

Name of Policy: <u>Annual Safety In-services</u> Policy Number: 3364-135-113 Department: Radiology Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Chairman & Professor, Radiology Scope: Radiology	 Effective Date: 5/1/2023 Initial Effective Date: 9/24/2005
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

All departmental employees must be inserviced in the aspects of safety as stated at: <http://www.utoledo.edu/depts/safety/docs/S-08-002.pdf> on an ongoing basis.

(B) Purpose of Policy

To ensure safety of patients, employees and others.

(C) Procedure

1. All technical and support personnel must fulfill the requirements of new employee orientation for each job description and attend in-services on an ongoing basis to include: electrical, body mechanics, emergency preparedness, fire safety, hazardous materials, infection control, radiation safety.
2. The above will be offered online and must be reviewed as deemed necessary by Environmental Health and Radiation Safety procedure S-08-003.
3. All employees must review the online safety manual annually at <http://www.utoledo.edu/depts/safety/training.html>
4. Technical employees will also follow the new employee orientation program for their respective sections. Documentation of this will be kept in their departmental personnel file.
5. Documentation of the completion of the above requirements will be kept on file by the Hospital Safety Officer to include employee name, rocket id#, job title/classification, date of completion of annual inservicing.

Approved by: <u>/s/</u> _____ <u>04/11/2023</u> Haitham Elsamaloty, MD Chairman & Professor, Radiology Date <u>/s/</u> _____ <u>05/02/2023</u> Christine Stesney-Ridenour, FACHE Chief Operating Officer - UTMC Date <i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD	Review/Revision Date: 7/01/1993 4/26/1999 5/01/2002 9/26/2005 5/29/2008 5/29/2011 5/21/2014 5/1/2017 5/1/2020 5/1/2023 Next Review Date: 5/1/2026
Policies Superseded by This Policy: S-001	