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| Policy Name and or Number : | INTERVENTIONAL RADIOLOGY PHONE CALLS TO PROCEDURAL PATIENTS |
| Department/Unit: | Interventional Radiology |
| Effective Date: | 6/2021 |
| Revision Date(s): | 2/2025 |

POLICY STATEMENT/SCOPE

Every effort will be made to communicate with patients regarding their scheduled procedure.

RESPONSIBLE PARTIES

- IR Nursing Staff
- Ancillary Staff
- IR Schedulers

I. PROCEDURE

All Interventional Radiology (IR) patients who are to receive sedation/anesthesia will be called before their scheduled procedure to remind them of the elements listed in letter C below. The patients will be called by the procedural staff, LVN, or other trained personnel.

- a. For patients who are undergoing a non-sedation procedure, every attempt will be made to text or communicate appointment details with patient prior to day of procedure

- b. On the day of procedure, if there is a change in the scheduled procedural start time, the IR Charge RN or the pre/postop nurse will place a call to the patient.

- c. The Pre-procedural phone call to the patient will include the following elements:
 - i. NPO ([NPO policy](#)) depending on the type of sedation/anesthesia to be administered.
 - ii. Ensure patient will have transportation home and be accompanied by a responsible adult.
 - iii. Reminder to leave valuables at home (give examples if needed).
 - iv. Assess any language issues, document need for translator (if needed) in EPIC, and communicate on the IR pre-op paper/chart.
 - v. Provide the patient with a number to call if they are going to be late or are unable to report for their procedure as scheduled.

 - vi. If a patient was not seen in the clinic, remind them to remove any piercings and/or jewelry, to wear loose comfortable clothes, and to bring a current medication list.
 - vii. Clarify provider for any specific questions regarding the procedures related to procedural preparation, or medications.

II. REFERENCES

UC San Diego Health Procedural NPO Policy (3/2024)

VII. APPROVALS

This policy and procedure was approved by:
Name/Department:

Approval Date:

UC San Diego IR Exec Committee