


Name of Policy:	<u>Guidelines for Protecting Personnel and Patients from Radiation</u>					
Policy Number:	3364-134-47					
Department:	Radiation Oncology					
Approving Officer:	Chief Executive Officer – UTMC Chair – Radiation Oncology - UTMC					
Responsible Agent:	Technical Manager, Radiation Oncology					
Scope:	Radiation Oncology					
		Effective Date: 7/1/2022				
		Initial Effective Date: 9/5/1990				
<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
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(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.

Approved by:	Review/Revision Date:
<u>/s/</u>	07/08/2022
Mersiha Hadziahmetovic, MD	Date
Associate Professor & Chair, Radiation Oncology	11/1992
	9/1993
	2/1995
	1996
	3/1997
	4/1999
	3/2002
<u>/s/</u>	07/08/2022
Richard P Swaine	Date
Chief Executive Officer	2/2007
	4/22/2010
	7/1/2013
	5/1/2016
	6/1/2019
	7/1/2022
<i>Review/Revision Completed By:</i> <i>Michelle Giovanoli</i>	
	Next Review Date: 7/1/2025
Policies Superseded by This Policy: 38-46	