

## Diagnostic Services – Department of Radiology – Diagnostic Division

**SUBJECT/TITLE:** **DIAGNOSTIC RADIOLOGY PROTOCOL FOR ASSURING REGISTRATION/CERTIFICATION/PERMIT COMPLIANCE**

**PURPOSE:** To establish a mechanism for the verification of current registration, certification, permit of all applicable radiology personnel to satisfy requirements as established by Joint Commission of Accreditation of Hospitals, State, and Federal Law Regulations, and other regulations determined appropriate to a tertiary health care center

**POLICY** The Department of Radiology is directly responsible for assuring that all staff members meet registration/certification/permit requirements established by the Joint Commission on Accreditation of Hospitals and Clinics Bylaws, and University Hospitals Profession/Scientific, and Merit Classification Descriptions. Individuals appointed to positions requiring registration, certification, permit will begin employment **only** after verification of current registration, certification, permit, or eligibility for the same. Individuals beginning employment as eligible must obtain applicable registration, certification, permit within one year of employment. Additionally, the Department of Radiology is responsible for reporting current registration/certification/permit information to the office of Staff Relations and Development at the University of Iowa Hospitals and Clinics.

**PROCEDURE:**

A. Positions requiring Licensure/Cetification/Permit

| <b>CLASSIFICATION</b>  | <b>LICENSURE/CERTIFICATION/PERMIT</b>   |
|--|---|
| Technical Director   | Certification as Diagnostic Radiographer by the American Registry for Radiologic Technologists (A.R.R.T.)                                       |
| Assistant Technical Director, Clinical Chief Technologist, Senior Imaging Technologist, Imaging Technologist | Certification as Diagnostic Radiographer by the American Registry for Radiologic Technologists (A.R.R.T)<br>Iowa Permit to Practice Radiography |

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| Limited Radiographer (Clinical Tech III)   | Iowa Permit to Practice for Limited Radiography  |
| Mammographer   | Certification as Mammography Technologist by the American Registry of Radiologic Technologists (ARRT). |
| Magnetic Resonance Imaging:<br>Clinical Chief<br>Imaging Technologist<br>Senior Imaging Technologist | Certification by the American Registry of Radiologic Technologists (A.R.R.T.).                         |
| Ultrasound:<br>Clinical Chief<br>Sonographer   | Certification by American Registry of Diagnostic Medical Sonographers                                  |

- B. It is the responsibility of each technologist/sonographer to forward their registration and certification documentation to the office of the technical director upon receipt, and within one month of expiration. Copies of Certifications and the original Permit to Practice will be maintained in their personnel/education files.
- C. The original copy of the Iowa Permit to Practice must be mailed to the office of the technical director before the expiration date of the current permit.
- D. A copy of the Cardio-Pulmonary Resuscitation card (front and back) should be submitted within 30 days of the expiration of the current card.
- E. Failure to maintain current certification, registration and permit for any classification will result in the employee being sent home until complete and documented current status has been provided. The status while being off work will be absence without pay.
- F. The technical director of Diagnostic Radiology will assure review of permit/registry monthly to ensure verification. He/she will be responsible for maintaining a list that is updated monthly with the following information.
  1. Staff members requiring a permit/registration.
  2. Current permit/registration number.
  3. Permit/registry certification agency.
  4. Expiration date of the permit/registry certificate.
  5. A list of staff with Iowa Permit to Practice will be posted in the Main Radiology reception area.