The resident will review Duty Sheet regularly throughout the rotation.

**GENERAL GUIDELINES**

**WORK HOURS**
- 7:30 a.m. to 5:00 p.m.
- Residents **should not pick up work** at the end of the day that will extend their working hours beyond 5:00 p.m.

**PROFESSIONAL STANDARDS**
- Be on time and prepared to work
- Be present in the room throughout the day
- Attend all required conferences and Grand Rounds
- Dress appropriately and professionally at all times
- Communicate effectively and courteously with clinicians, technologist, medical students, patients and family members
- Complete dictations in a timely manner

**RESPONSIBILITIES**

**NOTIFICATION OF CRITICAL RESULTS**
- Resident will promptly notify clinicians of all critical results

**PROTOCOLS**
- Responsible for all CTA and MRA protocols. Protocols are in the PACS for the University. They must be written on the printed request for the VAMC.
- Before you leave for the day, all studies need to be protocoled for the next day.
- Intermittently check for same day studies added to the schedule. *Do not wait* for the call from the technologist.

**EXAMINATIONS**
- Know the relevant history.
- Contact referring physicians to obtain clinical indications for the examination, if unclear on the request form
- Understand and use the clinical indications, apply the ACR appropriateness criteria.
- Perform the examination appropriately.
• Complete accurate dictation in a timely manner.
• Maintain quality assurance of images.
• Follow-up after surgery or with clinical service to determine final diagnosis in those cases in which we have questioned the findings.

COMPLETE AND ACCURATE REPORTS

Dictation of reports must include:

• Date of study.
• Type of study and whether intravenous contrast media was used
• Document if intravenous contrast media was used with a diminished GFR and any communication with the referring clinician relative to hydration/pre-treatment therapy and if consent was obtained from the patient
• Date and type of comparison study
• General technique for the CTA and MRA examinations
• Document if a contrast reaction occurred and what was done for treatment and any adverse events
• Findings
• Impression of clinically significant findings. Answer the question asked by the clinician.

CLINICAL ISSUES

CONFERENCES/ROUNDS

• Attend the combined Vascular Surgery/Radiology 7 a.m. conferences at either the University of Minnesota or at the VA Medical Center:
  o University conference, 2nd and 4th Wednesdays of the month
  o VAMC conference, 1st, 3rd and 5th Thursdays of the Month
• Attend the Tuesday cardiac MRI reading sessions with Cardiology/Radiology at the University of Minnesota (2nd month of rotation).
• Attend cardiac pathology conferences at the VAMC as scheduled
• Attend the cardiology conference at the VAMC (2nd month of rotation), Thursday, 3:30 p.m.
• All residents will cases at the appropriate noon conference (VAMC)

TEACHING FILE

• All residents are responsible for at least 2 cases. These should be discussed with the staff.
• Prepare teaching file cases during outside study time, so that clinical exposure is not wasted
READING ASSIGNMENTS

RECOMMENDED


- Radiographics 2003. Vol. 23. Special Issue, Cardiac Imaging


Additional reading may be assigned as appropriate.