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| Name of Policy: Annual Safety Training Policy Number: 3364-106-N29 Approving Officer: Chief Operating Officer Responsible Agent: Director of Cardiovascular Services, Medical Director, Non-Invasive Cardiac Imaging Scope: University of Toledo Medical Center | |  Effective date: 3/24/2025 Original effective date: 4/2024 | |
| Key words: Radiation, Nuclear Testing, Stress Test, Safety, Training | | | |
| <input type="checkbox"/> | New policy proposal | <input type="checkbox"/> | Minor/technical revision of existing policy |
| <input type="checkbox"/> | Major revision of existing policy | <input checked="" type="checkbox"/> | Reaffirmation of existing policy |

(A) Policy Statement

All UTMC employees must complete Staff Development training on an ongoing basis assigned through the UTMC Safety Test Bank, Mosby's Nursing Skills, and MyUT portal. Technical employees exposed to radiation will also complete annual radiation safety training. In addition, Nuclear Technologists will complete annual 49CFR 100-199 DOT Regulations training.

(B) Purpose of Policy

To ensure safety to patients, employees, and others.

(C) Procedure

1. All technical and support personnel must fulfill the requirements of new employee orientation for each job description and attend in-services on an ongoing basis to include electrical, body mechanics, emergency preparedness, fire safety, hazardous materials, infection control, and radiation safety.
2. The above will be offered online and must be reviewed as deemed necessary by Environmental Health and Radiation Safety procedure S-08-003.
3. All employees must review the online safety manual annually at: <http://www.utoledo.edu/depts/safety/training.html>.
4. Documentation of the completion of the above requirements will be kept on file by the Hospital Safety Officer to include employee name, rocket ID#, job title/classification, date of completion of annual in servicing.
5. Technical employees will also follow the new employee orientation program and annual radiation safety training for their respective sections. Documentation of orientation will be kept in their departmental personnel file. Annual radiation safety and DOT Regulations training will be kept in the Radiation Safety Department.

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| <p>Approved by:</p> <p>/s/</p> <hr/> <p>Todd Korzec, RN, BSN Director, Cardiovascular Services</p> <p>3/6/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Samer Khouri, MD Medical Director, Non-Invasive Cardiac Imaging</p> <p>3/6/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Christine Stesney-Ridenour, FACHE Chief Operating Officer</p> <p>3/24/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Director, Cardiovascular Services</i></p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: 4/2024</p> <p>Review/Revision Date: 4/2024 3/24/2025</p> <p>Next review date: 3/24/2028</p> |
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