

**SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

No: RAD-001

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Subject: RESPONSIBILITY OF SUPERVISORS

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T.J.C. Standards HR.01.02.01: The hospital defines staff qualifications specific to their job responsibilities.

LD.01.03.01. The governing body's ultimate responsibility for Safety quality derives from its legal responsibility and operational authority for hospital performance

Issued by: Radiology Department

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

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- 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)

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V. ATTACHMENTS:

None

VI. REASON FOR REVISION:

Review

VII. REFERENCES:

Joint commission Standards

Date Reviewed	Revision Required (Check One)		Responsible Staff Name and Title
2/2016	Yes		Vincent Monte, Associate Dir. Radiology Department
		No	
	Yes	No	
	Yes	No	