

<b>Name of Policy:</b>	<u>Intracavitary sonography</u>	
<b>Policy Number:</b>	3364-135-117	
<b>Department:</b>	Radiology	
<b>Approving Officer:</b>	Chief Operating Officer - UTMC	
<b>Responsible Agent:</b>	Chairman & Professor, Radiology	
<b>Scope:</b>	Radiology	
		<b>Effective Date:</b> 9/1/2023
		Initial Effective Date: 10/1/1989
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

Intracavitary sonography requires a specific protocol for patient and equipment management.

**(B) Purpose of Policy**

To increase patient acceptance through ensuring patient privacy and safety. To reduce the risk of litigation to the hospital and sonographers.

**(C) Procedure**

1. Patient Management
  - a. Inform the patient of the transvaginal/endovaginal study, explaining the procedure in detail and obtain verbal consent from the patient (or family) to perform exam.
  - b. Explain reason for the exam.
  - c. Give patient instructions to empty bladder.
  - d. Instruct upon returning to the room to undress from waist down and cover with a sheet.
  - e. When sonographer returns to the room knock and wait for a reply. Knock again if necessary.
  - f. Open the door, announce yourself, and ask “may I come in?” and wash hands prior to examination.
2. Preparing Equipment
  - a. Cover properly disinfected transducer with condom.
  - b. Gel is placed in condom as a couplant.
  - c. Lubrafax is used on the outside of the condom covering the transducer
3. Performing the Examination
  - a. All personnel in room are introduced
  - b. Names of all personnel in room are documented on requisition
  - c. Whenever possible the patient should insert the probe themselves.
  - d. After the exam is completed, ask if there is anything else you may do for the patient.
  - e. Sanitize your hands upon exit.

<b>Approved by:</b>  <u>/s/</u> _____ <u>07/26/2023</u> Haitham Elsamaloty, MD Chairman & Professor, Radiology  <u>/s/</u> _____ <u>07/20/2023</u> Ryan Landis, BSRT (R)(CT) Director, Radiology  <i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD	<b>Review/Revision Date:</b> 7/1/1993 8/16/1999 9/1/2005 5/29/2008 5/20/2011 8/20/2014 8/1/2017 9/1/2020 9/1/2023
	<b>Next Review Date:</b> 9/1/2026
<b>Policies Superseded by This Policy:</b> S-007	