



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1401

Policy Title: Radiation Safety Officer

Revision History: 7/01, 7/07, 11/12, 2/15, 3/18, 4/21, 09/23

Revised by/Date: Lance Roeschlein,
Dr. Ravi Gupta 5/2025

Commissioner Initials: *LR* **Director Initials:** *AG*
Date:

Approved by: *Jan Manary*
Jan Manary, Executive Director of Health Services

POLICY: 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. A Radiation Safety Officer specific to the dental department may be identified in addition to the “all facilities” RSO. All designated RSO’s will coordinate efforts and work to provide consistent oversight.

AUTHORITY: Indian Health Manual, Part 3, Chapter 21; Minnesota Administrative Rules, Chapter 4732

POLICY DETAILS: 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.
8. Is responsible for the annual QA Program Audit/ Inspection to assure all required QC/QA procedures are properly performed, documented, and maintained.
9. The RSO Audit can be performed by the RSO, or the RSO can designate someone else to perform the RSO Audit (RSO must review and sign off on the results of the Audit including and required corrective actions)
10. The RSO Audit results will be kept in the Radiology Managers office.

Dental Department RSO Responsibilities:

1. This position is optional. Need is considered by the Executive Director, or designee, under the recommendation of the Dental Director.



HEALTH AND HUMAN SERVICES POLICY

2. Ensure the safe use of radiation in the dental department.
3. Manage the radiation protection program in the dental department.
4. Identify x-ray radiation protection problems, ensuring quality control tests are completed.
5. Coordinate with the HHS all facilities RSO to ensure departmental practices related to this policy are consistent, where appropriate, and policy and procedure revisions take place.

Replaces Policy Number	
Compliance - Posting Date	
Next Review - Due Date	