

SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

Subject: PERSONNEL SAFETY TRAINING

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

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No. CT- 7

Original Issue Date 9/2009

Supersedes: 1/2016

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The JC Standards: **HR.01.05.03 (EP.14 & 26)** The hospital verifies and documents that technologists who perform diagnostic computed tomography (CT) examinations participate in ongoing education that includes annual training.

UP.01.03.01: During the time-out, the team members agree, at a minimum, on correct patient identity- The correct site- The procedure to be done

Related Policies: (RAD-6) Radiology Patient Safety

Issued by: Radiology Department /
Regulatory Affairs

I. PURPOSE

To ensure all staff involved in CT receive Annual Safety Training and comply with all Regulatory Educational requirements.

II. DEFINITION:

None

III. RESPONSIBILITIES

Radiation Safety Officer (RSO), Medical Radiographer. Technologist and Attending Radiologist and/or Radiology Residents

IV. POLICY

All CT Technologists are required to maintain all educational requirements as specified by the ARRT/Joint Commission and NY State.

V. PROCEDURE/GUIDELINES

- All CT Technologist will attend an annual safety training seminar provided by the Radiation Safety Officer.
- All CT Technologist will maintain ASRT CE Requirements.
- ARRT & ACR recommends certification in CT for Technologist performing CT exams
- All CT Technologist will complete at least 6 CT related ASRT directed readings during the 2nd. Year period.
- All CT technologist will participate in on-going education specifically in dose reduction practices. i.e., Image Gently and Image Wisely -
- All CT technologist will be required to complete annual competency re-assessment to include CT scanning techniques and performance of Daily and weekly QA.
- All CT technologist must maintain a valid BCLS certification.
- All CT technologist will maintain certification in IV insertion.
- All CT technologist will complete an annual IV insertion competency exam.

VI. ATTACHMENT

- a. Copy of Certification of completion for CT Safety Training ASRT sponsored course entitled "Safe CT Practices"
- b. Safe CT Practices Transcript
- c. CT Safety Training Log Sheet.

VII REFERENCES:

The Joint Commission Standards
UHB Policy (RAD-6) Radiology Patient Safety
www.imagegently/www.tmagewisely

Date Review	Revision Required (Check One)		Responsible Staff Name and Title
9/2009	Yes		James Shanahan, Director Radiology Department
12/2015	(Yes)	No	Vincent Monte Assoc. Director Radiology Department
10/2018	Yes	(No)	Vincent Monte Assoc. Director Radiology Department