

Title	Policy Review and/or Development	Policy #	01-001
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POLICY

All policies, procedures and supporting documents for the Division of Diagnostic Imaging and Radiology are subject to a cycle of review every three years. The development of a new, and/or review of an existing policy may be conducted anytime the need for change in or review of a policy for any of the following reasons:

1. Policy is no longer relevant/current due to changes in clinical, technical, operational or for safety purposes.
2. There are changes to laws, regulations, terminology and/or government policy.
3. A critical incident has occurred, requiring a new or updated policy.
4. Separate, stand-alone policy is now warranted

PURPOSE

To provide guidance in developing, implementing, and reviewing policy and supporting documents within the Division and to document that the reviews have been properly performed.

PROCEDURE

1. All policies, procedures and supporting documents will be reviewed to ensure the content is accurate and reflects the current needs and practice of the department.
2. These drafts will be made available to the Division Chief and the Radiology Director for final review.
3. A policy will not be considered a Division Policy unless it is maintained in the Policy Manual and has the signature of the Division Chief.

Approved by:

Dorothy I Bulas, MD
Division Chief, Diagnostic Imaging and Radiology

6/30/2021

Date

Laurie Hogan, MBA, CRA
Director, Diagnostic Imaging and Radiology

6/30/2021

Date

Dates of review

Original: April 24, 1989
Revised: January 15, 2008
Revised: June 22, 2010
Revised: April 5, 2013
Revised: May 10, 2016
Reviewed: June 21, 2018
Revised: June 30, 2021