



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-IPP-DIS-P013-(01)	
TITLE/DESCRIPTION: RADIATION PROTECTION			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DIS – QP – 09	NO. OF PAGES: 1 of 6
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Internal	

PURPOSE:

1. To define the DPOTMH Department of Imaging Sciences radiation protection policies and general guideline of radiation safety.
2. To serve as basic safety standards for all radiation workers.

DEFINITIONS:

ALARA principle - when exposed to ionizing radiation the dose should be kept As Low Reasonably Achievable.

ALARP principle - when exposed to ionizing radiation the dose should be kept As Low As Reasonably Practicable.

RESPONSIBILITY:

Radiologist, Radiologic/X-ray Technologist

POLICY:

1. The Department of Imaging Sciences personnel shall utilize the cardinal principles of time, distance, and shielding and beam restriction to reduce radiation exposure.
 - 1.1 Time: Keep the time of exposure to radiation short. All patients shall be exposed to the minimum amount of radiation per examination; only the amount necessary to obtain a diagnostic radiograph.
 - 1.1.1 The department applies the ALARA or ALARP principle when exposed to radiation.
 - 1.2 Distance: maintain as much distance between the radiation source and the exposed person as possible.
 - 1.3 Shielding: insert shielding material between the source and the area to be protected of the exposed person (Ex. Thyroid, gonadal, abdomen for pregnant women).
2. Only required persons shall be in the x-ray of fluoroscopic rooms during radiographic procedures.
 - 2.1 A watcher, if necessary shall be placed in a low dose rate area, and provided with adequate protective shielding.
 - 2.2 If a patient shall be held; the holder shall be protected with appropriate shielding devices, such as gloves and an apron. The position of the holder's body is far as possible from the edge of useful beam.
3. The radiologist and technologist shall wear their radiation monitoring device such as film badge.



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4. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
5. The radiologic technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately.
6. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise.
7. The technologist and/or the student technologist are not permitted to hold patients during exposures except during emergencies.
8. A film badge shall be assigned by name and number to each employee whose duties involve routine exposure to radiation. Personnel monitoring devices such as film badges shall be worn if they are to be of any value.
9. All doors to an x-ray room shall be closed when radiographic or fluoroscopic procedures are being performed.
10. Always knock before entering a closed x-ray room. Observe warning lights which indicate that a machine is in operation.
11. A physical inspection of all protective apparel shall be performed annually. Checks for tears, rips, or separated shielding material. The results of the annual inspection shall be recorded. An x-ray analysis shall be performed on protective apparel appearing defective or questionable.
 - 11.1 The results of the annual inspection are filed for future reference.
12. Equipment with mechanical or electrical defects shall not be used. This defective equipment is reported to the department head and the authorized service engineer is contacted immediately.
13. In the event of equipment malfunction producing a known radiation hazard the main power to the equipment shall be turned off.
 - 13.1 A sign shall be posted on the equipment stating that the equipment is not to be used.



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13.2 All pertinent information shall be documented such as exposure settings on equipment, individuals involved, tube position, etc. and given to the department head for appropriate action and distribution.

14. All radiographic equipment shall be powered down and turned off when not in use (e.g. end of shift, at night or on holidays).

15. No individual shall be deliberately exposed to x-rays except for the healing arts purpose. Such exposure shall be authorized by a licensed practitioner.

16. The exposure of an individual for training demonstration or the other purposes unless there are also healing arts requirements and proper authorization is specifically prohibited by the law.





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Guidelines in taking x-ray and fluoroscopy

1. When taking routine x-rays, the technologist should stay behind the provide leads shields or inside the lead shielded control booth.
2. Wear protective lead garments; aprons, gloves, thyroid shields when it is required to leave the protection of the lead shielded control booth or mobile lead barrier shield; for instance to assist the physician during fluoroscopic procedures.
3. As a general rule no fluoroscopy will be performed in the Radiology Department except by a Radiologist. During fluoroscopic procedures the lead drapes shall be in place between the patient and fluoroscopist, and the Bucky slot cover shall be in place.
4. Protective knee-length aprons of at least 0.25mm lead equivalent shall be worn by each person in the fluoroscopy room, except the patient.
5. Appropriate personnel monitoring devices shall be worn outside the protective apron at the collar. If you have been assigned a second whole body badge, it should be worn at the waist underneath the protective clothing.
6. The five minute cumulative timing device must be reset before each fluoroscopic procedure. The total fluoroscopic exposure time shall be recorded on the radiology consultation form, which becomes a part of the patient medical record.
7. Mobile equipment shall be used only for examinations where it is impractical to transfer the patient to a stationary radiographic installation.
8. The operator shall stand at least six feet from the patient and well away from the useful X-Ray beam.
9. When using a mobile X-ray unit the operator should wear a protective lead apron.
10. When using mobile equipment, only the technologist and the patient are to be in the room at the time of the exposure. If the mobile unit is used in a multi bed room the useful beam shall not be directed toward other patients that may be present. Other patients should be located not closer than six feet from the tube head.

The useful beam SHALL be restricted (collimated) to the area of clinical interest.

1. Cylinder cones will be used on views which require one.
2. The gonads of children and persons who have not passed the reproductive age shall be protected from the useful beam by careful gonad shielding if this will not impair the value of the exam.
3. Gonad shielding should be used if the gonads lie within close proximity (about 5 cm) to the useful beam in addition to proper beam limitation (collimation).



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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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