

NUCLEAR MEDICINE PERSONNEL ANNUAL COMPETENCY AND RADIATION SAFETY REVIEW CHECKLIST

The following is a list of items that should be reviewed by personnel that may work directly with radioactive materials or have reason to frequent the restricted area of the Nuclear Medicine Department on a regular basis. Note that this list can be a guideline for initial radiation safety review, annual review or as a competency checklist.

Since this checklist can serve as documentation for the State, NRC and JCAHO, it is recommended that it be placed in an accessible location in the Nuclear Medicine Department.

Employee Name: _____ Date: _____

- _____ Department procedure manual (specific for radiation safety) reviewed.
Procedures understood.
- _____ License application, conditions and various letters of communication reviewed.
- _____ Location of State and/or Federal Regulations known as well as how to refer to items of importance.
- _____ Use of personnel monitoring devices discussed and limits known.
- _____ Pregnancy policy reviewed and limits known.
- _____ Injection techniques reviewed to include:
 - _____ measurement in dose calibrator
 - _____ preparation of skin area for injection
 - _____ use of syringe shields and rubber gloves
 - _____ disposal techniques of spent doses and trash
- _____ Department of Transportation regulations known for shipping of radioactive materials.
- _____ Quality Control procedures known for detection equipment
 - _____ Dose Calibrator
 - _____ Survey Instruments
 - _____ Well/Probe Counter
 - _____ Gamma Camera
- _____ Release criteria known for patients injected with radioactive materials.
 - _____ Therapy Patients
 - _____ Breast Feeding Diagnostic Patients.
- _____ Bioassay procedures known if applicable.
- _____ Evacuation times known for Xe-133 and/or DTPA
- _____ Spill procedures known for major and minor accidents.

Employee Signature: _____

Supervisor or Medical Physicist: _____