

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Radiology

Policy Number: HHS-HS-RAD 1401

Policy Title: Radiation Safety Officer


Attachments:

Revision History: 7/01, 7/07, 11/12, 2/15, 3/2018

Revised by/Date: Lance Roeschlein 1/2021

Approved by: 
Jan Manary, Executive Director of Health Services

Date: 4.14.2021

Approved by: 
Nicole Anderson, Commissioner of HHS

Date: 4-15-2021

POLICY STATEMENT: The Mille Lacs Band Health Services will appoint a RSO (Radiation Safety Officer) who is knowledgeable in the National Council of Radiation Protection policy and guidelines, the Indian Health Services Medical Imaging Program and Minnesota Department of Health rules as they apply to the radiology department. The RSO will spend around 8 hours per week fulfilling their duties.

PURPOSE: The purpose of this policy is to designate a qualified RSO.

PROCEDURE: The Executive Director or designee, is responsible for designating the RSO.

RSO Responsibilities:

1. Provide leadership in development and implementation of a radiation safety and quality assurance program, reviewed on an annual basis at a minimum.
2. Implement written policies and procedures for the radiation safety and quality assurance programs.
3. Ensure all x-ray equipment receives proper maintenance, calibration, electrical and mechanical surveys as required and proper corrective action has been taken and documented on all adverse findings.
4. Ensure radiology safety and quality assurance initial and annual retraining is provided and documented.
5. Review and maintain all radiology policies and procedures.
6. Review personnel dosimetry reports and reporting systems.
7. Is responsible for the annual evaluation of lead aprons and shields used to protect patients and staff.

Internal and/or External References	Indian Health Manual, Part 3, Chapter 21 Minnesota Administrative Rules, Chapter 4732
Compliance - Posting Date	4/15/2021 (HHS)
Replaces – Policy Number	
Next Review - Due Date	4/15/2024