1. **PURPOSE:** Instructions for Resident Coverage in the Event of NTP outage (scheduled or unscheduled)

3. **POLICY:**

   a. **Regular Scheduled Downtime:** In this instance there is usually a short scheduled downtime, usually no more than a few hours. In this scenario, any cases performed during this time will be sent to NTP once the system is back up. If we know enough in advance we may ask the call resident to come in late and stay until 12 midnight (4pm-10am). If there are any stat cases to be read during that time the radiology resident in house should put a preliminary read on the study, in the note box on Isite and copy that note into CPRS. These notes should contain the following statement: *“This is a preliminary read generated by the On-Call Radiology resident. Please follow up with the final read.”* After the on call resident leaves (either 8:30pm or midnight depending on the scenario), the resident on call at VCU will put a preliminary note in Isite and CPRS.

   b. **Extended Downtime:** In this instance we will revert back to our prior traditional call system. From Monday to Friday the on call resident will work from 4 pm to 12 am on site here at the VA. The resident will read all inpatient and stat studies in house with reports dictated in Powerscribe. They should specify, as they do at MCV, that this is a preliminary report. They should assign the study to the attending on for the following day. After the on call resident leaves, the resident on call at VCU can provide preliminary reports with notes in both CPRS and Isite. Putting reports in both places is important so that the attending on for the next day sees what the preliminary report in isite says, however not all clinicians have access to isite. On Saturday and Sunday the on call VA resident is expected to come to the VA at 8 am to read all inpatient and stat studies performed before noon and then to be available to put preliminary reads from either home or VCU.

   c. **Unscheduled Downtime:** There are occasions when there is an unscheduled downtime. Usually this is a fairly short period of time and a preliminary report should be put in isite and CPRS

   d. **NTP Backlog:** There may be times when NTP is backed up and cannot provide stat reads in an appropriate time frame. If there is a stat study (usually cross-sectional) that NTP has not read in 1.5 to 2 hours, the ER Physician may call the on-call resident for a preliminary read. The same protocol as for a regularly scheduled downtime should be followed.

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