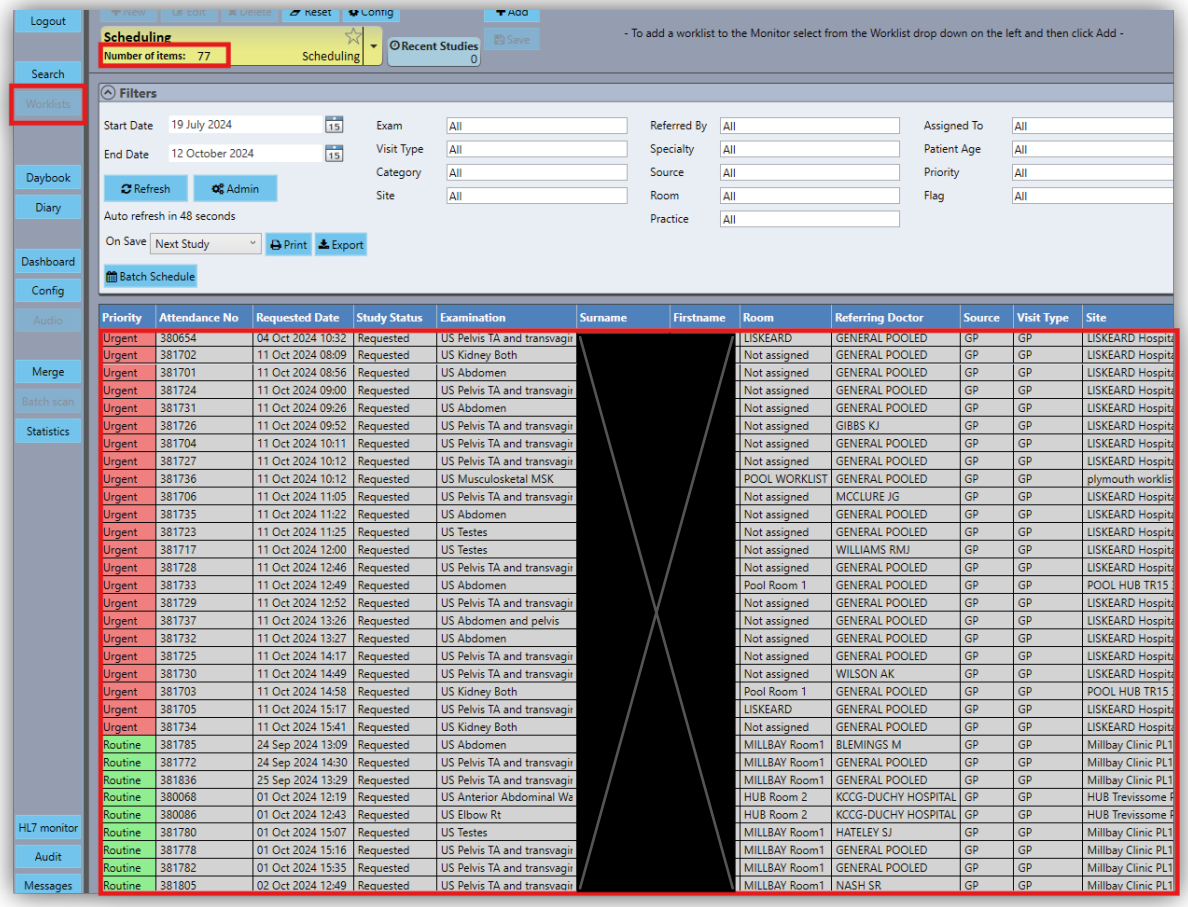
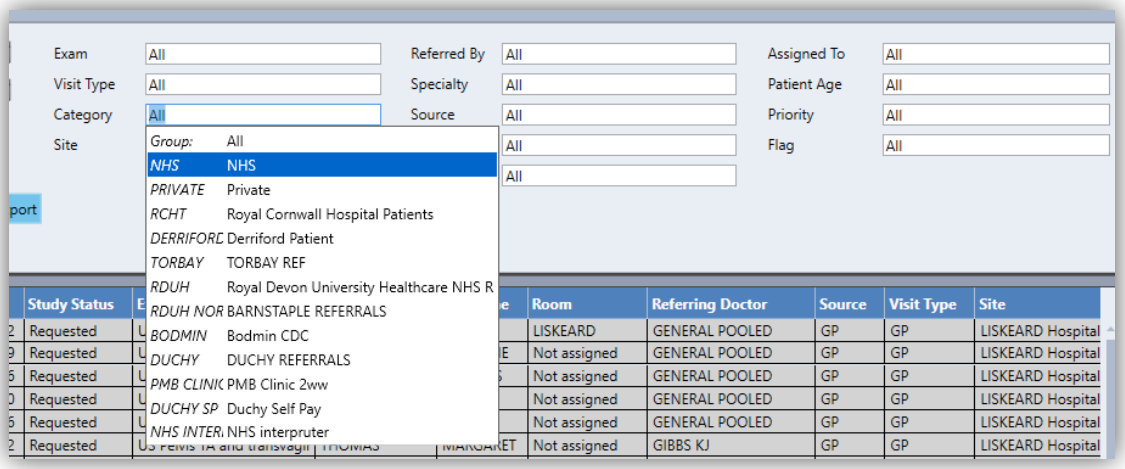
SCHEDULING MANUAL

In Soliton, select the *Worklists* button on the top-left to open the Worklists page.

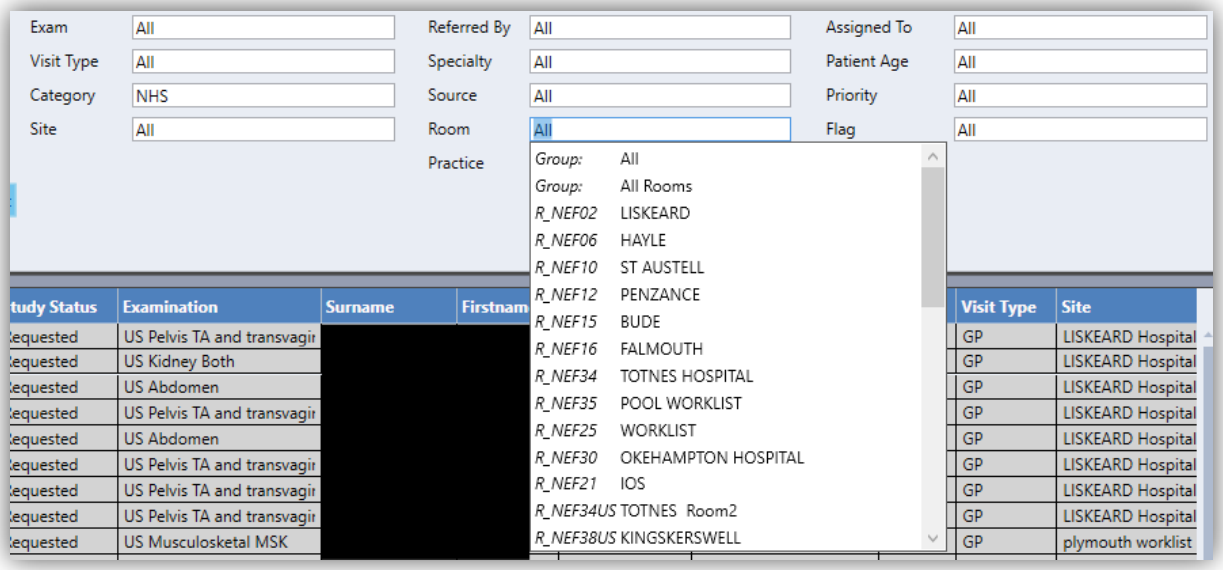
The main body of the screen will display all outstanding bookings, separated by row, with the remaining total represented in the yellow box along the top.



In the filter boxes along the top of the screen, select *Category*, then *NHS*.



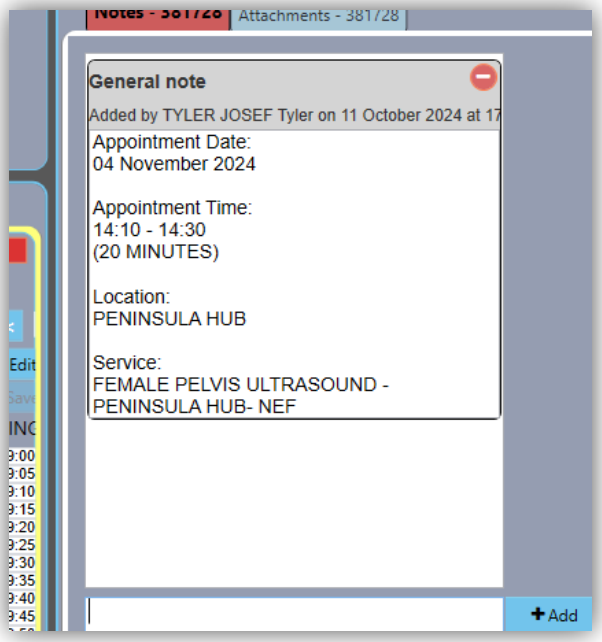
Select *Room*, then click the room you have been assigned to process.



The Worklists page will now contain only those entries you are required to process.

If you've been assigned the **Hub**, skip this step and instead process requests marked *Not assigned*.

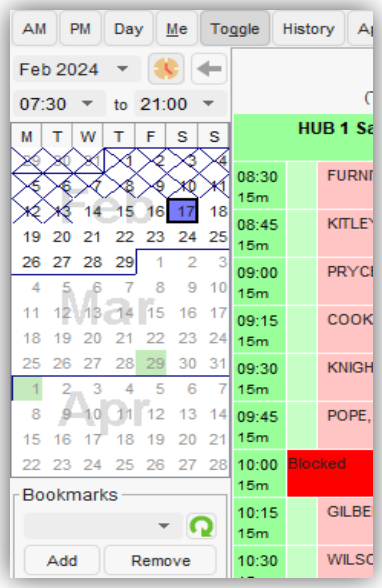
Double-click a row to open that patient's booking and begin the scheduling process.

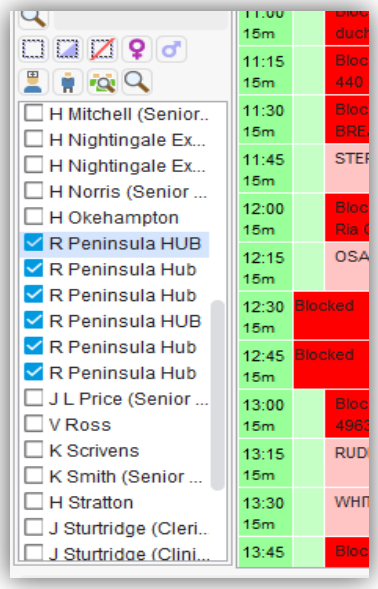


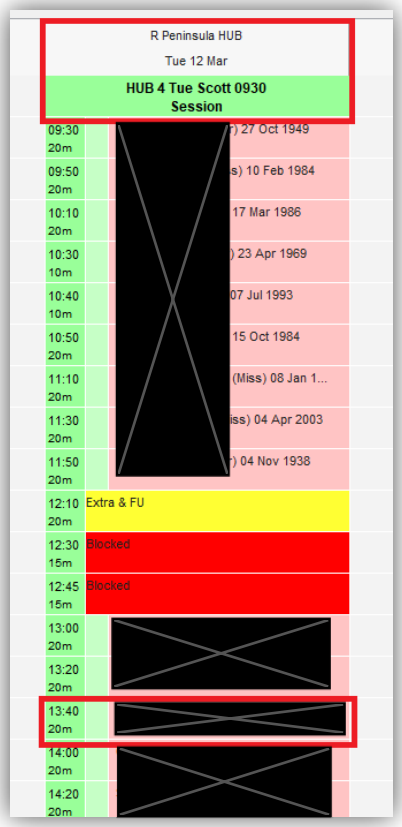
Review the booking details under *Notes* on the right-hand side. Use this information to guide the processing.

If you've been assigned a multi-room location such as the **Hub**, you'll need to open **SystmOne** and identify the correct room for the appointment. If not, you may skip this step.

Ensure the correct *date* and *rooms* are selected along the left side.



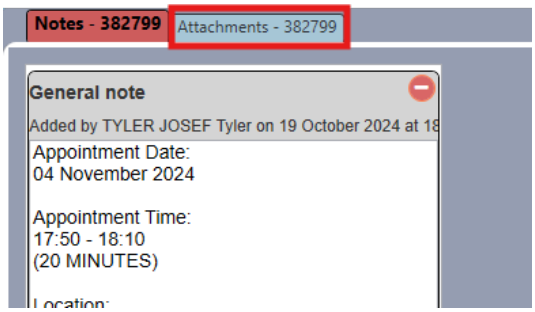


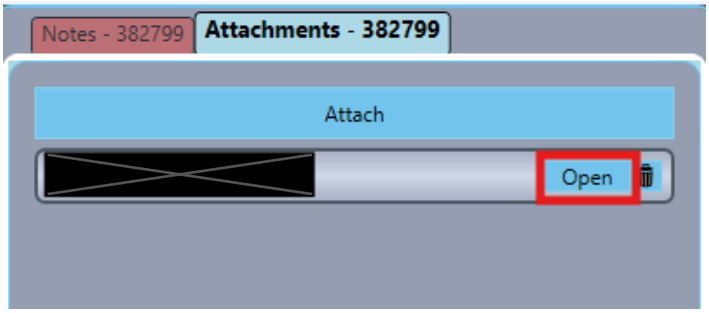


Also take note of the assigned *scanner*, indicated at the top of each column.

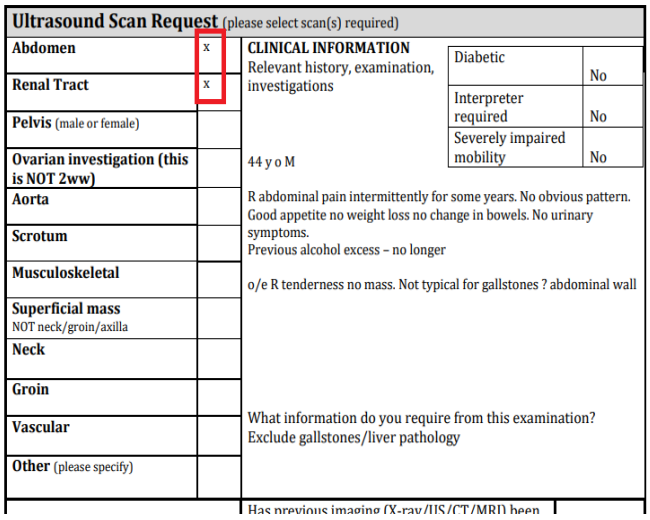
MSK scans (including hernias) **MUST** be assigned to an MSK-qualified scanner.

On Soliton, select the *Attachments* tab on the right, then open the patient's referral form.



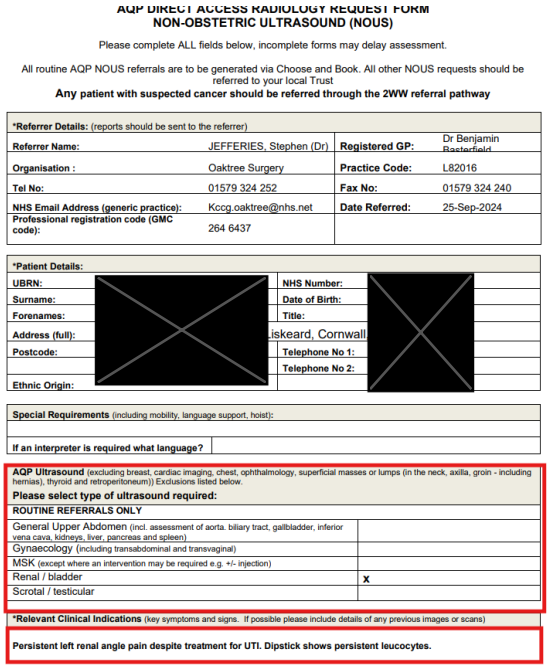


The referral form can come in various styles but will include information on the selected scan type(s) and additional notes. Review this information and ensure it matches the **Service** in *Notes*.



Ultrasound Scan Request (please select scan(s) required)

Abdomen	x	**CLINICAL INFORMATION** Relevant history, examination, investigations	Diabetic	No
Renal Tract	x		Interpreter required	No
Pelvis (male or female)			Severely impaired mobility	No
Ovarian investigation (this is NOT 2ww)		44 y o M		
Aorta		R abdominal pain intermittently for some years. No obvious pattern. Good appetite no weight loss no change in bowels. No urinary symptoms. Previous alcohol excess – no longer		
Scrotum				
Musculoskeletal		o/e R tenderness no mass. Not typical for gallstones ? abdominal wall		
Superficial mass NOT neck/groin/axilla				
Neck				
Groin				
Vascular		What information do you require from this examination? Exclude gallstones/liver pathology		
Other (please specify)				
		Has previous imaging (X-ray/US/CT/MRI) been		



AQP DIRECT ACCESS RADIOLOGY REQUEST FORM
NON-OBSTETRIC ULTRASOUND (NOUS)

Please complete ALL fields below, incomplete forms may delay assessment.

All routine AQP NOUS referrals are to be generated via Choose and Book. All other NOUS requests should be referred to your local Trust

Any patient with suspected cancer should be referred through the 2WW referral pathway

***Referrer Details:** (reports should be sent to the referrer)

Referrer Name:	JEFFERIES, Stephen (Dr)	**Registered GP:**	Dr Benjamin Easterfield
Organisation :	Oaktree Surgery	**Practice Code:**	L82016
Tel No:	01579 324 252	**Fax No:**	01579 324 240
NHS Email Address (generic practice):	Kccg.oaktree@nhs.net	**Date Referred:**	25-Sep-2024
Professional registration code (GMC code):	264 6437		

***Patient Details:**

UBRN:	[redacted]	**NHS Number:**	[redacted]
Surname:		**Date of Birth:**	
Forenames:		**Title:**	
Address (full):		Liskeard, Cornwall	
Postcode:		**Telephone No 1:**	
		Telephone No 2:	
Ethnic Origin:			

Special Requirements (including mobility, language support, hoist):

If an interpreter is required what language?

AQP Ultrasound (excluding breast, cardiac imaging, chest, ophthalmology, superficial masses or lumps (in the neck, axilla, groin - including hernias), thyroid and retroperitoneum)) Exclusions listed below.

Please select type of ultrasound required:

ROUTINE REFERRALS ONLY	
General Upper Abdomen (incl. assessment of aorta. biliary tract, gallbladder, inferior vena cava, kidneys, liver, pancreas and spleen)	
Gynaecology (including transabdominal and transvaginal)	
MSK (except where an intervention may be required e.g. +/- injection)	
Renal / bladder	x
Scrotal / testicular	

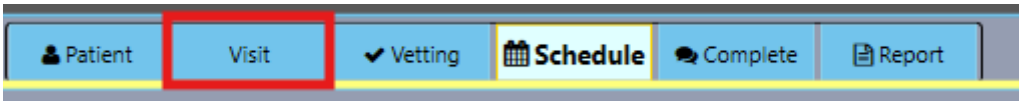
***Relevant Clinical Indications** (key symptoms and signs. If possible please include details of any previous images or scans)

Persistent left renal angle pain despite treatment for UTI. Dipstick shows persistent leucocytes.

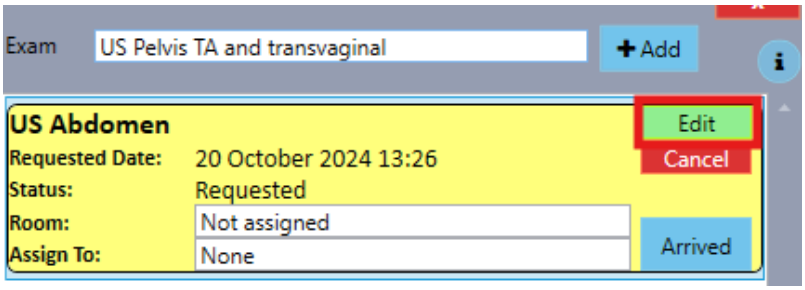
If the scan is marked as **MSK**, you will need to review the form information and discern the most relevant body part for scanning. Abdomen scans with mention of **hernia** must also be treated as an MSK: an *Anterior Abdominal Wall* scan.

If the scan type differs notably from the *Notes* reference, inform the administration staff.

If the scan type needs changing, select the *Visit* tab to review the appointment.

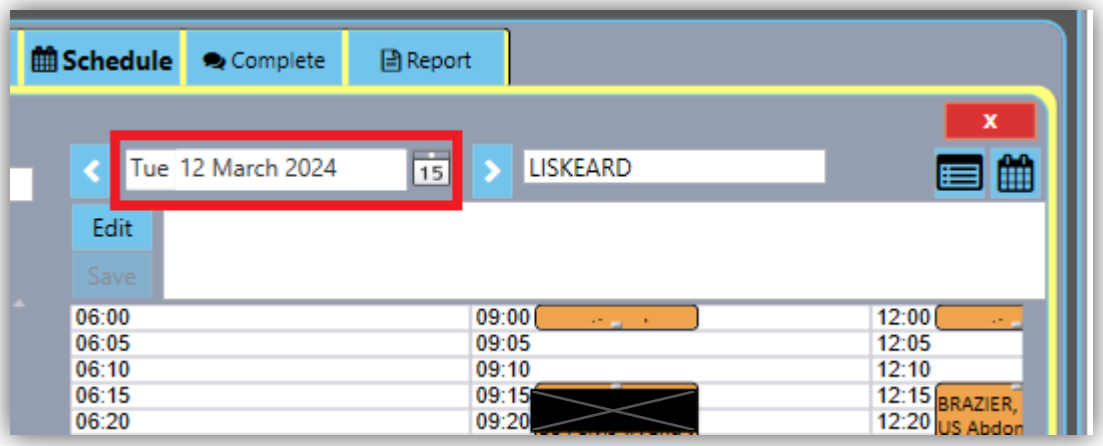


Type in the amended scan type and select *Edit* to update the appointment, then resume scheduling.

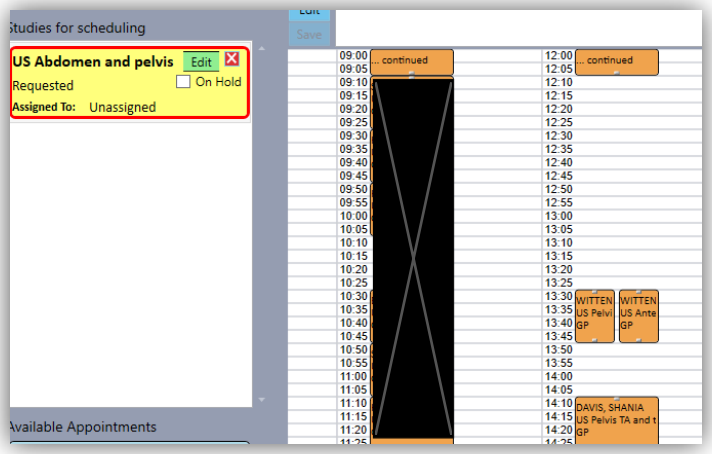


Ensure the correct date is selected along the top.
Interact with the calendar icon to change the date if necessary.

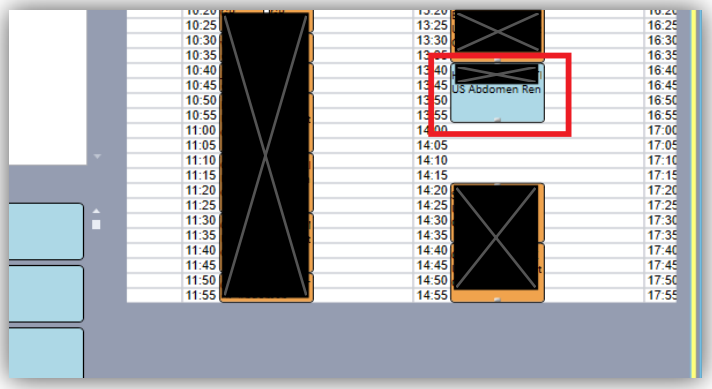
The location/room can be changed by entering data into the box to the right and pressing *Enter*.



The outstanding booking will be present on the left of the screen. Click, hold down the mouse key and drag the booking to the correct time slot.

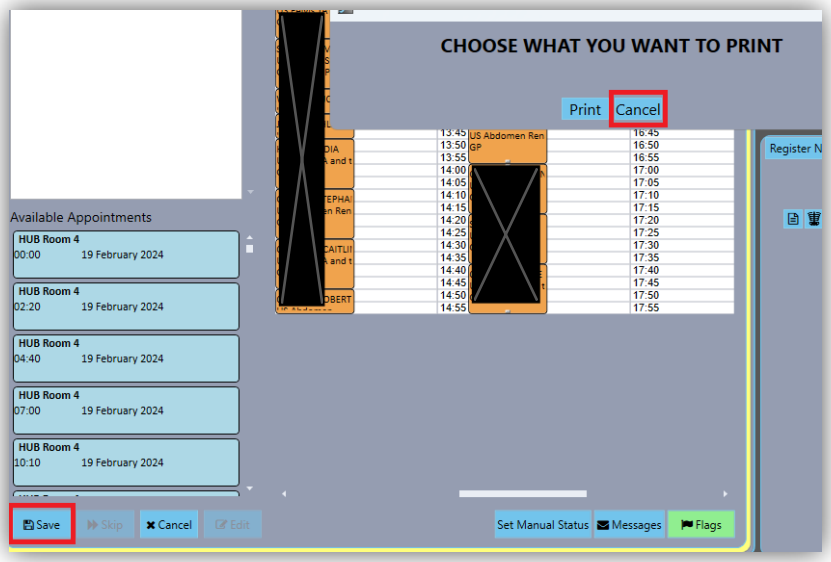


The booking time can be adjusted if needed, through click-dragging up/down from the small square icons on the box.



Select *Save* on the bottom-left of the window.
If prompted with '*CHOOSE WHAT YOU WANT TO PRINT*', select *Cancel*.

Saving will turn the booking from blue to orange.



With the booking saved within Soliton, the next client can be processed.