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SECTION: Clinical Services	
POLICY AND PROCEDURE: Radiology Services	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

The site will meet California DHS Radiological inspection and safety regulations by ensuring that radiation is used safely and effectively, individuals are protected from unnecessary radiation exposure and that environmental quality is preserved and maintained (17 CCR §30255, §30305, §30404, §30405).

PROCEDURE:

- A. Site has current CA Radiologic Health Branch Inspection Report, if there is radiological equipment on site.
 - 1. If no current inspection report on site, there is either a:
 - Short Form Sign-off Sheet (issued for minimal problems that are easily corrected) **or**
 - Notice of Violation Form (issued if there are more serious violations) **with** an approval letter for a corrective action plan form the CA Radiologic Health Branch.
 - 2. Equipment inspection, based on a “priority” rating system, is established by legislation (CA H&S Code, Section 115115).
 - Mammography equipment is inspected annually (Mammography Quality Standards Act, 21 CFR, Section 900), and must have federal FDA Certification on site **and** CA Mammography X-ray Equipment and Facility Accreditation Certification posted on the machine.
 - High Priority equipment (e.g. fluoroscopy, portable X-ray) is inspected every three years.
 - Medium Priority equipment is inspected every 4-5 years depending on the volume of patients, frequency of x-ray equipment use, and likelihood of radiation exposure.
 - If reviewer is uncertain about the “current” status of equipment inspection, call the Radiological Health Branch.
- B. The following documents are posted on site:

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1. Current copy of Title 17 with a posted notice about availability of Title 17 and its location.
2. "Radiation Safety Operating Procedures" posted in a highly visible location.
3. "Notice to Employees Poster" posted in highly visible location.
4. "Caution, X-Ray" sign posted on or next to door of each room that has X-Ray equipment.
5. Physician Supervisor/Operator certificate posted and within current expiration date.
6. Technologist certificate posted and within current expiration date.
 - If there are a large number of technicians, a list of names, license numbers and expiration dates may be substituted.
 - The Certified Radiological Technologist (CRT) certificate permits the technologist to perform all radiology films except mammography and fluoroscopy, which require separate certificates.
 - The "Limited Permit" limits the technician to one of the 10 X-ray categories specified on the limited certificate: Chest, Dental Laboratory, Dermatology, Extremities, Gastrointestinal, Genitourinary, Leg-podiatric, Skull, Torso-skeletal, and X-Ray bone densitometry.

C. The following radiological protective equipment is present on site:

1. Operator protection devices: radiologic equipment operator must use lead apron or lead shield.
2. Gonadal shield (0.5 mm or greater lead equivalent): for patient procedures in which gonads are in direct beam.

****Notes:**

- The Radiologic Health Branch of the Food, Drug, and Radiation Safety Division of the CA Department of Health Services enforces the Radiation Control Laws and Regulations designed to protect both the public and employees against radiation hazards. Enforcement is carried out through licensing, registration and periodic inspection of sources of radiation, such as radiation machines.
- For questions regarding radiologic safety (e.g. expired or no inspection letters on site), call CA DHS Radiologic Health Branch (Compliance Unit) General Information (daytime hours) at (916) 327-5106.