

10 EASILY IMPLEMENTED READING ROOM IMPROVEMENTS

The following are simple and easily implemented reading room improvements that can improve radiologist comfort and productivity, at little or no cost.

Seating

Your chair is one of the most important pieces of equipment. Adjust it to support your body comfortably, then slide up to the desk and adjust the table and monitor height.

- 1 Properly adjust the chair to ensure feet are flat on the ground, thighs are supported, forearms rest on armrests comfortably, lower back and neck are supported.



Input Devices

An adjustable keyboard tray is unnecessary if the work surface is height adjustable, separately from the monitor height adjustment.

- 2 Adjust the height of the surface that is supporting the keyboard and mouse. Ensure elbows are bent 90 degrees and shoulders are relaxed.
- 3 Purchase a hands-free headset and microphone for use with the voice recognition/dictation system. This frees up your hands and allows you to sit in a more ergonomically relaxed position.



Monitors

Monitor banks should be independently adjustable from table height. Proper monitor height and distance minimizes visual fatigue, ensures proper head position and relaxes the neck.

- 4 Set monitor height so you are looking slightly downward toward the center of the monitor screen when in a neutral sitting posture. Ensure the monitors are at arm's length.



Eliminate Clutter

Workspace clutter from papers, telephones, barcode scanners and personal electronics, are distracting. They creep onto the desktop due to lack of storage space.

- 5 Move the telephone from the work surface to an articulating arm that holds the phone above the desk and allows for optimal positioning without obstructing the view of the monitor.
- 6 Purchase a side table or pedestal to hold documents, requisitions, books, etc.



Lighting

Proper lighting is critical to maximizing visual acuity and perception, by eliminating eyestrain. The need to view the computer display, read a book and see comfortably in the reading room must all be addressed.

- 7 If your workstation is equipped with a dimmable, indirect ambient light system set the intensity to approximate the intensity of the monitors. If your workstation is not so equipped, illuminate the wall behind the monitors with a desk lamp.
- 8 Dim overhead, downward pointing lights, so their brightness approximates the intensity of the monitors. Turn fluorescent lights off.



Cable Management

Poor computer cable organization can be a distraction at best and result in a damaged monitor or CPU at worst. It can also cause unplanned downtime if a cord is accidentally unplugged or damaged.

- 9 Organize and tie cables to keep them off the floor. Ensure they are not at risk of damage from feet yet allow full range of movement of adjustable work surfaces, monitors, CPU holders and other input devices.



Environmental

Reading room distractions come from many sources; some as simple as the ringing phone and conversations between individuals. Minimizing them enables focus and productivity.

- 10 Inquire about phones that incorporate a flashing LED light to indicate an incoming call, or lower the ringer volume. Try to centrally manage incoming calls to the reading room.



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