

<b>Name of Policy:</b>	<b><u>Radiation protection and monitoring of employees</u></b>		
<b>Policy Number:</b>	3364-134-40		
<b>Department:</b>	Radiation Oncology		
<b>Approving Officer:</b>	Chief Operating Officer		
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology		<b>Effective Date:</b> 7/14/2023
<b>Scope:</b>	Radiation Oncology		Initial Effective Date: 10/1980
<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**

All personnel routinely working with or around sources of ionizing radiation that are likely to receive 10% of their allowable occupational limits shall wear dosimeter badges approved by the Radiation Safety Officer. Each individual issued a dosimeter shall wear only the dosimeter to which they have been assigned.

**(B) Purpose of Policy**

To monitor all radiation received in the occupational environment and ensure compliance with all regulations.

**(C) Procedure**

1. Maintain time, distance, and shielding at all times.
2. An interlocking system for access doors to each radiotherapy room will be functioning at all times. This shuts the machine off if doors are opened during actual beam-on time.
3. To initiate dosimeter service for any individual, contact the Radiation Safety Office at 419-383-4301.
4. Whole body dosimeters shall be worn between the waist and neck, exceptions to this will be determined by the Radiation Safety Department. A TLD ring dosimeter will be worn by all personnel working with any type of radioactive material for therapeutic purposes. A TLD dosimeter shall be worn on the hand that receives the most radiation, typically the dominant hand.
5. When the dosimeters are not in use, they will be kept in an area at background radiation within the department, usually on a badge board. Dosimeters shall never leave the University of Toledo Medical Center premises.
6. Dosimeters will be exchanged by the Radiation Safety Office monthly unless otherwise specified.
7. Dosimeter reports will be promptly reviewed by the Radiation Safety Officer monthly, quarterly, and annually. Quarterly and annual exposure reports will be presented to the Radiation Safety Committee and the X-ray QA Committee by the Radiation Safety Officer.
8. Any personnel exposure exceeding 30 percent of the allowable quarterly or annual exposure limits shall be notified by the Radiation Safety Office for further investigation to determine the cause, and will be required to complete documented radiation safety training to keep future exposures as low as reasonably achievable.
9. An annual report will be given to each individual issued a dosimeter if the individual's annual occupational dose exceeds one millisievert (one hundred millirem) TEDE or one millisievert (one hundred millirem) to any individual organ or tissue; or if the individual requests his or her annual dose report.

