(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 error description and code into Excel Spreadsheet
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.