Replace 6N Nursing Radiation Badges

# Purpose

This procedure describes how to replace the radiation badges for the nurses in 6N. Each month, Physics receives a gray bag on new rad badges from Landauer. These badges are used by the 6N nurses if any inpatient brachytherapy is performed in the following month.

# Steps

1. Open the bag and remove the badges. Break off the plastic tops. There should be a control, three spares, and Pam Farish’s badge. Put the control in the right bottom drawer to the left of Kaley’s workstation.
2. Take the rad badges, a pencil, and the latest 6N Landauer dose report (with the birthday field whited out; see “Landauer Rad Badge Dose Reports”) to 6N. Have a nurse let you into the Medical Supply/Clean room.
3. Swap out the dose report on the bulletin board. You may recycle the old dose report.
4. For each badge clipped to the wall organizer, replace the old badge with the new badge. You will need to take the old badges back to Physics.
5. There should be a note listing which nurses used which spare badges. You will need to take this back to Physics. If the note is blank, there was probably no brachytherapy in the past month.
6. On a blank page in the nurses’ notepad, write the following:

*<month> 1–<30 or 31>*

*Radiation Badges*

*Spare 1: \_\_\_\_\_\_\_\_\_\_\_*

*Spare 2: \_\_\_\_\_\_\_\_\_\_\_*

*Spare 3: \_\_\_\_\_\_\_\_\_\_\_*

1. If there was inpatient brachytherapy in the badge period, log in to myLDR and assign any used spares to the nurses who used them. If there was no inpatient brachytherapy, include a sticky note in the gray bag that says, “None of the badges were used.”
2. Put old badges, including old control, in gray bag. Fold the document in half crosswise and add to bag. Fold bag in half crosswise and close. Affix the shipping label over the old shipping label.
3. Put bag in mail slot in the Business Office.