

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF RADIOLOGICAL SCIENCE  
POLICY & PROCEDURE**

**NUMBER: 5888  
VERSION: 2**

**SUBJECT/TITLE: RADIOGRAPHIC AND FLUOROSCOPIC CERTIFICATION**

**POLICY:** Only Authorized Personnel May Operate Radiographic And Fluoroscopic Equipment

**PURPOSE:** To ensure appropriate certification of all personnel operating radiographic and fluoroscopic equipment

**DEPARTMENTS: Radiology**

**PROCEDURE:**

**POSITIONS REQUIRING LICENSE OR CERTIFICATION AND PERMIT:**

1. Physicians performing fluoroscopic examinations
2. Radiologic and Supervising Radiologic Technologists

**MAINTAINING CERTIFICATION:**

1. New employees must provide a current original license or certificate and permit to the supervisor or designee upon hire.
2. Current employees (certificate renewal) must submit the original renewal certificate/license to the supervisor prior to the expiration of the current one.
3. Supervisor Responsibility:
  - a. Verify validity of original and initial and date both
  - b. Return original document to employee if copy is to be retained, or provide employee with a copy
  - c. A copy is to be retained in the department
  - d. Place one copy in the employee's file and the other in the certificate/license binder in the Chief Technologist office
  - e. Post original document or copy (as appropriate)
  - f. Verify employee has a current licensure and/or certification and permit when the annual performance is reviewed with the employee

**SUBJECT/TITLE: RADIOGRAPHIC AND FLUOROSCOPIC CERTIFICATION**

**Policy Number: 5888**

**Page Number: 2**

- g. Complete the required information in the appropriate PE attachment
- h. Issue an employee written notification of pending expiration date of the certificate or license.

**PHYSICIANS**

- a) A copy of the current Radiology Certificate or a Radiography Permit and Fluoroscopy Permit is maintained in the Credentials File in the Medical Staff Office for each physician.
- b) Any physician wishing to perform a radiographic and/or fluoroscopic procedure must have the applicable permit and clinical privilege, as above, on file in the Medical Staff Office.
- c) When a physician who is not a member of the Department of Radiological Sciences wishes to perform a fluoroscopy procedure after hours and does not possess a Fluoroscopy Permit, the Radiologist on-call is to be contacted.

**RADIOLOGIC TECHNOLOGISTS**

- a) A copy of the current Radiologic Technologist Certificate is maintained in the Departmental files for each technologist. A current Radiologic Technologist Fluoroscopy Permit is also maintained on file for all technologists who are involved in fluoroscopy procedures.
- b) Radiologic Technologists with Fluoroscopy Permits are working under the order and supervision of the radiologist whenever and wherever they using fluoroscopic equipment. This order may be given to them directly by the radiologist or indirectly initiated by a request for fluoroscopy in the O.R. or in the x-ray department.
- c) Fluoroscopy times and radiation doses are recorded when the examination is completed.

**DISTRIBUTION OF MASTER LIST**

- a) The master list for Physicians is maintained and distributed and posted in various areas (Cardiology Clinic, CT, GI Lab, Nursing Administration, Operating Room, Pulmonary Lab, Special Procedures, and Radiology Administration in the hospital where fluoroscopy is performed.
- b) The master list for Radiologic Technologist is maintained by the Chief Technologist or Supervising Rad Tech II and is distributed and posted by the Department of Radiology in various areas in the hospital where fluoroscopy is performed.

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References:

**SUBJECT/TITLE: RADIOGRAPHIC AND FLUOROSCOPIC CERTIFICATION**

**Policy Number: 5888**

**Page Number: 3**

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