Name of Policy: **Radiopharmaceutical Administration, Oral Directives and Revisions to Written Directives** **Policy Number**: 3364-135-091 **Approving Officer**: Assistant Professor & Deputy Clinical Service Chief, Director, Radiology **Responsible Agent**: Director, Radiology **Scope**: University of Toledo Medical Center Radiology	UTOLEDO HEALTH **Effective date:** 12/1/2024 **Original effective date**: 1/26/1992
Key words: Radiopharmaceutical, Radiation, Safety, Radioisotope, Committee	

☐	New policy proposal	☐	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement

Under certain conditions, an oral directive for the administration of a radiopharmaceutical or an oral or written revision to an existing written directive may be acceptable, as described in OAC 3701:1-58-15.

(B) Purpose of policy

To provide expedient patient services in cases where a delay would jeopardize the patient's health.

(C) Procedure

1. A written directive is required for therapeutic procedures involving radiopharmaceuticals detailed in policy 3364-135-090. Authorized Users (AU) approved by the University of Toledo Radiation Safety and Radioisotope Committee (RSC) may prescribe or revise a radiopharmaceutical dose requiring a written directive if the radiopharmaceutical use is listed on their Certificate of Use (COU). Any questions regarding the medical use of radioactive materials (RAM) or AU status should be addressed with the Radiation Safety office.

2. If, because of the emergent nature of the patient's medical condition, a delay to provide a written directive would jeopardize the patient's health, an oral directive is acceptable. The information contained in the oral directive must be documented as soon as possible in the patient's medical record. A written directive must be prepared within forty-eight hours of the oral directive.

3. A written revision to an existing written directive may be made for any diagnostic or therapeutic procedure if the revision is dated and signed by an Authorized User (AU) prior to the administration of the radiopharmaceutical.
4. If, because of the emergent nature of the patient's medical condition, a delay to provide a written revision to an existing written directive would jeopardize the patient's health, an oral revision to an existing written directive is acceptable. The oral revision must be documented as soon as possible in the patient's medical record and a revised written directive must be signed and dated by the AU within forty-eight hours after the oral revision.
5. Written directives and records of oral/written revisions to written directives must be retained for three years, per OAC 3701:1-58-75.

Approved by: /s/ _____ Nathan Egbert, MD Assistant Professor & Deputy Clinical Service Chief 12/1/2024 _____ Date /s/ _____ Ryan Landis BSRT (R)(CT) Director, Radiology 12/1/2024 _____ Date *Review/Revision Completed by:* *Director, Radiology*	**Policies Superseded by This Policy:** • *None* Initial effective date: 1/26/1992 Review/Revision Date: 7/1/1993 10/1/1996 8/20/1999 9/5/2005 5/28/2008 5/20/2011 6/3/2014 6/1/2017 6/1/2020 12/1/2021 12/1/2024 Next review date: 12/1/2027