


Name of Policy: <u>Evaluation of Shielding and Change in Workload</u> Policy Number: 3364-134-109 Department: Radiation Oncology Approving Officer: Chief Executive Officer - UTMC Clinical Service Chief, Radiation Oncology Responsible Agent: Technical Manager, Radiation Oncology Scope: Radiation Oncology	
	Effective Date: 3/1/2021 Initial Effective Date: 10/1/1985
<input type="checkbox"/> New policy proposal <input checked="" 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: <u>/s/</u> <u>03/09/2021</u> Mersiha Hadziahmetovic MD Date Clinical Service Chief, Radiation Oncology <u>/s/</u> <u>03/12/2021</u> Richard P. Swaine Date Chief Executive Officer -UTMC <i>Review/Revision Completed By:</i> Michelle Giovanoli	Review/Revision Date: 12/1/2017 12/1/2020 Next Review Date: 12/1/2023
Policies Superseded by This Policy: N/A	