

Department: Radiology	Section: All	Effective Date: 09/2009
Procedure Number: 1.4.3		Revision: 12/2012

Medical Director for Magnetic Resonance Imaging

Purpose:

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

Overview:

The American College of Radiology (ACR) provides practice guidelines for magnetic resonance imaging (MRI). These guidelines provide recommendations for the provision of appropriate and safe 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 provision of magnetic resonance imaging for all patients and body sections (Neuro, body and musculoskeletal). The training and knowledge should include:

- ☐ Documented training and understanding of the physics of magnetic resonance imaging and experience with the equipment needed to safely produce the images.
- ☐ Supervision, interpretation, and reporting of 500 MRI examinations in the past 36 months prior to becoming the medical director and thereafter at least 500 examinations for each 36 month period.
- ☐ 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 MRI examinations. A minimum of 500 exams every 3 years is recommended in order to maintain skills. In addition, the radiologist shall maintain continuing education. The ACR CME guideline is a minimum of 150 credits (hours) of approved education in Categories 1 and 2 every 3 years. At least 120 of these hours should be specific to MRI.

Selection:

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

Responsibilities:

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

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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 and reviews indications for examinations
 - Ensures that the care provided adheres to hospital policy and other appropriate guidelines
 - Development and review of contrast agent guidelines
 - Development and review of pulse sequences to be performed
 - 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 exams
- ☐ Resident Supervision
 - Provides ongoing assessment of care provided by the residents
- ☐ Utilization Review
 - Reviews exams 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 exam record
 - 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

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- Serves as the physician contact for MRI
- Defines who will serve in the medical director's absence
- Ensures that 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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