

	Policy #:17.4
SUBJECT: Scope Of Service	Effective: 12/25/06 reviewed: 2/21/19
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STAFFING PLAN

Purpose:

To define the number of personnel required for each designated coverage area as outlined in the Ultrasound section’s scope of service. The plan will also establish general guidelines as to the Qualifications of the staff that will be assigned to each patient care area.

Staff Qualifications:

All individuals providing diagnostic ultrasound services are licensed and/or registered by the Louisiana State Radiologic Technology Board, American Registry of Diagnostic Medical Sonographers, and/or Registered Vascular Technologist. All individuals have appropriate training and competencies. Technologists must maintain a current license and are available 24 hours a day.

Policy:

1. Patient care workload can fluctuate and requires ongoing evaluation with subsequent adjustments
2. Technologists are required to staff the hospital and Ambulatory Care Center Monday – Friday from 7:30 – 4:30. There is also additional coverage after hours, weekends and holidays with an on-call technologist.
3. Adequate coverage of all ultrasound facilities/operations during normal day shift hours Monday through Friday, includes assignment of a sufficient number of technologist to operate the Sonographic equipment located within the Ultrasound section in the hospital, as well as the ACC outpatient building as listed below.
 - Main ultrasound department consisting of 3 ultrasound units to provide services for inpatient, emergency room, and FWCC examinations.
 - Mobile services to provide examinations to all Intensive care units, and step-down units as needed.
 - Invasive procedures, biopsies, etc, under the direction of the Radiologist covering the ultrasound section.

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- The ACC outpatient building consisting of 2 ultrasound units and 1 arterial unit to provide services for scheduled outpatient examinations, as well as urgent and emergent examinations from various outpatient clinics as needed.
 - Experienced technologists are also required to perform quality assessments of each sonographic examination, review and assist technologist in training as well as perform Performance Improvement activities throughout the department.
4. When staffing levels drop below the level required to cover the areas listed, the Manager or supervisor provides ongoing evaluation with subsequent adjustments.
 5. Prolonged staffing shortages are assessed by the Manager and reported to the Director of Radiology Services and the Assistant Administrator for Professional Services
 6. As the need arises during prolonged staffing shortages the outpatient facility will be closed and services will be consolidated and provided in the hospital Ultrasound department.
 7. Overtime - some times technologists may stay over to finish examinations that are in progress or STAT examinations that are ordered prior to the end of their shift. The use of personnel to work overtime is always a consideration during staffing shortages, however it can not be considered the answer to all shortage situations and it is not the first consideration.
 8. Staffing plans will be assessed on an ongoing basis in response to outcome measures. Examples of outcome measures include performance improvement, patient satisfaction and employee satisfaction results. Specific indicators may include: imaging procedures done late, procedure backlogs, prolonged response time to STAT or ASAP requests, increased errors, patient and/or staff complaints, and increased variance reports.