I. PURPOSE
To delineate the responsibility of supervision in the radiology department

II. POLICY
The Department of Radiology management team is responsible for the operation of the division and for measurement assessment and continuous improvement of the division’s performance.

III. RESPONSIBILITIES
Radiology staff, Chair of the Radiology Department, Radiology Administrator, Associate Administrator, Associate Director and Radiation Physicists (RSO), will ensure that this policy is implemented and monitored for compliance.

IV. PROCEDURES/GUIDELINES
The management team will assume Responsibility as follows

A. **Chairman shall have the following Responsibilities**
   - He/ she shall be a member of the Medical Staff
   - Will establish an effective working relationship with the Medical staff, Administration and other departments
   - Will Participates in Medical Staff Activities as required.
   - Will Develop comprehensive safety rules in cooperation with the hospital Safety Committee
   - Will approve all policies and procedures for Radiology Services
RAD-001 RESPONSIBILITY OF SUPERVISORS

- Reviews and evaluates the quality and appropriateness of all services provided by the Radiology Department.
- Verifies the qualifications and capabilities of all radiology personnel.
- Conducts retrospective evaluation on the quality and appropriateness of radiology services performed.
- Maintain a quality control program to minimize the unnecessary duplication of radiograph studies and to maximize the quality of diagnostic information available.
- Ensure a high-level professionalism within he/she medical technical and administrative staff and provide timely “consultative, and/or interpretive “services
- Regulatory agency compliance

B. The Radiology Administrator and the Associate Administrator under the direction of the Chairman

Will share responsibilities for the following:
- Organizing and directing department operation
- Establish policies and procedures
- Financial
- Regulatory compliance
- Maintaining department records
- Hiring and retention of staff

C. Associate Director

Is responsible for the following:
- Orienting, instructing and supervising staff
- Scheduling staff hours and assign duties
- Maintain supplies and equipment
- Maintain effective quality monitors

D. Radiation Physicist (RSO)

Is responsible for the following
- Will be available as needed for consultation including: periodic radiology safety testing, involvement in the radiation safety program, and participation in educational programs.
- Provide all radiology department/service personnel in-service education on radiation safety precautions and management of emergency radiation hazard and accidents.
- Create appropriate radiation safety precautions using the guidelines of the National Council on Radiation Protection as well as the Nuclear Regulatory commission’s guidelines on the ALARA. These guidelines will be kept in separate manuals.
- Maintain Radiation Monitoring Program
- Perform quality, semi-annual and annual testing on equipment as required by NYS Department of Health (DOH)
V. ATTACHMENTS:
None

VI. REASON FOR REVISION:
Review

VII. REFERENCES:
Joint commission Standards

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