

HARBOR-UCLA MEDICAL CENTER

SUBJECT: WORKFORCE MEMBER RADIATION SAFETY MONITORING

POLICY NO. 470B

PURPOSE

To establish a process for monitoring the radiation safety of workforce members at risk of receiving in a year an occupational radiation dose in excess of 100 mrem.

POLICY

The Radiation Safety Office shall be responsible – in coordination with leadership from appropriate Harbor-UCLA medical/clinical departments – for establishing and maintaining a process for monitoring the radiation safety of workforce members who in the course of their work at the hospital are likely to receive in a year an occupational radiation dose in excess of 100 mrem.

DEFINITIONS

- **Workforce member:** Hospital employees, students/trainees and volunteers.
- **Covered workforce member:** A workforce member who in the course of his/her work at the hospital is at risk of receiving in a year an occupational radiation dose in excess of 100 mrem.
- **Covered department:** A hospital department with covered workforce members.

PROCEDURE:

A. Radiation Safety Office Responsibilities

The Radiation Safety Office is responsible for establishing and maintaining a process for monitoring the radiation safety of covered workforce members. These responsibilities include, but are not limited to, the following:

1. Identifying the hospital’s covered departments.
2. Tracking – on a covered workforce member-specific basis – the following:
 - a. Name
 - b. Covered workforce member unique identifier
 - c. Covered department name
 - d. Initial Radiation Safety training (date, post-test)
 - e. Dosimetry
 - f. In the case of covered workforce members with Radiography and/or Fluoroscopy X-ray Supervisor and Operator permits, the tracking shall include:

EFFECTIVE DATE: 06/17

SUPERSEDES:

REVISED:

REVIEWED:

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Chief Nursing Officer

Signature(s) on File.

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- Permit identification number and expiration date
- Medical staff privileges and expiration date
- g. In the case of Radiologic Technologists, the tracking shall include the relevant:
 - Diagnostic Radiologic Technology permit and expiration date
 - Fluoroscopy permit and expiration date
- h. In the case of Nuclear Medicine Technologists, the tracking shall include the relevant:
 - Certified Nuclear Medicine Technologist permit and expiration date

B. Covered Department Responsibilities

1. The covered departments' responsibilities include – must are not limited to – the following:
 - a. Promptly notifying the Radiation Safety Office of the name of any new covered workforce member.
 - b. Annually providing the Radiation Safety Office the names of all current covered workforce members.