



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.

Enclosed is 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 designated
RSO Delegation Agreement in place
RSO Established ALARA program
RSO has established and reviewed retake and reject analysis

Shielding plans submitted for remodel or new construction
Shield placard posted
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
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
Lead aprons, gloves and thyroid shield integrity checked every 24 months