

Great Ormond Street Hospital for Children NHS Trust	IRMER Employer's Procedure EP2	Version 2.0
Making a Referral	Author: Peter Marsden	Sept 2010
	Reviewer: M Judge	Sept 2014
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Making a Referral

1. Purpose

The purpose of this procedure is to give guidance on making a referral for a medical exposure and consequently to reduce the numbers of referrals which are rejected by the practitioner. Note that referrals for medico-legal exposures are covered by EP6 "*Medico-Legal Exposures*".

2. Readership

All Referrers should read this.

3. Description

The Trust considers a referral for a medical exposure to be a request for a medical opinion. It is important that details of the individual to be exposed and the referrer are clearly stated. It is a legal requirement that the referral contains sufficient relevant medical data for the correct justification of the exposure.

4. Can I Refer?

All medically qualified staff employed by the Trust are entitled to make a referral. In addition, individuals employed by the Trust who are healthcare professionals who are not medically qualified can be entitled to refer in some circumstances – see EP1 "*Referrals from Non-Medically Qualified Health Professionals*". If you do not meet either of these criteria you are not entitled to make a referral and you must not make a request for a medical exposure.

Referrals from outside the Trust can only be made by medically qualified persons who have been entitled by the Trust to do so.

5. Referral Procedure

Referrals must be made by completing a request form, electronically, via the PIMS system. They can be discussed in advance by telephone or in person, but it is still necessary to complete a request form in full. Where a medical exposure is an inherent part of a procedure, the request for that procedure will be taken as a referral for a medical exposure.

The request form must clearly identify the person to be exposed. This information will be used to verify the identity of the individual prior to the exposure as described in EP8 "*Identification of an Individual Undergoing a Medical Exposure*". Suitable details should include three identifiers as a minimum. If the referral does not adequately identify the individual, the request form will be returned to the referrer.

The referral must include any medical data relevant to the medical question being posed by the referrer. This is a legal responsibility placed on the referrer by IR(ME)R. Referral criteria are available to assist in this matter, and further guidance may be made available to referrers when appropriate. Referrers should make best use of this information and are encouraged to contact the practitioner directly in cases of uncertainty.

If the individual being referred is a female of childbearing age (taken to be between the ages of 12 and 55 years), pregnancy is considered to be relevant medical data. The referrer should therefore take steps to ascertain whether pregnancy is likely and include details of the response on the request form. Further guidance is given in EP3 "*Medical Exposures and Pregnancy*".

Referrals with insufficient medical data will be returned to the referrer.

The referral must clearly identify the referrer. If this is not clear, or if there is doubt that the person named as the referrer on the request form has not personally verified the patient and medical details on the form, the request will be returned to the named referrer.