

Procedures for Residents and Fellows Provided Personal Radiation Dosimetry from UConn Health

Effective Date: December 7, 2018

Purpose: To outline procedures for Residents and Fellows that are provided Personal Radiation Dosimetry from UConn Health to comply with Personal Radiation Dosimetry Policy 11-025.

Related Documents: Personal Radiation Dosimetry Policy 11-025

All forms/documents are available from <https://health.uconn.edu/radiation-safety/> unless otherwise noted.

Contact information for the UConn Health's Radiation Safety Officer (RSO) and Office of Radiation Safety (ORS):

Location: L-5048 Phone: 860-679-2250

A. Obtaining a Personal Radiation Dosimeter

1. Review Personal Radiation Dosimetry Policy 11-025.
2. Complete Radiation Dosimeter training, and other Radiation Safety training as required by the ORS.
 - If you will be operating fluoroscopy units, complete Fluoroscopy training
3. Consult with your Supervisor and/or UConn Health's RSO to confirm your monitoring requirements if unclear.
4. Accurately complete a 'Request for Dosimetry Services' form.
 - If dosimetry was issued to you at another facility during the current calendar year, complete and sign a release form so that UConn Health's ORS can obtain your previous exposure history.
5. Present a completed form to the ORS.
 - Dosimetry will not be issued if all requested information is not properly completed on the form.
6. Collect assigned dosimetry from the ORS or designee.

B. Correct Use of Personal Radiation Dosimetry

Initializing your Mirion Instadose(s)+

1. Follow the procedures provided with the dosimeter (available online)

Wearing your Dosimeter(s)

At all UConn Health and Capital Area Health Consortium facilities

1. All assigned dosimetry should be on your person throughout your work day unless otherwise approved by the UConn Health RSO or designee (exception ring dosimeter assigned – see below).

2. Do not wear another individual's personal dosimetry
3. Dosimetry shall not be worn during non-occupational radiation exposures (e.g. when an individual undergoes a personal radiological and/or Nuclear Medicine procedure).
 - An individual who has undergone a Nuclear Medicine procedure involving radioactive material but needs to wear dosimetry to monitor occupational radiation exposure shortly after the procedure shall inform the RSO/ORS.
4. Cooperate with the ORS during periodic audits conducted to verify that dosimetry is being worn correctly.
 - If dosimetry is found to be worn incorrectly, ORS staff will provide immediate retraining.

One (1) whole body dosimeter assigned

1. Secure the dosimeter between your chest and waist, facing forwards.
 - Ensure that your dosimeter is not covered or blocked.
2. If you are required to wear a protective (e.g. lead) apron(s) for any reason, secure your dosimeter on your collar outside of your apron facing the radiation source.

Two (2) dosimeters assigned – Chest (Torso) and Collar

Take care not to switch your collar and chest dosimeter

1. When wearing protective (e.g. lead) aprons:
 - Secure your chest dosimeter between your chest and waist underneath your protective apron(s).
 - Secure your collar dosimeter on your neck region outside of your protective apron(s) (including thyroid guard).
2. When NOT wearing protective aprons:
 - Secure both dosimeter(s) between your chest and waist.

Ring dosimeter assigned

1. When working with or near radioactive material or radiation generating devices:
 - Place your ring dosimeter on any finger (under gloves) of the hand most likely to receive the highest exposure with the label facing the radiation source.
2. When NOT working with or near radioactive material or radiation generating devices:
 - Wear your ring dosimeter as above or
 - Store your ring dosimeter as per section 'C. Storing your Dosimeter(s)'.

C. Maintenance of Personal Radiation Dosimetry

Storing your Dosimeter(s)

All UConn Health and Capital Area Health Consortium facilities

1. Before leaving the facility (e.g. at the end of your work day, personal appointment, lunch off campus) store your dosimeter(s):
 - on the provided dosimeter rack/board in your department
 - other location approved by facility RSO or designee
2. Do not leave/store your dosimeter(s) on protective (e.g. lead) aprons when not in use.
3. Keep dosimeter(s) away from radiation sources, sunlight, and heat when not being used.
4. If your job requires you to travel by air with your dosimeter, place it in your carry-on luggage. It can go through the hand luggage scanner. It should not be placed in your checked luggage.

Lost, Damaged or Accidentally Exposed Dosimetry

1. Immediately notify the ORS if you have lost control of your dosimetry (i.e. your dosimetry is lost, damaged or is suspected to have been accidentally exposed to radiation (i.e. left near an x-ray unit while that unit was in operation)).
2. Details of the event need to be reported to the ORS as soon as possible after the event by completing/submitting a 'Report of Lost, Damaged or Accidentally Exposed Dosimetry' form or by sending an email to the RSO.
3. If your dosimeter was lost, the fee as outlined below may apply:
 - Mirion Instadose+ \$75
4. Receive replacement dosimetry from ORS.
 - Mirion Instadose+ – you will be issued a guest Instadose+ dosimeter(s) until your replacement dosimeter(s) arrives. Make sure the dosimeter(s) is labeled with your name.
5. If a badge is later located, then you should return it to the ORS. You are required to provide details on this badge as requested by the ORS. This can be done by completing a 'Return of Uncontrolled Dosimeter' form.

Readout/Uploading of Exposure Data from Instadose+

1. Follow the procedures provided with the dosimeter (available online).
 - If your reading is not recorded within seven (7) days post your designated read date, the ORS or designee will contact you.
 - Respond to the ORS or designee with the requested information within the specified timeframe.
2. If the ORS does not receive a response to any request for information regarding your personal radiation dosimetry from either yourself or your program director in the time frames specified further action shall be taken up to and including withdrawal of your authorization to work with and/or be present in areas where RAM and RGD are used.

D. Return of Personal Radiation Dosimetry

1. Return all assigned personal radiation dosimetry to the ORS or your program's dosimeter coordinator:
 - At the conclusion of your residency/fellowship,
 - As instructed by the RSO or designee.
2. If you do not return your dosimetry within one week of the above, it will be considered 'lost' and the fee outlined in the *Lost, Damaged or Accidentally Exposed Dosimetry* procedure above, will be payable.

E. Personal Radiation Dosimetry Reports

Review of Personal Radiation Dosimetry Records

The UConn Health RSO or designee will review all radiation exposure records and investigate as required by UConn Health policy and procedures, and federal and state regulations at least quarterly.

1. If you receive notification from ORS that requires a response, respond as requested within the specified timeframe.
2. If the ORS does not receive a response to any request for information regarding your personal radiation dosimetry in the time frame specified further action shall be taken up to and including withdrawal of your authorization to work with and/or be present in areas where RAM and RGD are used.

Obtaining a copy of your Personal Radiation Dosimetry History

- Your exposure history records are available at any time online/via the app. Follow the procedures provided with the dosimeter (available online).
- If you have any problems accessing your dose history, contact the ORS or designee.

Approved

Signed

12/7/18

Radiation Safety Officer

Date Signed

Revision History

1. New Procedure Approved by RSO: _____
2. Revised: _____