

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

No: X-RAY-7

Page 1 of 2

Subject: SUPERVISION OF EVENING SHIFT

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T.J.C. Standards: LD.03.02.01: Leaders set expectations for using data and information to improve the safety and quality of care, treatment, and services.
HR.01.02.01 The hospital defines staff qualifications specific to their job responsibilities

Issued by: Radiology Department

I. PURPOSE

To provide Evening Supervision, in the absence of the Assistant Director.

II. DEFINITION

Evening Supervision: Supervision for the assignment of duties on the evening shifts.

III. RESPONSIBILITIES

Assistant Director, Staff Technologists,

IV. PROCEDURES /GUIDELINES

1. The assigned assistant director, on duty for the evening shifts will be in charge of all operations
2. In the absence of the evening shift supervisor, a staff technologist will be responsible to manage the desk. This includes registering patients, performing radiographs and assigning patients to staff technologists.
3. The assistant director assigned to the evening shift reserves the right to assign any staff technologists he chooses. However an Assistant Director for and other shift work in the evening, he or she shall always manage the front desk
4. When no specific assignment is made for these duties, the senior technologist on the shift will assume the responsibility of managing the desk

Note: it is understood that this assignment does not constitute an assignment beyond that of a staff Technologist. It is further understood that this assignment may break the rotation of the staff Technologist on the shift who rotates between portable requests and performing radiographs on the second floor.

VI. ATTACHMENTS:

None

VII. REASON FOR REVISION:

Review

VIII. REFERENCES:

- *TJC standards*

Date Reviewed	Revision Required (Check One)		Responsible Staff Name and Title
4/2000	(Yes)		James Shanahan, Administrator
9/2006		(No)	Charles Carbone, Assoc. Director Radiography
9/2013	(Yes)	No	Charles Carbone, Assoc. Director Radiography
1/2015	(Yes)	(No)	Charles Carbone, Assoc. Director Radiography