

Appendix 8: Quality Control Personnel Responsibilities

The overall quality control program responsibilities are assigned to: _____(name).

These duties are as follows:

1. To ensure that quality control personnel have adequate training, continuing education and continuing experience in QA/QC.
2. To provide an orientation program for QA/QC personnel.
3. To provide motivation, oversight, and direction in all aspects of the quality assurance program to ensure that an effective quality assurance program exists for the facility's diagnostic imaging practice.
4. To select and assign a qualified individual to perform the prescribed quality control tests.
5. To assign appropriate personnel to perform corrective action and retest equipment after corrective action is completed.
6. To ensure that the test equipment (eg. Sensitometer and densitometer) is calibrated and working properly and materials are available to perform the QC tests.
7. To arrange staffing and scheduling so that adequate time is available to carry out the quality control tests and to record and interpret the results.
8. To provide frequent and consistent feedback to QA/QC personnel about clinical film quality and quality control procedures.
9. To select a medical physicist who will assist with the QC program and perform the Medical Physicist's Quality Control Survey.
10. To review the QC test results at least every 3 months or more frequently if consistency has not yet been achieved; to review the physicist's test results annually, or more frequently when needed.
11. To oversee, or designate a qualified individual to oversee, the radiation protection program for employees, patients, and other individuals in the surrounding area.
12. To ensure that records concerning employee qualifications, radiographic techniques and procedures, quality control, safety, and protection are properly maintained and updated in the Quality Assurance Program Manual.
13. To ensure that each employee reviews the policy and procedure manual upon employment and at least annually.
14. To perform or assign a qualified individual to record results of the required quality control tests.

