

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

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**Department:** Health Services - Radiology

**Policy Number:** HHS-HS-RAD 1426

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**Policy Title:** Room Shielding

**Attachments:** Shielding Placard Template

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**Revision History:** New Policy

**Revised by/Date:** Lance Roeschlein/Dr. Mark Bostrom 1/2022

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**Approved by:**

Jenna Kuduk, Health Services Director



**Date:**

01/31/22

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

2-4-22

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**POLICY STATEMENT:** It is the policy of Mille Lacs Band Health Services Radiology department to establish and implement a procedure for any new additions that would need shielding from Ionizing Radiation.

**PURPOSE:** In the event that the facility decides to have new construction or structural remodeling they will go through the following process to help ensure patient and staff safety is upheld in the highest regard and in accordance with Federal and State regulations.

**PROCEDURE:**

- A Facility Planning designee will contact the contracted Physicists with the appropriate construction plans to be evaluated for the amount of shielding needed within the rooms walls, floor and/or ceiling.
- A Radiology designee will contact the contracted Physicists with the current and/or anticipated patient workload for the given X-Ray Room.
- The Physicist designee will conduct a shielding evaluation of the X-Ray Room by determining what is required to be installed within the rooms walls, floor and/or ceiling, if anything. They will provide a complete shielding plan that must be maintained on-site permanently.
  1. After construction or remodeling is complete, a permanent shielding placard must be mounted in the room The placard must specify the amount and type of shielding materials physically built into all of the rooms, walls, doors, partitions, and, if the spaces above or below are occupied, the floor and ceiling.
  2. The shielding placard must be permanently mounted and securely displayed within the room; that is, the placard cannot be filed within a binder in the room.
  3. If mounting the shielding information is not practical, the facility may post a notice within the room that describes the shielding document and then states where it may be examined.
- The following equipment is exempt from submitting the shielding plan for review; however, the facility is still required to maintain on a permanent basis a shielding plan for the given X-Ray producing unit:
  1. Bone Densitometry Units;
  2. Mammography Units;
  3. Podiatry Units; and
  4. Replacement tubes of like output
- Replacement of a piece of radiation-producing equipment of like output is also exempt from having a shielding plan conducted provided there is an existing shielding plan on-site to verify current shielding and no structural modifications were made to the room.

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<b>Internal and/or External References</b>	MDH Radiation Rules: 4732.0355 and 4732.0360
<b>Compliance - Posting Date</b>	2/4/2022 ttt
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	01/2023



Health and Human Services

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Exam Room: \_\_\_\_\_

**Shielding Type & Thickness**

**North Wall** \_\_\_\_\_

**East Wall** \_\_\_\_\_

**South Wall** \_\_\_\_\_

**West Wall** \_\_\_\_\_

**Control Booth** \_\_\_\_\_

**Floor** \_\_\_\_\_

**Ceiling** \_\_\_\_\_

**Construction Date** \_\_\_\_\_

The type and thickness of radiation shielding materials listed above are the specific amounts permanently and physically constructed within the walls and barriers of this exam room.  
(This may be more than what was recommended by the shielding report).

**ALL DOORS, WINDOWS & OTHER BARRIERS MEET THE SAME SHIELDING EQUIVALENCE**