

Department: Radiology	Section: Diagnostic Imaging	Effective Date: 02/2007
Procedure Number: 1.4.1		Revision: 12/2012

### **Medical Director for Diagnostic Imaging**

#### **Purpose:**

To define the duties and responsibilities of the medical director for the Diagnostic Imaging section of Radiology.

#### **Overview:**

The American College of Radiology (ACR) provides practice guidelines for general radiography. These guidelines provided recommendations for the provision of appropriate radiologic care to patients. Each section of Radiology will strive to use and implement these guidelines whenever possible.

#### **Job Description:**

Qualifications: The medical director of the section shall be a licensed radiologist with appropriate credentialing to oversee the radiologic care provided in Diagnostic Imaging. The training and knowledge recommended by the ACR include:

- ☐ Documented training and understanding of the physics of diagnostic radiography and experience with the equipment needed to safely produce the images.
- ☐ Understanding of principles of radiation protection, the hazards of radiation exposure to both patients and radiologic personnel, and radiation monitoring requirements.
- ☐ Documented training and understanding of other medical imaging modalities in order to determine the best imaging examination to evaluate the patient's clinical symptoms.

Maintenance of Competence: The medical director should demonstrate evidence of continuing competence in the interpretation and reporting of those examinations. A minimum of 200 examinations per year is recommended in order to maintain skills. In addition, the radiologist shall maintain continuing education and will strive to be compliant with the ACR guidelines on continuing education.

#### **Selection:**

The section Medical Director shall be appointed by the Chair of the Department of Radiology.

#### **Responsibilities:**

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The medical director is responsible for providing the clinical expertise and leadership to ensure that quality care is provided in accordance with hospital policies, JCAHO guidelines and other appropriate standards. The medical director shall work closely with the Section Manager and Administrative Director of Radiology in fulfilling the duties listed below. The duties of the medical director are listed below.

☐ Provision of Care

- Defines the scope of services for the section
- Defines the number and type of personnel needed on a case specific basis
- Ensures that the care provided adheres to hospital policy and other appropriate guidelines
- Reviews and approves clinical policy and procedure manual when changes are implemented or as requested. Review must be completed with approval or submission of changes within 2 weeks.

☐ Implementation of Practice Guidelines

- Defines the case specific protocols that will be used
- Develops new protocols for changes in practice or introduction of new procedures

☐ Patient Scheduling

- Defines the procedures by which procedures are to be scheduled
- Resolves scheduling conflicts by serving as the contact person to assist physicians in prioritizing cases

☐ Resident Supervision

- Provides ongoing assessment of care provided by the residents

☐ Utilization Review

- Reviews cases scheduled as emergent to ensure that hospital resources are used effectively and efficiently

☐ Quality Assurance

- Reviews cases to ensure that clinical practice protocols are followed or exceptions are noted in the case record

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- Responds to clinical variances within the timeframe set by hospital policy
- Responds to patient complaints involving physicians or residents within the timeframe set by hospital policy

☐ Physician Support

- Serves as the physician contact for Diagnostic Imaging
- Defines who will serve in the medical director's absence
- Ensures that case reports are completed within 48 hours
- Ensures that physician billing is performed in compliance with policy and resolves any billing conflicts or discrepancies.

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