

Policy for the proper use of any hand-held X-ray devices: Effective 12/9/19

Monitoring:

- Only individuals who may operate the hand-held X-ray device are required to wear whole body and ring dosimeters (one for the right hand and one for the left). That is 3 badges per operator.
- It is recommended that your office maintain a list of personnel allowed to operate the device and only provide dosimeters for those individuals. Note: The one-year monitoring period is still in place.
- At the end of the one-year period, assuming you are under the 10% max dose requirement (i.e. 500 mR), then you may suspend the dosimetry and keep the records on file in case any future regulator wishes to review the results.

Security:

- Your office must implement and document security and accountability procedures to ensure no unauthorized use, misuse or unauthorized removal of the hand-held device from its storage location. If any of the above occurs, you must report the incident to the Division of Radiological Health at 615-532-0364 or by email at xray.registration@tn.gov.
- A policy must be created and an incident log must be maintained to support this security and accountability policy. This policy should be available for review upon request.

Use:

- No bystanders are to be allowed within a 6-foot radius from the patient being examined with the hand-held device.
- The hand-held device can only be used in areas designated as examination areas for patients (i.e. the device may not be used in a break room, office area, waiting room, etc.).

Training:

- Specific information regarding use and storage of the hand-held device must be included in the initial and recurring training of staff. The minimum requirements for that training include:
 - Training on proper operation of the hand-held
 - Instructions provided by the manufacturer and specific to the hand-held
 - Understanding of the use of dosimeters for any personnel allowed to operate the hand-held
 - Security and accountability procedures for use and storage as determined by your office
 - Procedures to ensure no bystanders are within a 6-foot radius of patient when being examined with the hand-held device

- Procedures to ensure the hand-held is only used in areas designated as patient examination areas
- Records of initial and recurring training must be kept. Records must include, at minimum:
 - Date of training
 - Printed name and signature of each individual trained
 - Printed name and dated signature of person providing the training
 - Topics covered in training or copy of the actual training materials
 - Duration of training