

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

No: CT- 2

**Subject: CT TECHNOLOGIST DAILY
RESPONSIBILITIES**

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Committee Approval:
**Executive Performance Improvement
Council(EPIC)
Medical Executive Committee (MEC)**

The JC Standards: LD.04.01.05 (EP.3) The hospital defines, in writing, the responsibility of those with administrative and clinical direction of its programs, services, sites, or departments
EC. 02.04.01, (EP10). The hospital identifies quality control and maintenance activities to maintain the quality of the diagnostic computed tomography (CT), images produced.
EC.02.04.03 For computed tomography (CT (NM), The annual performance evaluation conducted by the diagnostic medical physicist includes testing of image acquisition display monitors for maximum and minimum luminance, luminance uniformity, resolution, and spatial accuracy

**Related Policies: (RAD-6) Radiology Patient Safety
(CONS-1)Consent Policy**

**Issued by: Radiology Department /
Regulatory Affairs**

I. PURPOSE:

To ensure Computed Tomography Technologists are performing their duties required to provide a safe environment for patients .

II. DEFINITION

None

III. POLICY

All Computed Tomography Technologist must perform on a daily basis, procedures as described in the procedure section.

IV. RESPONSIBILITIES:

Radiology Staff

V. PROCEDURES/GUIDELINES:

Technologist will verify that all Computed Tomography related equipment is operating properly in-order to provide a safe and clean environment for the patient

This includes:

1. Patient Monitors
2. Power Injectors
3. Wall mounted oxygen
4. Suction Machine
5. Technologist will perform and log daily QA using the phantom

A. QUALITY ASSURANCE CHECK

Technologist will perform QA check using the ACR PHANTOM, and log all QA related Data into the electronic Log sheet . QA will be performed at the start of the 8am shift. QA is required to be performed 7 days a week.

- Technologist will check table movement and Gantry movements for functionality
- Technologist will log and immediately notify supervisor of any equipment \ problems.
- Technologist will place a service call for equipment related issues in the absence of a supervisor on site.
- Technologists will log in the ticket number for future reference.

B. QUALITY REVIEWS

Technologist will review images sent to PACS and notify the Radiologist of any issues related to the images that may affect the accurate interpretation of the image

- Technologist will contact the RIS team concerning any issues related to incorrect information entered into either **RIS or PACS which require revision.**
- Technologist will make certain patient/family accompanying medical staff are aware of and remain in the proper zone.
- Technologist who are certified to administer injection will make certain to confirm that the proper gauge IV line is in place. If not the technologist will contact the referring unit and request that the proper IV line to be inserted.
- All IV related Data will be entered into RIS under comments: The following information must be entered: guage of needle/site of insertion/contrast expiration date/contrast lot #.

C. TIME-OUT

Prior to beginning of any examination the technologist will perform a complete TIME OUT to include verification of the following:

1. Patient name and date of birth
2. Correct procedure
3. Correct laterality
4. Correct site/or body part
5. Correct contrast (if applicable)
6. Correct agent/dose/and route (if applicable)
7. Perform complete review of the MRI screening form and confirm any questions with the patient or patient’s physician.
8. Correct Imaging Protocol
9. Correct Scanning Parameters

NOTE: Technologist will prepare and complete all related paperwork including: scanning all required documentation into the IRS. i.e., “Presentation of Contrast Form and Consent Form “etc.

D. Communication:

- The technologies will promptly answer all incoming calls.
- The technologist will hold on person the Ct beeper at all times during their respective shift and respond promptly to all incoming messages.
- The technologist will document in RIS, communications with the patient’s nursing unit regarding patient care, i.e. patient delays/patient unable to come for exam etc. The name of the individual spoken too, the time. and relevant reason.

VI. ATTACHMENT

OBSERVATION FORM

VII. REFERENCES:

The Joint Commission Standards
 UHB Policy (RAD-6) Radiology Patient Safety
 CONS-1 Consent Policy <http://www.downstate.edu/regulatory/pdf/policies/CONS-01.pdf>

Date Review	Revision Required (Check One)		Responsible Staff Name and Title
	Yes	No	
8/1988	Yes	No	James Shanahan Director Radiology
1/2001	(Yes)	No	James Shanahan Director Radiology
12/2016	Yes	(No)	Vincent Monte, Director Radiology Department
10/2018	(Yes)	No	Vincent Monte, Director Radiology Department