

QUALITY CONTROL MANUAL

See Michigan Department of Community Health (MDCH) form **BHS/HFS-887 (8/11/04)**

- *Clearly assigned **responsibilities** and clearly developed **procedures** for QA/QC testing. **Use those in the radiologist's section of the 1999 ACR QC Manual for radiologist, technologist, and physicist.** Have *available in QC/QA manual.**
- **Records** from last 12 months of the **QC tests** performed by the QC technologist and medical physicist.
- Documentation of the **monthly review (log)** of QC records by the **medical director** for the **delivery of mammography services**. Make sure log is **completed** monthly as the year progresses. These **on-site** visits need to be done **ON-SITE**. Use **MDCH form BHS/HFS-890 (2/26/07)**.
- Documentation of the **semiannual evaluations** of the mammography technologist's performance by the mammography supervisor. **Make sure completed at least every six months**. Make sure **signed** and **dated** by **both the technologist and mammography supervisor**. Make sure the evaluation is based on **direct observation**. Use **MDCH form BHS/HFS-889 (2/26/07)**.
- Documentation of the **annual review** of the QA procedures manual by the mammography supervisor. **Make sure performed at least annually (365 days)**. Use **MDCH form BHS/HFS-891 (2/26/07)**.
- **Credentials** for the interpreting physicians, the mammography technologists, and the medical physicist (see **CREDENTIALS** section).
- The **written agreement** between the mammography supervisor and the facility. Make sure the written agreement is **signed** and **dated** by **both the current mammography supervisor and representative of the institution** (usually vice-president or higher level). The agreement letter **must state** that the mammography supervisor is responsible for **assuring compliance** with the rules and that the mammography supervisor has the **authority** to make **changes** in the program **necessary** to achieve that compliance. *Have available in QC/QA manual.*
- A description of the **orientation program** for operators of mammography equipment. *Have available in QC/QA manual.*
- Procedures for **proper use/maintenance of equipment**. Reference **location of operator's manual**.
- Mammographic **techniques** to be used. Please make sure the **technique chart** is **posted** in imaging room and a copy put in **QC/QA manual** (or **updated** if film/screen combination is changed or **film/screen** mammography unit is **updated to digital**).
- **Radiation safety precautions** for the operator, the patient, and members of the general public. *Have available in QC/QA manual.*
- Policies and employee responsibilities concerning **personnel radiation monitoring**. *Have available in QC/QA manual.*
- Proper maintenance of records, including records of QC and QA testing, equipment service and maintenance, and QA meetings. Reference **location of service records**.