Delegation of Authority for a Radiation Safety Officer for an X-ray Facility
(Please retain for your records)

Facility Name: __________________________________________________________
Facility Registration Number: _____________________________________________

Memo To: Radiation Safety Officer
From: Chief Executive Officer
Subject: Delegation of Authority

You, ________________________, have been appointed Radiation Safety Officer for our x-ray department. You are responsible for ensuring the safe use of radiation. Your responsibilities include managing the radiation protection program, identifying x-ray radiation protection problems, ensuring quality control tests are completed and documented, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with state regulations.

You are hereby delegated the time and authority necessary to meet those responsibilities, including prohibiting the use of radiation-producing equipment by employees who do not meet the necessary requirements and shutting down operations where radiation safety is compromised. You are required to notify management if staff do not cooperate and do not address radiation safety issues. In addition, you are free to raise issues with the Minnesota Department of Health at any time.

It is estimated that you will spend _______ hours per week conducting radiation protection activities.

Your signature below indicates acceptance of the above responsibilities.

Name of Radiation Safety Officer
________________________________________
Signature of Radiation Safety Officer
________________________________________
Date

Name of Management Representative
________________________________________
Signature of Management Representative
________________________________________
Date

cc: Department Heads