



VOLUME 4: MEDICAL SERVICES	Effective Date: 6/1/12
CHAPTER 30: MEDICAL IMAGING	Revision Date(s):
4.30.1 MEDICAL IMAGING SERVICES POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

The California Correctional Health Care Services (CCHCS) Medical Imaging Services (MIS) shall provide diagnostic imaging services as required for the examination, care, and treatment of patient-inmates including proper care and upkeep of procedure history, where so designated, and the scheduling of patient-inmates for mobile service. MIS shall be available as needed at each California Department of Corrections and Rehabilitation (CDCR) institution to meet clinical needs as determined by medical leadership. Services will be available both within the institution’s MIS department and through contracted on-site or off-site medical facilities.

The MIS department shall take, process, examine, and interpret medical imaging exams both within the institution’s MIS department and through contracted on-site or off-site medical services, and maintain records. Medical imaging exams shall be taken solely for diagnostic purposes or to study physiological processes.

In addition, MIS is responsible for planning and carrying out policies and procedures in order to ensure the protection of all facility personnel in contact with medical radiation modalities, for providing consultation and advice to clinicians, and for ensuring imaging interpreting services are available, arranging for and performing diagnostic imaging procedures, and other related matters. The MIS staff shall participate in the facility’s continuing education program and shall maintain accurate and complete records of continuing education for MIS employees.

II. PURPOSE

To provide diagnostic imaging exams and exam interpretation reports for use in diagnosing and treating patient-inmates.

III. RESPONSIBILITIES

A. Statewide Radiology Supervisor and Operator

1. The Statewide Radiology Supervisor and Operator (RS&O) will be designated to have overall responsibility for MIS. A licensed physician certified or eligible for certification by the American Board of Radiology or the American Osteopathic Board of Radiology is required to be posted at all CDCR institutions.
2. The Statewide RS&O having overall responsibility for the MIS department shall be responsible administratively to the Chief of Medical Imaging Services with on site responsibility to the Chief Medical Executive (CME) or designee. The Statewide RS&O responsibilities shall include, but are not limited to the following:
 - a. Work collaboratively to develop statewide, local policies and procedures which shall be approved by the Chief of Medical Imaging Services, Governing Body, and the Policy Development Section.
 - b. Review all MIS policies and procedures on an annual basis.

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- c. Perform onsite or annual review of quality assurance, policies and procedures, repeat analysis, and staffing radiation monitoring.
- d. Review and recommend to Chief of Medical Imaging the MIS radiographic staff qualifications and competency needs.
- e. Work collaboratively with medical, mental health and dental staff to develop safety rules, policies, and procedures to ensure the safety of patient-inmates and of MIS staff.
- f. Work collaboratively with medical, mental health and dental staff to determine equipment needs, including the following:
 - 1) Proper resuscitation and monitoring equipment.
 - 2) Radiographic equipment unit.
 - 3) Film/imaging plates and related supplies in sufficient quantity to support the efficient operation of the MIS.
 - 4) Film and Computed Radiography (CR) processing equipment.
 - 5) View box, if needed.
- g. Annually review equipment calibration reports to ensure radiation doses are in compliance with all applicable radiation protection sections of the Code of Federal Regulations as required under Title 17 of the California Code of Regulations (CCR) §§ 30305 and 30307.
- h. Work collaboratively with Pharmacy Services to maintain provision and stock of contrast material used in the MIS area.
- i. Work collaboratively with medical, mental health and dental staff to determine space needs, including but not limited to:
 - 1) Space to accommodate radiographic equipment.
 - 2) Space to allow maneuverability of stretchers and wheelchairs.
 - 3) Toilet facilities.
 - 4) Dressing rooms (if not provided in toilet facilities).
 - 5) Film and CR processing area.
 - 6) Storage space for X-ray equipment, supplies, hard copy X-ray films, and copies of MIS examination reports.
- j. Work collaboratively with the Chief of Medical Imaging Services to ensure space for viewing and reporting radiographic examinations is appropriate.
- k. Work collaboratively with the Chief of Medical Imaging Services to ensure original reports are sent to Medical Records for filing in the patient-inmate's Unit Health Record (UHR) or other manual or electronic records.

B. Senior Radiologic Technologist (Supervisor)

1. The Senior Radiologic Technologist (Supervisor) shall be responsible administratively to the Chief of Medical Imaging Services. Responsibilities shall include, but are not limited to the following:

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- a. Ensure that all Radiologic Technologists (RT) within the MIS department possess proper, up-to-date, and valid certificates and permits, and these certificates and permits are displayed at the place of employment.
- b. Ensure that all RTs working in the MIS department perform their duties appropriately and competently.
- c. Ensure that no RTs within the MIS department work outside of the scope of his/her certificates or permit.
- d. Responsible for quality control, radiation safety, and the technical aspects of all imaging examinations and procedures performed in the MIS department (even if he/she is not physically present during the examination or procedure).
- e. Ensure that all X-ray tubes are registered or require renewal.
- f. Ensure compliance with the California Radiation Control Regulations and Health and Safety Code.

C. Radiologic Technologist

1. Radiologic Technologist (RT) responsibilities shall include, but are not limited to, the following:
 - a. Understand exactly what examination will be performed before making any exposures.
 - b. Position the patient-inmate correctly for the requested examination and corresponding views before making the actual exposure.
 - c. Take appropriate steps to avoid patient-inmate motion by carefully instructing the patient-inmate not to move by using appropriate immobilization or positioning aids, and by keeping the patient-inmate comfortable and under constant observation.
 - d. Avoid unnecessary artifacts and repeat exams by having assigned custody officer remove restraints. If restraints are required, document and communicate it with the interpreting Radiologist.
 - e. Clear the X-ray room of all non-essential persons prior to performing X-ray exams.
 - f. Collimate the X-ray beam to the area of clinical interest. An X-ray beam shall never be larger than the film size used.
 - g. Use thyroid or gonadal shielding, when appropriate. If gonadal shielding is indicated, the RT shall provide proof of collimation (i.e., cut-off margins on radiographs) and gonadal shielding (i.e., mark visible on radiograph).
 - h. Use correct technique factors based on technique charts.
 - i. Use appropriate CR or film cassettes.
 - j. Avoid double exposure of cassette.
 - k. Handle cassettes carefully to prevent artifacts due to static electricity, fingerprints, and other causes.
 - l. Keep cassettes and screens/plates clean.
 - m. Identify each film correctly with the right patient-inmate's name and by placing film markers correctly to anatomical position.
 - n. Maintain records of patient-inmate's previous X-ray examinations.

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- o. Avoid misplaced and lost film(s) by following proper filing and sign-out procedures.
- p. Maintain all appropriate radiographic licensures, i.e. fluoroscopy, RT and IV certification.

D. MIS Staff

1. MIS staff shall provide medical imaging services for the CDCR adult institutions.
2. All physicians performing radiological procedures, or making written reports for the patient-inmate's UHR, shall have delineated clinical privileges.
3. A Correctional Healthcare Services Administrator or other designated supervisor shall provide the administrative supervision for specified MIS staff (i.e., Radiologic Technologists).
4. MIS staff may be asked to perform some work within the department that has not been specified under general duties or other related duties which may include e.g. assisting with cleaning equipment and the work area.
5. MIS staff shall perform only medical staff authorized imaging requests.
6. Only persons having valid California certificates/licenses shall perform MIS examinations.
7. MIS staff shall follow proper procedures with respect to MIS examination reports.
8. MIS staff shall ensure copies of each report are maintained in the MIS department area.
9. MIS staff shall ensure that X-ray CR/films, or reproductions thereof, are retained for the legal retention period.

IV. POSTING

A. Display of MIS Staff Certificates and Permits

1. The certificates and permits of the RS&O and RT shall be prominently displayed in the MIS department. The certificate and permit holder's address, which is printed on the certificate, shall be shielded (e.g., folded over) from patient-inmate view.
2. If MIS staff operates in more than one institution, they shall display a duplicate certificate or permit issued by the State Radiologic Health Section at each institution. A photocopy or otherwise duplicated copy of the certificate or permit is not acceptable.

B. Availability of Regulations and Procedures

1. A current copy of the California Radiation Control Regulations and a copy of operating procedures applicable to work with X-ray producing equipment shall be posted or readily available to each MIS employee.

C. Posting of Form RH-2364

1. A current copy of Department of Health Care Services Form RH-2364, Notice of Employees, shall be conspicuously posted.

V. RETENTION PERIOD

X-ray films, digital imaging exams or reproductions thereof, shall be retained for seven (7) years.

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VI. REFERENCE

- California Code of Regulations, Title 17, §§ 30305 and 30307 and Title 22 §§ 79711, 79713, 79715, 79717, and 79719