**Correct Use of Reporting Workstation [QSI Ref: XR-516]**

**Descriptor:**

Using workstations in ways to minimise health risk to ourselves.

**Background:**

Staff in radiology departments are now spending significantly more time using computers with the introduction of soft copy images as the primary modality of image display for routine reporting. There is a recognised association between intensive computer use and risk of developing musculoskeletal, visual and ocular symptoms. The Royal College of Radiologists acknowledges that the health of the user is of vital importance. Guidance is available recommending simple measures individuals can take to minimize these risks.

This audit assesses whether these guidelines are being followed and helps to raise awareness of them.

## The Cycle

**The standard:**

Locally agreed standards.

All staff engaging in reporting sessions should:

- Have regular eye tests

- Take regular breaks from using the computers

- Have voice recognition dictation (keyboard usage known to increase wrist pain and conditions such as Carpel Tunnel)

- Have adjustable seating at workstations to help maintain good posture and reduce risk of musculoskeletal strain

- Have variable ambient lighting at workstations to reduce visual strain and can reduce long term deterioration in vision

**Target:**

- 100% for eye test and work breaks

- 85% for postural assessment, allowing some degree of natural individual variation in posture

- 100 % for voice recognition dictation

- 100 % for adjustable seating at workstations

- 100 % for variable ambient lighting at workstations

## Assess local practice

**Indicators:**

- Percentage of staff who had an eye test within the last two years

- Percentage of staff taking regular breaks (e.g. 5 minutes every hour)

- Percentage of staff who habitually have an optimal posture

- Percentage of staff who have voice recognition dictation

- Percentage of staff who have adjustable seating at their workstation

- Percentage of staff who have variable ambient lighting at their workstation

**Data items to be collected:**

- Identify the number of staff who have workstation reporting sessions (plain film, CT, MR) as part of their job and their frequency

- Date of last eye test by optometrist

- Frequency and duration of natural breaks taken by staff

- Number of staff who habitually have posture approaching that of the ideal posture (as illustrated on the HSE leaflet), assessed by visual analysis

- Number of staff with voice recognition dictation

- Number of staff with adjustable seating at their workstation

- Number of staff with variable ambient lightingat their workstation

May also be useful to ask of each individual:

1. Have you seen your GP/ physiotherapist for an issue relating to your posture at workstation?

2. How much time you spend (hours per week) at the workstation?

**Suggested number:**

All departmental staff who engage in routine workstation reporting sessions.

**Suggestions for change if target not met:**

- Departmental audit meeting presentation to raise awareness of guidelines

- Circulation of guidelines, especially to those who complain of related symptoms

- Liaising with local occupational health department for help and support

- Review of workstation set up to identify areas needing improvement to enhance users’ experience

**Resources:**

Radiologist:

- 2 hours for design, distribution and analysis of questionnaire to assess frequency of eye test and work break

- 10 minutes for visual analysis per subject studied

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