

Name of Policy:	<u>On-Call (Response Time)</u>		
Policy Number:	3364-135-069		
Department:	Radiology		
Approving Officer:	Chief Operating Officer - UTMC		
Responsible Agent:	Chairman & Professor, Radiology		
Scope:	Radiology		
		Effective Date:	3/1/2023
		Initial Effective Date:	8/29/1983
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy Statement

Personnel responding to emergency on-call cases will acknowledge the “call” within ten minutes and arrive no more than sixty minutes from acknowledging the call.

(B) Purpose of Policy

To assure adequate technical support for emergency diagnostic and therapeutic procedures.

(C) Procedure

1. Personnel on-call will be available by one of the following methods:
 - a. home phone
 - b. cellular phone
2. It is the responsibility of the employee to inform the Radiology clerical staff of any changes in the above.
3. Employee “on call” assignments will be posted in Radiology room #1227.
4. Clerical staff will contact the “on call” employee and document the date and time the call was initiated. Outside of normal Clerical staff business hours, the “on call” employee will be contacted by the onsite Diagnostic or CT staff.
5. “On Call” employee shall respond within ten minutes of call initiation.
6. “On Call” employee shall arrive within 60 minutes of responding.
7. If no response received, clerical staff is directed to contact the Lead Technologist or Manager of the Radiology section involved.
8. Failure to comply will result in appropriate disciplinary action.

Approved by:		Review/Revision Date:
<u>/s/</u>	_____	7/15/1988
Haitham Elsamaloty, MD	Date	7/1/1993
Chairman & Professor, Radiology		11/4/1993
<u>/s/</u>	_____	8/11/1999
Ryan Landis, BSRT, (R) (CT)	Date	1/7/2005
Director, Radiology		5/23/2008
		5/1/2011
		5/8/2014
		5/1/2017
		3/1/2020
		3/1/2023
<i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD		Next Review Date: 3/1/2026
Policies Superseded by This Policy: O-001		