



**Medical Director:  
Responsibilities and Duties**  
Radiation Safety Section



**PROCEDURE**

**MEDICAL DIRECTOR'S QUALITY ASSURANCE REVIEW**

**OBJECTIVE**

All mammography facilities shall designate a licensed physician to provide medical direction for the delivery of mammography services. The objective of this form is to provide the designated physician ("medical director") with guidance and information to help perform and document the required responsibilities.

The medical director is responsible for the clinical aspects of the x-ray examinations and other procedures related to mammography. Also, the medical director is responsible for conducting an on-site visit to each mammography station within the facility at least monthly. The purpose of these visits is to provide professional feedback regarding clinical image quality and quality assurance procedures, review of quality control documentation, and ensuring safe operating procedures are used in the delivery of mammography services (Section 13523(2)(d)(iii) of the Public Health Code of the State of Michigan).

In conjunction with this form, we highly recommend that the medical director be familiar with all sections of the American College of Radiology's Mammography Quality Control Manual.

The medical director shall provide **monthly** professional feedback regarding clinical image quality, safe operating procedures, and quality control documentation.

**FREQUENCY**

Not all quality control tests are performed on a monthly basis. Some quality control tests are performed quarterly, semiannually, or annually. The medical director's review of each quality control test should be done the month immediately following when the test was performed.

**PROCEDURE  
STEPS**

1. If the medical director practices primarily outside of the facility, the physician must visit the mammography facility at least once a month for the purpose of providing professional feedback regarding clinical image quality and quality assurance procedures, for review of quality control



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**PROCEDURE  
STEPS**

(Continued)

documentation, and for ensuring safe operating procedures are used in the delivery of mammography services.

2. The medical director shall review the technologist's quality control tests, ensuring that:
  - The test was performed at the required frequency.
  - The test was performed using the written procedure in the facility's quality assurance manual.
  - The results are properly documented or charted.
  - The protocol for corrective action was followed in the event of test results outside the facility's limits of acceptability.

The medical director needs to be familiar enough with the facility's quality assurance procedures manual to review and critique the results of any of the quality control tests.

3. The medical director shall review the medical physicist's report, ensuring that any item found that did not meet the requirements of Michigan's mammography rules has been corrected and documented.
4. The medical director shall also ensure that:
  - Clinical aspects of the x-ray examinations and other procedures related to mammography are appropriate
  - The clinical image quality of mammograms is appropriate
  - Safe operating procedures are used in the delivery of mammography services

The medical director should use the following checklist, or one designed by the facility, on a monthly basis to document the on-site visit and that necessary reviews have been made.



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Mammography Quality Assurance Check List

Medical Director's Monthly On-Site Checks

Year												
Month	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Technologist's QC Tests												
Physicist's report (annually)												
Clinical image quality is appropriate												
Safe operating procedures are used												
Clinical aspects of the x-ray exams and other procedures related to mammography are appropriate												

The appropriate box should be dated and initialed by the medical director to certify when that particular review is completed during the on-site visit.

**This is a monthly duty**