



Minnesota Department of Health
X-ray Unit
625 Robert Street North
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St. Paul, Minnesota 55164-0975

Information Notice 2007-05
October 2007
RADIATION PROGRAM AUDITS

Chapter 4732.0540 requires the registrant to ensure that the quality assurance program, its content, and implementation are reviewed annually for compliance with the rule. The registrant must ensure that all radiation program audits are performed according to procedures established by the registrant or radiation safety officer. Any noncompliance issues found during the audit must be corrected and documented. The radiation safety officer must review any corrective actions taken.

The following page contains an example of a checklist that could be used for a facility's audit. The facility may have existing forms, a way to retrieve the information electronically or would prefer computer generated forms. These are all acceptable, provided the information is complete and available at the time of inspection. **The sample program audit below may not be complete for all facilities and may include items that are not applicable to all facilities. Each facility should create a site specific audit form.**

Sample Radiation Program Audit

Printed name and title of person performing audit

Signature of person performing audit

Date of Audit

Deficiencies Identified?

Explain:

Corrective Actions taken:

Radiation Safety Officer

Radiation Safety Officer (RSO) designated

RSO Delegation Agreement in place

RSO has established and reviewed retake and reject analysis

Shielding plans submitted for remodel or new construction

Shield placard posted if constructed or remodeled after 11/2007

All equipment registered with MDH

MDH notified of new/removed equipment

Personnel

Equipment operators authorized under 4732.0570 to expose humans to x-ray (Licensed Practitioner of Healing Arts, RT, MN Operator, ARRT LMXO, RDA, RDH, ACRT)

Equipment operators trained in Radiation Safety Program

Equipment operators trained in Operating Procedures

Equipment operators trained in Emergency procedures

Documentation of training in new modalities (CT, Fluoroscopy, digital etc)

Industrial radiographers certified

Individual Monitoring Devices

Facility use of individual Monitoring devices

Monitors worn correctly

New employee individual monitor (dosimeter records) history collected

Employees annually notified of accumulated dose

Employees notified of total dose upon termination

Monitoring records maintained for a minimum of 30 years

Policies

Radiation Safety policies and procedures in place

Written holding policy in place
Quality Assurance manual
Repeat/Reject analysis policies/procedures in place
Technique charts complete and maintained near the x-ray control
Patient utilization logs are maintained and complete

Quality Control

Equipment performance evaluations and calibrations conducted at the proper frequency
Service provider recommendations evaluated
Processor quality control performed at the proper frequency
Darkroom Quality Control (fog test) performed at the proper frequency
Digital manufacturer quality control protocols followed
Repeat rate calculated quarterly and reasons for rejections reviewed
Lead aprons, gloves and thyroid shield integrity checked every 24 months
Screen speed and contact tests checked every 24 months

Revised 09/02/10