


Name of Policy:	Evaluation of Shielding and Change in Workload	 THE UNIVERSITY OF TOLEDO
Policy Number:	3364-134-109	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
		Effective Date: 12/1/2017
		Initial Effective Date: 12/1/2017
<input checked="" type="checkbox"/> New policy proposal		<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

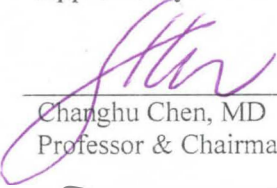

Annual review of the workload for each treatment room by the QMP (CRE) to ensure ongoing compliance when there are changes in workload, utilization, and/or equipment.

(B) Purpose of Policy

To ensure safety and radiation protection for patients and staff.

(C) Procedure

1. As part of the preparation of the annual report for the department treatment machines, the QMP (CRE) of radiation oncology will review past year's workload with respect to the existing shielding and calculations.
2. The assessed values will be reported on our annual report.
3. As per the hospital radiation safety manual; which indicates that the CRE should be notified of any renovation work done in the area of the vaults, the utilization of this policy is assured.

Approved by:  Changhu Chen, MD Professor & Chairman, Radiation Oncology	11/28/2017 Date	Review/Revision Date: 12/1/2017
 Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC	8 DEC 10 7 Date	
<i>Review/Revision Completed By:</i> Michelle Giovanoli		
		Next Review Date: 12/1/2020
Policies Superseded by This Policy: N/A		