


Name of Policy:	Machine Malfunction	 Effective Date: 4/22/2010 Initial Effective Date: 7/10/1990
Policy Number:	3364-134-27	
Department:	Radiation Oncology	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Safe and proper procedures must be followed in the maintenance of the treatment machines in Radiation Oncology.


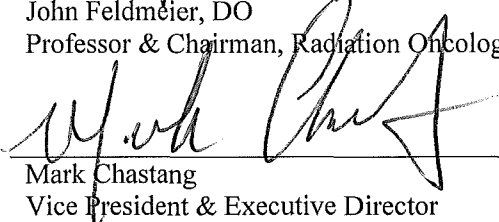
(B) Purpose of Policy

To provide guidelines to ensure continued clinical operation and to protect the patients and employees in the event of an emergency or potentially dangerous situation.

(C) Procedure

In the event any malfunction occurs, immediately notify the Lead Therapist and the qualified medical physicist or her/his appropriate designee.

1. Notify Technology Support (ext. 4899). The following information should be provided:
 - a. Piece of equipment that is malfunctioning
 - b. Your name, date, time
 - c. Describe what is malfunctioning
2. Log information into maintenance log book
3. Do not continue to operate or attempt to repair equipment
4. The medical physicist will take appropriate action and notify the therapist when the machine may be placed back into service.

Approved by:  John Feldmeier, DO Professor & Chairman, Radiation Oncology Date: 5/12/10	Review/Revision Date: 10/1992 1993 2/1995 1996 10/1997 4/1999 3/2002 2/2007 4/22/2010
 Mark Chastang Vice President & Executive Director Date: 5/17/2010	
Review/Revision Completed By: Michelle Giovanoli	Next Review Date: 4/1/2013
Policies Superseded by This Policy: 38-027	