policy

## 9. Appendices

### Appendix One – Schedule of Senior Nurse Specialist Entitled to use this SOP

Name of NHS Trust:											
Name of Hospital where Senior Nurse Specialist based:											
Name of Senior Nurse Specialist:											
NMC number:											
Job Title:											
Scope permitted for PET-CT referral	<table border="1"> <thead> <tr> <th>Imaging Procedure</th> <th>Yes / No /N/A</th> </tr> </thead> <tbody> <tr> <td>FDG for oncology</td> <td></td> </tr> <tr> <td>FDG for infection/inflammation</td> <td></td> </tr> <tr> <td>F18-PSMA – Prostate only</td> <td></td> </tr> </tbody> </table>			Imaging Procedure	Yes / No /N/A	FDG for oncology		FDG for infection/inflammation		F18-PSMA – Prostate only	
Imaging Procedure	Yes / No /N/A										
FDG for oncology											
FDG for infection/inflammation											
F18-PSMA – Prostate only											
E-mail Address:											
Date:											
Signature:											

Name of GMC registered Consultant Medical Practitioner entitled to refer	Job Title	GMC No.	Entitlement Date	Signature of Medical Consultant

Please submit this form via email together with signed Terms and Conditions to AML to the Unit/Mobile Manager of the PET-CT Service to which you are referring. The form should be reviewed annually to ensure the staff listed continue to meet the requirements of the SOP and re-submitted to AML



**For AML use only**

Validation against Authorisers details in RIS	
Authoriser a known external practitioner or Reviewer in RIS	Yes/No
GMC number matches that recorded in RIS?	Yes/No
Check completed by	Name: Job Title: Date:
New User approved by	Name: Job Title: Date:

## Appendix Two – Schedule of Specialist Registrar Entitled to use this SOP

Name of NHS Trust:									
Name of hospital where Specialist Registrar based:									
Name of Specialist Registrar:									
GMC number of Specialist Registrar:									
Scope permitted for PET-CT referral	<table border="1"> <tr> <th>Imaging Procedure</th> <th>Yes / No /N/A</th> </tr> <tr> <td>FDG for oncology</td> <td></td> </tr> <tr> <td>FDG for infection/inflammation</td> <td></td> </tr> <tr> <td>F18-PSMA – Prostate only</td> <td></td> </tr> </table>	Imaging Procedure	Yes / No /N/A	FDG for oncology		FDG for infection/inflammation		F18-PSMA – Prostate only	
Imaging Procedure	Yes / No /N/A								
FDG for oncology									
FDG for infection/inflammation									
F18-PSMA – Prostate only									
Date:									
Signature:									

Name of GMC registered Consultant Medical Practitioner entitled to refer	Job Title	GMC number	Entitlement Date	Signature of Medical Consultant

Please submit this form via email together with signed Terms and Conditions to AML via to the Unit/Mobile Manager of the PET-CT Service to which you are referring. The form should be reviewed annually to ensure the staff listed continue to meet the requirements of the SOP and re-submitted to AML

**For AML use only**

Validation against Authorisers details in RIS	
Authoriser a known external practitioner or Reviewer in RIS	Yes/No
GMC number matches that recorded in RIS?	Yes/no
Check completed by	Name: Job Title: Date:
New User approved by	Name: Job Title: Date:

### Appendix Three – Schedule of Specialist ‘Group’ Registrar Entitlement to use this SOP

Name of NHS Trust:										
Name of hospital where Specialist Registrars are based:										
Registrar group covered e.g. “All Haematology Specialist Registrar rotating through [Trust]”										
Scope permitted for PET-CT referral	<table border="1"> <thead> <tr> <th>Imaging Procedure</th> <th>Yes / No /N/A</th> </tr> </thead> <tbody> <tr> <td>FDG for oncology</td> <td></td> </tr> <tr> <td>FDG for infection/inflammation</td> <td></td> </tr> <tr> <td>F18-PSMA – Prostate only</td> <td></td> </tr> </tbody> </table>		Imaging Procedure	Yes / No /N/A	FDG for oncology		FDG for infection/inflammation		F18-PSMA – Prostate only	
Imaging Procedure	Yes / No /N/A									
FDG for oncology										
FDG for infection/inflammation										
F18-PSMA – Prostate only										

Name of Lead GMC registered Consultant Medical Practitioner entitled to refer	Job Title	GMC number	Entitlement Date	Signature of Medical Consultant
Name of IR(ME)R Practitioner	Job Title	GMC number	Entitlement Date	Signature of IR(ME)R Practitioner

Please submit this form via email together with signed Terms and Conditions to AML via to the Unit/Mobile Manager of the PET-CT Service to which you are referring. The form should be reviewed annually to ensure the staff listed continue to meet the requirements of the SOP and re-submitted to AML

#### **For AML use only**

Validation against Authorisers details in RIS	
Authoriser a known external practitioner or Reviewer in RIS	Yes/No
GMC number matches that recorded in RIS?	Yes/no
Check completed by	Name: Job Title: Date:
New User approved by	Name: Job Title: Date:

### **Appendix Three - Alliance Medical Portal Terms and Conditions**



AML Portal TCs v1 1  
24072017.pdf