I. PURPOSE
To maintain proper quality control in the department

II. DEFINITION
None

III. POLICY
The Department of Radiology at all times requires optimal radiograph studies.

IV. RESPONSIBILITIES
Radiology Technologist

V. PROCEDURES/ GUIDELINES
1. Technologists are responsible to submit quality radiographic studies which comply with all department requirements.
   - Failure to repeat an unsatisfactory film is unacceptable.
   - The final decision whether to repeat or not to repeat an image is the responsibility of the Radiologists or the floor supervisor.

2. Universal Protocol (TIME OUT)
   All technologists will perform a Universal Protocol (time out) prior to the start of any procedure. The following information will be confirmed:
   - Patient name and date of birth
   - Correct procedure
XRAY-3 TECHNOLOGISTS’ RESPONSIBILITIES

- Correct laterality
- Correct Site/Body part
- Correct Contrast (if applicable)
- Correct Agent /Dose (if applicable)
- Correct positioning
- Correct imaging Protocol
- Correcting scanning Parameters (if applicable)

**NOTE:** Patients with limited English proficiency will be provided interpretation services using the Cyracom Telephonic Interpretation Services to ensure a complete and accurate time out is performed. Deaf patients will be provided “DEAF TALK” refer to policy PTBR-5

3. **Requisition Review**

   All requisitions must be reviewed before performing a procedure.
   - A request must have complete clinical information and a doctor’s signature.
   - All pertinent patient identification is required by the Department.
   - Incomplete request must be brought to the supervisor’s attention.
   - Examinations will not to be performed without a fully completed request.
   - Any request calling for a routine examination must be returned for clinical indications.

4. **Entry into R.I.S.**

   - Patients must be registered in Radiology Information System (RIS) prior to performance of radiographs or other imaging
   - Technologist is responsible for Image review at the conclusion of the procedure. This includes checking to see that procedure entered is correctly and if necessary modifiers are added for procedure changed.
   - Any patient wearing a gown will be draped with a sheet during procedures done on an imaging table.

VI. **ATTACHMENTS:**

   None

VI. **REASON FOR REVISION:**

   Review

VII. **REFERENCES**

   - UHB Policy-PTBR-5 Language Service to Patients with Limited English Proficiency
   - TJC Standards

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<tr>
<th>Date Reviewed</th>
<th>Revision Required (Check One)</th>
<th>Responsible Staff Name and Title</th>
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<tbody>
<tr>
<td>1/2001</td>
<td>Yes</td>
<td>James Shanahan/ Radiology Department Administrator</td>
</tr>
<tr>
<td>9/2006</td>
<td>(Yes) No</td>
<td>C. Carbone /Assoc. Director Radio-graphy</td>
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<tr>
<td>10/2010</td>
<td>Yes (No)</td>
<td>C. Carbone /Assoc. Director Radio-graphy</td>
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<tr>
<td>09/2013</td>
<td>(Yes) No</td>
<td>C. Carbone /Assoc. Director Radio-graphy</td>
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<tr>
<td>01/2015</td>
<td>Yes (No)</td>
<td>C. Carbone Assoc. Director Radio-graphy</td>
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