 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-63-P01
		Effective Date:	08-30-2022
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		Document Title:	<b>SCOPE OF SERVICE</b>

**PURPOSE:**

1. To supply information on the services being offered by the Department of Imaging Sciences (DIS) of Dr. Pablo O. Torre Memorial Hospital (DPOTMH).
2. To identify common procedures done specifically in the Non-Invasive Cardiovascular Imaging Sciences (NICIS) and DIS.

**LEVEL:**


Registered Nurse, Radiologic Technologists, Radiologists, Section Heads, Supervisor, OB Sonologist, Neurologist, Cardiologist, Department Manager

**SCOPE OF SERVICE:**

The primary purpose of the diagnostic services of the Department of Imaging Sciences (DIS) of Dr. Pablo O. Torre Memorial Hospital (DPOTMH) is to review anatomical structures and physiological processes of the human body by acquiring diagnostic images as well as performing therapeutic procedures. The goals of the Department of Imaging Sciences are:

1. To provide cost-effective, accessible, efficient, and proper care for patients in need of radiologic diagnosis, therapy, or intervention.
2. To provide pertinent education for patients and their family members.
3. To maintain and improve the quality of care by performing quality control tasks, as well as continually evaluating and improving upon key processes.
4. To provide training and education to all personnel to achieve excellence.
5. To exceed expectations of physicians and patients regarding the standard of patient care



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Exams and procedures are performed on both inpatients and outpatients in neonatal, pediatric, adolescent, adult, and geriatric patient age groups. Patients may be ambulatory or non-ambulatory. The following are the primary diagnostic imaging modalities:

1. General Radiography
2. Magnetic Resonance Imaging (MRI)
3. Fluoroscopy
4. Breast Imaging Ultrasound and Doppler US
5. Computed Tomography (CT)
6. Neuroangiography/Interventional
7. Peripheral Angiography/Interventional
8. OB Ultrasound
9. 2-Dimensional Echocardiography
10. Vascular Studies
11. Treadmill Exercise Testing
12. Electrocardiogram


The Department of Imaging Sciences (DIS) provides support to all or any departments located within the medical complex, including portable exams as needed. Imaging studies are performed upon receipt of a written or electronic request (Physician Order) with the review and approval of a staff Radiologist. Exams and procedures are performed and/or scheduled in line with priority and patient acuity. A centralized scheduling area provides on-line scheduling for future exam and procedure appointments. For the NICIS, schedule is arranged at the NICIS Reception.

The unit provides 24-hour service, 7 days per week to both inpatients and outpatients.

### **Staffing Guidelines**

Adjustments are made to staffing levels based on exam volumes, procedure scheduling backlogs, and the number of rooms in the clinical areas. An on-call/callback system is in place for exams and procedures needing to be performed on an emergent basis after routine clinical hours. If additional technical staff is needed for general diagnostics, there is a technologist on-call during non-routine hospital hours. A staff list



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is located in the main department in the event that multiple technologists are required to deal with an unexpected peak patient volume.

Staff meetings and bulletin boards are also utilized to update and assist staff clinically. Clinical and educational needs are also identified and supported through the performance improvement plan.

#### Hours of Operation:

General Radiology	24 hours	7 days/week
CT	8am-10pm	7 days/week
MRI	8am-10pm	Monday-Saturday
Ultrasound	7am-10pm	Monday-Saturday
	8am-12noon	Sunday
Mammography	8am-10pm	7 days/week
X-ray	24 hours	7 days/week
OB Ultrasound	8am-4pm	Monday-Thursday
	8am-10am	Friday
	10am-2pm	Saturday
Cardiovascular	6am-5pm	7 days/week
EKG	24 hours	7 days/week

**\*STAT Cases can be done anytime.**

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### Quality Control Program

Testing protocols are established for each unit as needed, whereby testing is performed at established time-frames to assure optimal equipment performance. (e.g. ultrasound, CT, MRI, mammography, film processors)



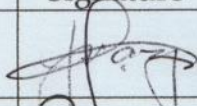
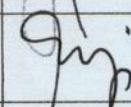

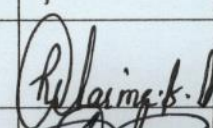
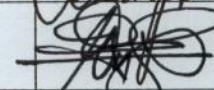


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**APPROVAL:**

	Name/Title	Signature	Date
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