



Provincial Health Services Authority

EQUIPMENT TESTING POST INITIAL INSTALL AND FOLLOWING SERVICE REPAIRS PROCEDURE: BREAST SCREENING

(QUALITY MANAGEMENT – SG 100)

Summary of Changes

	NEW	Previous
BC Cancer	Moved policy to new procedure template; terminology update	February 2018

Last Revised:	DD/MMM/YYYY	Next Review:	DD/MMM/YYYY	
				Page 1 of 4
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

EQUIPMENT TESTING POST INITIAL INSTALL AND FOLLOWING SERVICE REPAIRS PROCEDURE: BREAST SCREENING

(QUALITY MANAGEMENT – SG 100)

1. Introduction

1.1. Focus

In order to prevent unnecessary radiation exposure to the screenee, all breast screening imaging and processing equipment must be tested initially (acceptance testing) and following any maintenance service by a Breast Screening Program Physicist, which may impact radiation dose before imaging studies are resumed.

The focus of this procedure is to provide steps on physicist mammography equipment testing for initial acceptance and following maintenance services.

1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Centres

1.3. Practice Level

- Breast Screening Program Chief Technologists
- Breast Screening Quality Assurance Support Group
- Breast Screening Centre Managers

2. Procedure

2.1. Steps and Rationale

Workflow Step	#	Procedure	Role
Arrange Service	1.	Arrange for service on the mammography equipment with the vendor or Third Party service staff	Chief Technologists Centre Manager
Repairs/ Maintenance	2.	Perform service and provide a record of repair or maintenance work carried out on the screening centre equipment.	Vendor or Third Party Service Staff
Notify the Program	3.	Contact the Centre's Medical Physicist, to inform them of the mammography equipment repairs/ maintenance. Refer to SG 090 – X-ray Tube or Detector Replacements and Repairs Procedure	Chief Technologists Centre Manager
Evaluation	4.	Test the equipment to ensure that it is functioning properly before resuming screening.	Chief Technologists

Last Revised:	15-JUNE-2023	Next Review:	15-JUNE-2026	
				Page 2 of 4

This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.

EQUIPMENT TESTING POST INITIAL INSTALL AND FOLLOWING SERVICE REPAIRS PROCEDURE: BREAST SCREENING

(QUALITY MANAGEMENT – SG 100)

Workflow Step	#	Procedure	Role
		Specifically, the servicing of failed x-ray tubes, photo timers, detectors or filter replacement requires the program physicist assigned to your screening centre to perform appropriate acceptance testing. However, if timing or site location make a prompt visit impractical, inform the physicist by telephone and communicate with the service technician to ensure the equipment is functioning correctly prior to use.	Program Physicists
	5.	Record the test exam, date and initials of the staff member carrying out the test on the <i>Breast Screening Program Equipment Downtime and Technical Problem Log</i> , located in the Breast Screening Technologist Manual to provide communication between staff members.	Chief Technologists Service Vendor

2.2. Documentation

Service staff must leave a record of repair or maintenance work carried out on the screening centre equipment.

3. Related Documents and References

3.1. Related Documents

[SG 070 – Preventative Maintenance Service Procedure](#)

[SG 090 – X-ray Tube or Detector Replacements and Repairs Procedure](#)

[SG 110 – Equipment Test Failure Protocol](#)

Equipment Downtime and Technical Problem Log (located in the Breast Screening Technologist Manual)

Last Revised:	15-JUNE-2023	Next Review:	15-JUNE-2026	
				Page 3 of 4
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

EQUIPMENT TESTING POST INITIAL INSTALL AND
FOLLOWING SERVICE REPAIRS PROCEDURE: BREAST
SCREENING
(QUALITY MANAGEMENT – SG 100)

****Last page of document****

First Issued:	01-JULY-1991		
Approving Body:	Breast Screening Quality Management Committee		
Final Sign Off:	Name	Title	Date Signed
	Dr. Charlotte Yong-Hing	Medical Director – Breast Screening	15-JUNE-2023
Developed By:	Name	Dept.	HO
	Amanda Hunter	Provincial Practice Leader	PHSA-BC Cancer
Owner(s):	Amanda Hunter	Breast Screening	PHSA-BC Cancer
Posted Date:	03-AUG-2023		
Version:	2.0		
Revision:	Name of Reviser	Description	Date
	Amanda Hunter	Terminology/Formatting	18-JULY-2022