

**VETERINARY HEALTH CENTER at KANSAS STATE UNIVERSITY
OFFICIAL PROTOCOL**

RADIATION SAFETY BADGE PROCEDURES

- I. In accordance with Federal statutes and KSU regulations, all faculty, residents, interns, veterinary technicians and senior students who may be exposed to any type of occupational radiation are required to wear a personalized Radiation Safety Badge. A Personnel Radiation Monitoring Service Request form must be completed to receive a badge. Badges will be personalized by name for radiation monitoring purposes and will be read quarterly. Badges must be worn on the outside of lead aprons.

Radiation badges are distributed to students at the beginning of their radiology rotation and to faculty and staff when appropriate. Badges are to remain in the hospital at all times, except when radiographs are being taken on a Field Service call. Badges are the responsibility of the wearer. Student badges must be returned on the last day of the radiology rotation. Each person is responsible for damage to or loss of their badge while it is in their possession.

Radiation badges will be kept on a peg board in Radiology located outside the office door. The peg board is divided in four sections: Clinicians, Residents/Interns, Senior Students and Veterinary Technicians.

A radiology senior administrative assistant will inventory the badges on the second day and last day of each rotation. Persons whose badges are missing will be contacted and asked to return them immediately.

If the badge is lost, the responsible party must contact Radiation Safety (532-5856). No grade will be assigned for students until the badge is either returned or the Radiation Safety protocol for lost badges is completed and payment for the lost badge has been received.

- II. Radiation Safety Protocol For Lost Badges.

If a badge is lost (not returnable to Environmental Health and Safety), the responsible party will be asked to write a statement that includes how often he/she might have been exposed to radiation (# of days, etc.), the approximate date the badge was lost, how many days he/she worked without a badge, and a statement of where they last remember having their badge. Radiation Safety will review the letter and follow up.

- III. General Badge Control Procedures.

A. Emergency Radiographs (after hours)

1. Pick up your badge from the peg board in Radiology.
2. Return your badge to the correct section on the peg board in Radiology when finished taking radiographs or assisting in Nuclear Medicine.

B. Field Service Rotations

1. Pick up your badge from the peg board in Radiology at the beginning of the field service rotation.
2. Provide your badge to a field service clinician to be stored in Minxray in field service vehicles.
3. Check out badge through field service clinician.
4. Return your badge to the correct section on the peg board in Radiology when the field service rotation is complete.

C. Intra-operative Equine and Agricultural Practices Surgery

1. Pick up your badge from the peg board in Radiology.
2. Return your badge to the correct section on the peg board in Radiology when finished taking radiographs.

D. 4th year students on externship

1. While on externship, students should make every effort to avoid radiation exposure. Students must be out of the work area/radiology room to avoid exposure when radiographs are being performed.
2. If required to work in radiology/radiation work areas, students must wear a radiation dosimetry device (radiation badge). The badge will need to be purchased and monitored by the externship practice. The results of radiation exposure from the badge must be reported back to KSU CVM immediately following the externship.

CATEGORY Clinical Sections, House Officers, Staff and Students

APPROVED 12/8/16, VHC Administrator