



### Intrahospital Portering Checklist- A revised and improved checklist with digital archiving of IPC workflow at Neuroradiology, National Neuroscience Institute

Cycilia\_Kan@nni.com.sg; Eileen\_gl\_ng@nni.com.sg  
 Cycilia Kan Mei Ling  
 Eileen Ng Geok Ling

#### Problem Statement

The importance of portering services at Neuroradiology Department (NRD) is apparent in the:

- Magnetic Resonance Imaging (MRI),
- Computed Tomography (CT),
- Digital Subtraction Angiography (DSA)

However, the existing portering system has an array of issues which affects portering services, communications and efficiency.

#### Potential Solutions

##### Following revisions were made to the IPC

Added sections	Purpose
<b>Patient details sections</b>	For dispatcher to write down patient's name and identification number
<b>Initial column for NRD staff</b>	To assign available porter(s) to fetch patient
<b>Remarks column</b>	For radiographer/porter/nurse to input instructions
<b>Appointment date and time</b>	To indicate the date and time
<b>Ready to fetch column</b>	Indicates ready for fetching
<b>Clear MRI checklist section</b>	Better patient prepped
<b>Acknowledgement section</b>	For NRD and ward staff acknowledgement

#### Project Aim

Revised the existing Intrahospital Portering Checklist (IPC), with the following aims:

- Patient is appropriately prepped prior to scan and therefore reduce scan delay
- Enhances patient safety and experience through proper communications and documentations
- Enhance workflow through digital archiving of the IPC document

#### Lessons Learnt

Successfully established a clear processes and communications between staff, proper documentation and enhanced workflow by scanning in the IPC into RIS.

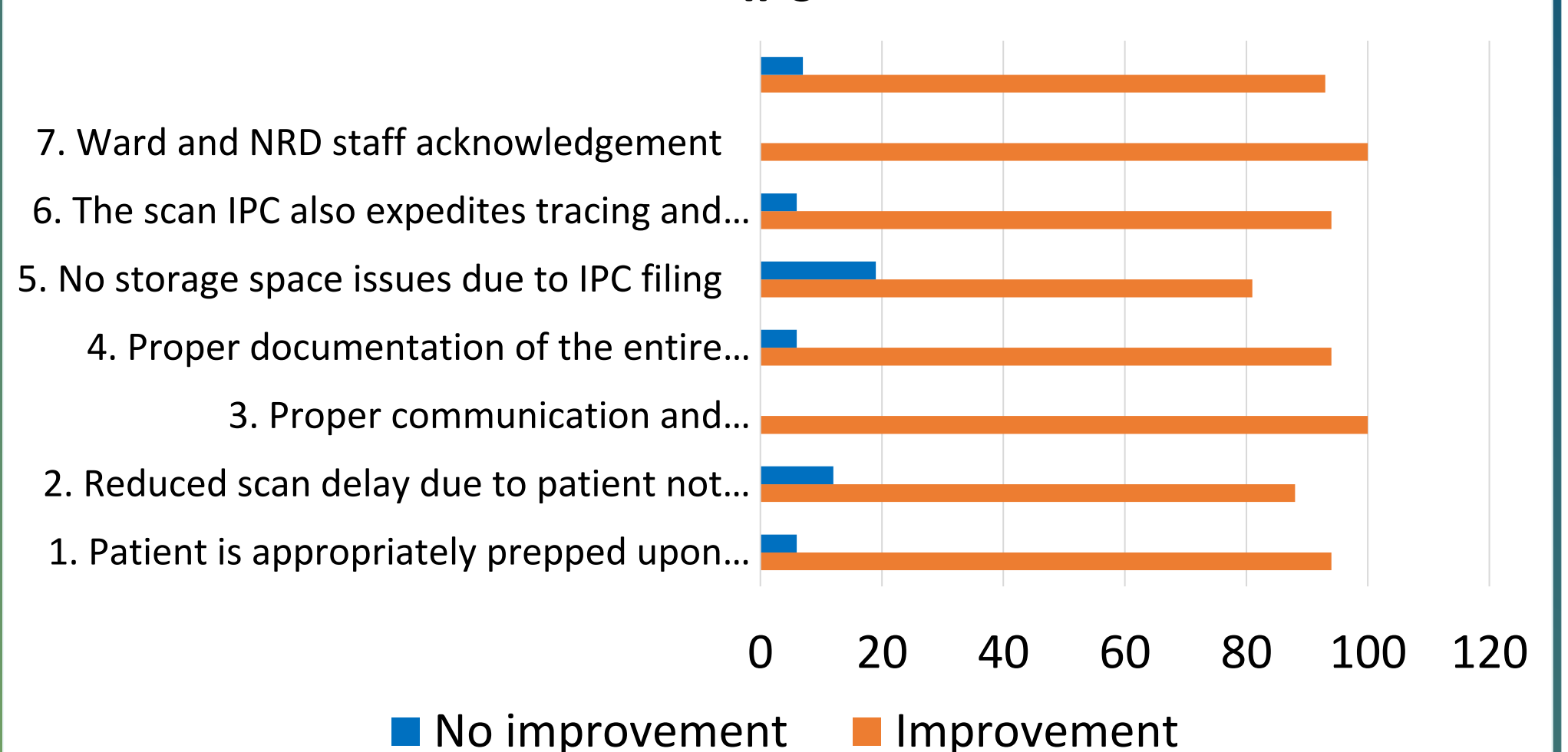
**Challenges:** IPC is not being digitised on a daily basis causing information not uploaded in a timely manner for digital documentation.

**Tips:**

- Assigned Porter to collate the completed IPC and handover to Radiographic Assistance for digitization before end of shift.
- Assigned RA to complete the digitization on a daily basis.

#### Outcomes & Impacts

**a** Staff survey on the work improvement with the revised IPC



**b** Work improvement of the revised IPC

