I. Purpose and Organization

A. The Department of Diagnostic Imaging and Radiation Oncology (DIRO) consists of four sections providing services in:
   1) Diagnostic Imaging
   2) Radiation Oncology
   3) Nuclear Medicine (including diagnostic and therapeutic)
   4) Interventional Radiology

B. Formal Section
   The specialty of Interventional Radiology is a formal Section of the Department:
   1) The formal section will consist of members who have special training in Interventional Radiology or Neuro Interventional Radiology.
   2) The section will have a Chairperson and Vice Chairperson
   3) The section will meet as needed to conduct business.

C. Purpose and function of the department:
   1) To insure the safety and highest standards of care for inpatients and outpatients at Sutter Medical Center who are examined or treated in Diagnostic Imaging, Radiation Oncology and/or Nuclear Medicine.
   2) To serve as the primary means for accountability to the Board of Directors of Sutter Medical Center for the appropriateness and competence of the professional performance and ethical conduct of members of the department, and to discharge quality assessment functions designed to assure continual upgrading of diagnostic and therapeutic care rendered in the department.
   3) To provide a means whereby problems of a medical administrative nature, including planning and budget review, may be addressed.
   4) To initiate, maintain, and review rules, regulations, policies and procedures for proper and efficient functioning of DIRO. Rules, regulations, and amendments thereto, will be proposed by the department, and sent to the Chief of Staff, the Medical Executive Committee, the Chief Executive Officer and the Board of Directors for approval. Operational procedures will be approved by the department, and, if appropriate, by the Chief of Staff, the Medical Executive Committee and Administration.
   5) Meetings of DIRO will be held monthly. Interventional Radiology will meet at least quarterly. These meetings may be held in tandem with the DIRO
II. Membership

Members of the department shall be members of the Medical Staff of Sutter Medical Center and subject to all of the bylaws of the Medical Staff. They will be under the authority of the Board of Directors and accountable to the Board of Directors according to the provisions of the bylaws of the Medical Staff and the Board of Directors.

A. Applicants for membership and privileges shall be reviewed by the Chief of the Department and, if appropriate, by the Administrative Committee. Department recommendations for approval and specification of privileges within the department will be forwarded through the Credentials Committee of the Medical Staff, the Medical Executive Committee, and the Board of Directors for action. Applicants will be assigned to the Section (section of the department appropriate to the nature of their practice and privileges).

B. Membership in the department requires certification by the American Board of Radiology or the American Board of Nuclear Medicine.

C. Delineation of department privileges is according to the patterns of practice in the specialty of radiology, (including Nuclear Medicine, Diagnostic Imaging, Neurointerventional Radiology, Interventional Radiology and Radiation Oncology). Changes in delineation of privileges, when required, will be proposed by the department and submitted through the Credentials Committee to the Chief of Staff, the Medical Executive Committee and the Board of Directors for approval.

Recommendations for granting of individual privileges made by the Administrative Committee will be based upon the members training and experience and submitted through the Credentials Committee to the Medical Executive Committee and the Board of Directors for approval. Proctoring of provisional members of the department will be the responsibility of the Chief of the Department and performed with the assistance of active members of the department working intimately and daily with provisional members. Consulting Staff members will be required to submit six (6) proctoring reports from their primary hospital provided proctoring is not older than five years at the time of appointment to the Sutter Medical Center Medical Staff. If proctoring reports are older than five years, the proctor could be the attending physician who would comment on the outcome of the case.
D. At least biennially, the Chief of the Department, and if appropriate, with the assistance of the Administrative Committee, will review the privileges of each member of the department and evaluate the clinical performance of each member. The results of the review and recommendations for maintenance or changes in the privileges will be forwarded through the Credentials Committee to the Medical Executive Committee and the Board of Directors.

E. Any disciplinary action by the Chief of the Department, the Administrative Committee, or the department as a whole, will be immediately reported to the Chief of Staff and the Chief Executive Officer under the provisions of the Medical Staff Bylaws.

III. Departmental Officers

A. Secretary and Directors of Diagnostic Imaging and Interventional Radiology-Sutter General, Diagnostic Imaging and Interventional Radiology-Sutter Memorial, Radiation Oncology and Nuclear Medicine. The officers of the department will have the authority granted by the Board of Directors, the Chief of the Medical Staff, Chief Executive Officer, and the Medical Executive Committee. They shall perform the duties outlined in the Medical Staff Bylaws and are accountable to the Chief of the Medical Staff, the Chief Executive Officer, the Medical Executive Committee, and the Board of Directors, according to provisions outlined in the Medical Staff Bylaws.

B. The Chief and Vice-Chief shall have the qualifications, selection, two year term, annual review, removal, duties, authority, accountability and relationships as defined in the Medical Staff Bylaws, Section 12.03.

C. The secretary shall be elected by the department, will serve a two-year term, and shall be a member of the Administrative Committee. His duties will include, but not be limited to, keeping minutes of the Administrative Committee meetings.

D. Directors of the Sections of Diagnostic Imaging and Interventional Radiology, Radiation Oncology and Nuclear Medicine shall be elected by the members of section at the time of the election of the secretary in even number years. They shall serve a term of two years and are accountable to the Chief of the Department. They shall serve on the Administrative Committee and have authority and duties as delegated by the Chief of the Department. These duties shall include supervision of Radiological Services in a manner to maximize efficiency of personnel and facilities while maintaining safety and quality of patient care as the primary goals. They shall be responsible for the assessment of adequate and competent professional supervision and performance of these services. They may simultaneously hold other offices within the department.
E. The officers, with the advice and assistance of the members of the department, shall supervise the operation of the Department of DIRO, including the technical and clerical personnel, shall prepare recommendations for purchase and maintenance of equipment to permit optimal technical operation of the department and shall oversee training programs for resident physicians and technologists in the Sections of Nuclear Medicine, Radiation Oncology and Diagnostic Imaging and Interventional Radiology. Members of the department will provide material and presentations for hospital conference and meetings as active participants in the program of continuing medical education within the department and in joint efforts with other medical departments. Radiological services will be provided in a timely fashion to any patient by any member of the medical staff who has current privileges that include requisition of such services, regardless of the patient's race, creed, sex or ability to pay. Members of the department will be available on call on a rotational basis to provide radiological services for inpatients or emergency room patients 24 hours a day. Members of the department, however, have the prerogative of determining whether or not such services are in the interest of the patient, are safe, or are indicated in his medical condition.

IV. Chairperson of Formal Sections
1) The Section head will be known as Section Chairperson. When unavailable, the Section Vice Chair will assume this role.

2) They will have been a member of the Department in good standing for two years.

3) Duties will include:
   a. Call and preside at Section meetings.
   b. The Section Chair or Vice Chair will participate as a member of the D.I.R.O. Administrative Committee and assist the Committee in the review and implementation of rules governing the efficient working of the Section.
   c. Give an annual report of the activities of the Section to the Department Chief and the DIRO Administrative Committee.
   d. Assist the DIRO Administrative and Quality Improvement Committee in reviewing work being done in the Section.
   e. Present to the Department Chief and the Administrative Committee, the Section’s needs and act as liaison between Section members and the Medical Administrative Committee.
   f. Advise Department Chief and Administrative Committee of new procedures as well as requirements for maintenance of privileges pertaining to the Section.
   g. Review and revise as necessary the Section Rules and Regulations at least every two years.
   h. Oversee quality improvement activities of the Section.
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4) The Section Officers are elected by majority vote of the Section members. Term of Office shall be two years. The Chairperson of the Section may not serve more than two consecutive terms.

V. Departmental Committees

The departmental committees shall be appointed by the Chief of the Department and are accountable to the Chief of the Department. They shall function and perform duties according to the provisions of the Medical Staff Bylaws.

A. Administrative/Quality Improvement Committee

1) Composition -- Department Chief, Vice-Chief, Interventional Radiology Section Chair or Vice-Chair and the Directors of Radiation Oncology and Nuclear Medicine, at least three members of the department with representation from each of the sections. A representative of the hospital administration who may be appointed by the Chief Executive Officer will be a non-voting member.

2) Meetings will be held when called by the Chief of the Department, whenever business cannot be conducted by the department acting as a committee-of-the-whole in regular monthly departmental meetings. Minutes will be kept by the Secretary and will be filed with the Medical Staff Services Department.

3) Purpose, duties, authority and accountability are as outlined in the Medical Staff Bylaws, Section 12.04-2. The committee shall serve as the nominating committee for the department.

B. Peer Review

Peer Review is conducted within the Administrative/QI Committee and in the Interventional Radiology Section Committee as appropriate to review Patient Safety Reports, sentinel events, and physician-specific performance issues.

C. Radiation Safety Committee

1) Composition - Chairman of the committee will be the Director of Nuclear Medicine. The Radiation Safety Officer of the department reports to the hospital Chief Executive Officer. Representatives of the three sections of the department will be appointed to the committee by the Chairman of the department. Representatives from nursing, laboratory, and bio-engineering may be appointed as appropriate.

2) Authority and responsibility--this committee will fulfill the regulations under California Administration Code Title 17, 10, CFR20, 10 CFR35, and the conditions of the Radioactive Material License.
3) Meetings of the committee will be held quarterly as required by the conditions of the Radioactive Material License and minutes will be filed in the Radiation Safety Department and with the Chief Executive Officer.

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APPROVED:

Diagnostic Imaging and Radiation Oncology Administrative Committee Date: 12/14/11
Medical Executive Committee Date: 01/24/12
D.I.R.O. Department (Ballot) Date: 12/03/12
Medical Policy Committee Date: 01/03/13
Board of Directors Date: 01/03/13

Med Staff Docs/ Department of DIRO/Rules and Regs

Developed: 4/81;
Reviewed: 4/82; 5/99; 2/09
Revised: 9/89; 6/92; 12/94; 9/99; 7/03; 11/11