

## **Radiography Local Rules**

- The R.S.O.(Clodagh Mc Allister) will ensure that each staff member using any x-ray equipment receives a demonstration in their use. The R.S.O. will maintain a list of all staff permitted to use x-ray machines.
- All persons operating x-ray machines must comply at all times with procedures laid down in the Code of Practice (Radiography Protocols and Local Rules).
- The x-ray machine will be kept switched off at all times when not in use.
- Dental holders should be used where possible or alternatively the patient to hold the sensor themselves for intraoral x-rays.
- Lead aprons should be worn by all patients having x-ray examinations. It is the responsibility of the R.S.O. to check on a bi-annual basis the integrity of these lead aprons.
- Monitoring badges to be worn by all clinical staff.
- Patients must not be held by a staff member. Where it is necessary to hold a patient this should be done by the accompanying parent or carer and not for more than two exposures per month. The names of the person holding the patient shall be recorded in the patient's clinical notes.
- Pregnancy status to be checked for all female patients over the age of twelve years. In the case of pregnancy, a decision to proceed with an x-ray examination shall be made on clinical grounds only, taking account of the small risks due to ionizing radiation. This decision shall be recorded.
- Prescription re reason for taking x-ray to be written in clinical notes and diagnosis recorded.
- Clinical staff to be in hallway when taking x-rays.
- Ensure no people pass along hallway when x-ray being taken.
- Lead aprons to be hung on wooden hangers with no creases.
- A service record log for each x-ray machine will be maintained by the R.S.O.
- Any accident involving exposure or suspected exposure to ionizing radiation must be reported as soon as possible (within 24 hours) to the R.S.O. and R.P.A.(Radiation Protection Advisor)
- A service record log for each x-ray machine will be maintained by the R.S.O.
- Periodic checking of x-ray equipment.
- A log of retaken x-rays and reasons for doing so.
- Clinical audit of radiographs.

