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| Name of Policy: | <u>Radiation Protection For Employees</u> |  | | | | |
| Policy Number: | 3364-134-41 | | | | | |
| Department: | Radiation Oncology | | | | | |
| Approving Officer: | Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology | | | | | |
| Responsible Agent: | Technical Manager, Radiation Oncology | | | | | |
| Scope: | Radiation Oncology | | | | | |
| | | Effective Date: 7/1/2020 | | | | |
| | | Initial Effective Date: 9/5/1980 | | | | |
| <table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table> | | | <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 |
| <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

Personal monitoring devices will be used to record radiation exposure for individuals working with radiation for therapeutic purposes.

(B) Purpose of Policy

To verify and record any radiation exposures accumulated during working hours.

(C) Procedure

1. Maintain time, distance and shielding at all times.
2. Film badges will be worn at all times:
 - a. Badges will be changed on a monthly basis.
 - b. Badges must not be worn outside the hospital.
3. A ring film monitoring device will be worn by all personnel working with any type of radioactive substances for therapeutic purposes.
4. Film badge and ring film device reports along with full body exposure counts will be kept on file by the Radiation Safety Office and in each employee file in Radiation Oncology.
5. 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.

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|--|-----------------------------------|
| Approved by: | Review/Revision Date: |
| <u>/s/</u> | 9/17/1990 7/1/2020 |
| Changhu Chen, MD | 11/1992 |
| Professor & Chairman, Radiation Oncology | 10/1993 |
| | 2/1995 |
| | 1996 |
| | 3/1997 |
| | 4/1999 |
| <u>/s/</u> | 3/2002 |
| Richard P. Swaine, CPA | 1/2007 |
| Chief Executive Officer - UTMC | 10/2011 |
| | 10/2014 |
| | 10/2017 |
| <i>Review/Revision Completed By:</i> Michelle Giovanoli | Next Review Date: 7/1/2023 |
| Policies Superseded by This Policy: 38-40a | |

t is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.