

-Name of Policy: <u>Receiving radiopharmaceuticals</u> Policy Number: 3364-135-138 Department: Radiology Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Chairman & Professor, Radiology Scope: Radiology	
	Effective Date: 9/1/2023 Initial Effective Date: 8/27/2014
<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

Only a licensed, registered Nuclear Medicine Technologist is authorized to receive radiopharmaceuticals from the appropriate radiopharmacy in the Nuclear Medicine and PET/CT Department Hot Labs.

(B) Purpose of Policy

The licensed, registered Nuclear Medicine Technologist is the only person authorized to receive radiopharmaceuticals. The purpose is to insure that the proper procedures are followed to reduce any unnecessary radiation exposure to patients, visitors, and personnel, and assure the prevention of unauthorized access to the Hot Labs. Additionally, this policy will ensure that packages containing radiopharmaceuticals received either during or after normal working hours are handled in a timely, secure, and safe manner.

(C) Procedure

1. Radiopharmacy delivery personnel are authorized to access the assigned Nuclear Medicine Hot Lab in conformity with hospital policy and procedures.
2. All radiopharmaceutical companies must be registered with the University of Toledo Medical Center and their delivery personnel must carry photo identification badge indicating their name and which company they work for in a conspicuous manner. A list of these authorized personnel from each supplier will be provided to verify their authorization to deliver radiopharmaceuticals to our department and access the appropriate Hot Lab.
3. These records will be maintained and updated with the Radiation Safety department and UT Security Office, who will control proximity card access records and access authorizations. Any changes to these lists will be submitted to the UTMC Nuclear Medicine Department immediately.
4. Each company’s delivery personnel will be assigned a proximity card to allow access to the appropriate hot lab (Room 1070D in Dana Cancer Center PET/CT suite or Room 1230 in the main hospital Nuclear Medicine Department). If a proximity card is lost or stolen, the supplier is to notify the department immediately to deactivate and issue a new card.
5. During normal working hours, if delivery personnel do not possess a proximity card upon arrival, but do have a valid identification badge, the Technologist will escort the individual into the hot lab and maintain observation on the person 100% of the time until they leave the area. At no time, will anyone be allowed access without proper identification. If the person fails to produce

