



<b>Subject:</b> RAAM0018 Procurement of Radiographic Supplies and Contrast Media Administration	<b>Published Date:</b> 01/28/2021
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<b>Scope:</b> SBM Stony Brook Campus	<b>Original Creation Date:</b> 04/01/1995

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**Responsible Department/Division/Committee:**

All Radiology Personnel

**Policy:**

To identify the procedures by which the Department of Radiology will obtain imaging supplies and contrast media.

1. All purchases shall be in accordance with the State of New York purchasing guidelines.
2. The Chairman of the Department of Radiology or his designee, i.e., Division Chiefs, in cooperation with pharmacy, shall be responsible for the selection of the type of contrast media that will be used throughout the department.
3. The Radiology Purchasing and Budgeting Coordinator and appropriate technical supervisor shall be responsible for the purchase, storage, quality control, record keeping and insuring that each section of the department has adequate supply of contrast media and the supplies necessary to insure the efficient and a safe environment for all patients undergoing an imaging procedure.

**Definitions:**

None

## **Procedures:**

1. The Radiology Purchasing and Budgeting Coordinator or designee will be responsible for requisitioning all purchases.
2. Purchase requests are entered into Lawson System.
3. Upon receipt of the supplies, Radiology personnel will verify the accuracy of the order, the expiration on all items and secure them in locked storeroom.
4. Inventory and usage information shall be monitored by a Radiology employee designated by the Radiology Administrator.
5. All invoices should be submitted to the Radiology Purchasing and Budgeting Coordinator or the designated requisitioner.
6. All related problems shall be reviewed with the Radiology Purchasing and Budgeting Coordinator, the Department of Purchasing and/or the supplier(s).
7. The section supervisors shall be responsible to insure that all supplies are in proper working order and that all items with expiration dates are routinely monitored to insure the removal of outdated supplies.
8. The area supervisors or a designee shall on a monthly basis review the entire department for outdated contrast media, drugs, outdated supplies and equipment.
9. Return of all outdated supplies shall be reviewed and coordinated with the department requisitioner.
10. All IV contrast purchases must be reviewed by the pharmacy prior to negotiating with vendor.

## **Forms: (Ctrl-Click form name to view)**

None

## **Policy Cross Reference: (Ctrl-Click policy name to view)**

None

## **Relevant Standards/Codes/Rules/Regulations/Statutes:**

None

## **References and Resources:**

None