

Approved By: Board of Directors	Adopted Date: 12/8/2008
Distribution: All Medical Staff	Revision Date(s): 2/9/2016

Purpose

The following guidelines are intended to ensure the safety and quality of radiology services offered at ODCHC medical clinics.

Policy

All X-Ray machines shall be operated in a safe manner regarding the patient and the employee. ODCHC will comply with state and federal regulations regarding the operation and maintenance of the machines. With regards to the patient and the employee, ODCHC will comply with the ALARA (As Low As Reasonably Achievable) regardless of specific source of radiation and they are as follows:

1. Keep the time of exposure to a minimum.
2. Maintain distance from source.
3. Where appropriate, place shielding between employee and the source.
4. Protect employee against radioactive contamination.
5. X-Ray in progress light will be on and the door will be closed when an x-ray is in progress.
6. Signs will be posted at various locations around the clinic to inform patients and employees that x-rays are can be conducted at any time.
7. A current copy of the Department form RH-2364 (Notice to employees) will be posted conspicuously and in as many places employees frequent to restrict exposure.

Exposure control is based on radiation shields, automatic interlock devices. Temporary or portable shields are available for use if needed.

Annual safety training and testing will be completed with all employees at sites with x-ray machines. Safety training will also be completed with new employees.

Declaring Pregnancy

All radiation employees, especially women of child bearing age, are encouraged to carefully monitor their dosimeter badge readings and become familiar with their potential sources of exposure and means of minimizing it.

Occupational exposure to radiation requires special considerations for women who are pregnant. The National Council of Radiation Protection (NCRP) has recommended that this dose be controlled such that no more than 50 mRem be delivered to the fetus in any month.

Employees are not required to declare pregnancy. Employees can declare or revoke their declaration of pregnancy at any time and without providing reason.

However, if the employee decides to declare, Please note the following:

1. Inform employee`s Site Administrator in writing.
2. HR can inform employee of their rights regarding the declaration.

X-RAY PROGRAM

OPS.079

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3. A fetal badge will be requested for employee after they declare pregnancy. If employee already wears a dosimetry on the job, the employee will wear this along with the rest of their normal dosimetry. The fetal badge will be kept on employee during work shifts. Fetal badges are monitored on a monthly basis.
4. If employee normally does not wear any type of dosimetry, the employee will only wear the fetal badge.
5. The employee will be notified if they are approaching the maximum dose during their pregnancy. If the employee accumulates the maximum dose, they will be notified that they may no longer work with radiation sources until the pregnancy is complete.
6. For occupational workers who exceed recommended dosage thresholds, alternative work assignments away from radiation source shall be identified.

DOSIMETRY

Radiation monitoring badges will be used and recorded on a quarterly basis. Dosimetry records will be kept onsite and available to any employee or regulating agency to view.

DISPOSAL

Open Door Community Health Center will report in writing to the California Department of Public Health the sale, transfer, or discontinuance of use of any reportable source of radiation.

RECORD KEEPING

1. The facility shall maintain all records of the Radiation Protection Program.
2. Records of annual training will be maintained at the facility.
3. Records of maintenance will be maintained with the facilities department.
4. Records of sale, transfer, or disposal of equipment shall be maintained with the Safety officer of Open Door Community Health Center.
5. Dosimetry reports will be maintained at the facility.

RESPONSIBILITY

It is the responsibility of the site administrator to make sure all employees comply with safety regulations. It is the responsibility of all employees to report safety hazards to their supervisor.

MAINTENANCE

Annual inspection of the machines will be completed by a certified outside contractor.

The physics report will be completed by Sutter Health Medical Physics Center. That periodicity is based on machine usage and state and federal regulations. They will notify Corporate Services when the testing shall be done.

Any and all malfunctioning of the machine will be reported immediately and use of the machine will stop till it is repaired by a certified contractor.

Attachments: Radiation Safety Training for WCCHC Employees

Approved,



Cheyenne Spetzler
Chief Operations Officer

Acknowledged,



Willard Hunter, MD
Chief Medical Officer