I. **PURPOSE:** To identify methods for yearly inspection of radiology equipment.

II. **POLICY:** Montana State Hospital (MSH) requires all radiology equipment be inspected and maintained on a yearly basis. The equipment includes generator, tube, radiology lead aprons, and CR machine.

III. **DEFINITIONS:**
   A. Registered Radiology Technologist (RT): current American Registry of Radiologic Technologists (ARRT) and State of Montana license holder under contract to provide services to MSH.

IV. **RESPONSIBILITIES:**
   A. Radiology Manager (Registered Radiology Technologist) will ensure yearly inspection is completed and report is properly filed.

V. **PROCEDURE:**
   A. MSH radiology equipment will be serviced yearly through contact with Big Sky Medical Imaging.

   B. Any problems found at the time of inspection will be repaired in a timely manner.

   C. If problem is of a nature that the equipment is unable to be used, MSH patients are to be transported to the Community Hospital of Anaconda or Deer Lodge Medical Center for radiology services.

   D. A report of the services will be placed in the MSH Radiology Policy and Procedure Binder located in the Medical Clinic area.

VI. **REFERENCES:** None.

VII. **COLLABORATED WITH:** Limited Permit Radiology Technologist; Associate Director of Nursing, Medical Director; Registered Radiology Technologist; and Radiologist.

VIII. **RESCISSIONS:** None, new policy.

IX. **DISTRIBUTION:** All hospital policy manuals.
X. **ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. **FOLLOW-UP RESPONSIBILITY:** Medical Director

XII. **ATTACHMENTS:** None.

Signatures

Jay Pottenger               Thomas Gray, M.D.
Hospital Administrator     Medical Director