


<b>Name of Policy:</b>	<b>Guidelines for Protecting Personnel and Patients from Radiation</b>	 <b>Effective Date: 5/1/2016</b> Initial Effective Date: 9/5/1990
<b>Policy Number:</b>	3364-134-47	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Chief Operating Officer	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

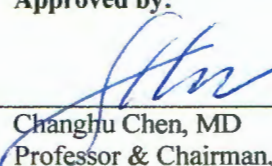
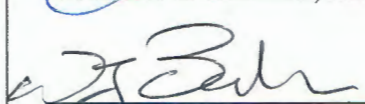
Radiation Oncology personnel are responsible for adhering to the Radiation Safety Manual as mandated by the University of Toledo Radiation Safety Program.

**(B) Purpose of Policy**

To ensure that all personnel and patients reduce the exposure potential to the lowest possible value of the maximum permissible levels.

**(C) Procedure**

1. The exposure potential shall be estimated before placing into operation any procedure in which personnel may become exposed to radiation.
2. The basic protection factors of time, distance and shielding shall be employed to reduce the exposure potential to a value less than maximum permissible levels.
3. The use of sources of ionizing radiation shall be subjected to programs of continuous monitoring and evaluation.
4. Areas in which sources of ionizing radiation are used or stored must be controlled to prevent any unnecessary exposure to personnel.

<b>Approved by:</b>  Changhu Chen, MD Professor & Chairman, Radiation Oncology Date: 4/18/2016	<b>Review/Revision Date:</b> 11/1992 9/1993 2/1995 1996 3/1997 4/1999 3/2002 2/2007 4/22/2010 7/1/2013 5/1/2016
 Daniel Barbee, RN, BSN, MBA Chief Operating Officer Date: 4/22/2016	
Review/Revision Completed By: Michelle Giovanoli	<b>Next Review Date: 5/1/2019</b>
<b>Policies Superseded by This Policy: 38-46</b>	