

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

Department: Health Services - Radiology

Policy Number: HHS-HS-RAD 1412

Policy Title: Safety Standards for Radiology

Attachments:

Revision History: 07/01, 02/15; 3/18

Revised by/Date: Lance Roeschlein 1/2022

Approved by:

Jenna Kuduk, Health Services Director



Date:

01/31/22

Approved by:

Nicole Anderson, Commissioner



Date:

2-4-22

POLICY STATEMENT: Minimum standards of safety are utilized in departments using radiographic equipment within the Ne-Ia-Shing, East Lake and Lake Lena Clinics.

PURPOSE: Provide a safe working environment.

PROCEDURE:

1. Only authorized persons shall be allowed in rooms with radiation sources.
2. Doors to x-ray rooms shall be kept closed whenever machines are energized.
3. Warning lights and interlocks shall be installed at all working door entrances to ensure against inadvertent exposure.
4. The operator of radiographic equipment shall always be in a shielded position behind the protective wall.
5. Critically ill patients shall never be left unattended in a radiographic area.
6. If necessary to hold a patient during an exposure, the employee or relative shall be required to adhere to all elements of the Holding policy.
7. Provide step-stool to assist patient onto and off the x-ray table.
8. No pregnant persons shall assist in restraining a patient during an x-ray exposure.
9. The collimator field shall never be larger than clinically necessary.
10. A pregnant x-ray technician may not be in the room during an x-ray exposure.
11. Signs shall be posted stating "attention, if you are pregnant, inform the technician."
12. No persons occupationally exposed to radiation shall routinely hold patients during exposure.
13. Appropriate shielding shall be used on all patients to protect them from unnecessary radiation.
14. Protective apparel shall be tested for leakage annually.
15. Personnel monitoring devices shall be issued to all certified x-ray technicians. In addition, supervisor shall closely monitor all exposure levels on a routine basis.
16. Extra equipment shall be kept to a minimum in radiographic room.
17. Equipment with mechanical or electrical defects shall be immediately reported to supervisor for corrective action.
18. When transporting a patient in a wheelchair, employees shall lock the wheel brake or otherwise secure the vehicle in place before loading or unloading.
19. Main switches shall be disconnected at night.

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- 20. ALARA rules will be used by radiology staff for all exposures.
- 21. The floors in all areas of the x-ray department will remain dry and clean at all times.
- 22. No food/beverage will be allowed in patient care areas.
- 23. All cassettes will be kept behind the lead in the control area until needed.

Internal and/or External References	Indian Health Manual, Chapter 21 Diagnostic Imaging Occupational Safety and Health Administration Standard 1910.132
Compliance - Posting Date	2/3/2022
Replaces – Policy Number	
Next Review - Due Date	