



Policy Title: Radiation Quality Program		
Department/Unit: Radiology Unit.	Policy Number: UOJ-MSA-RD-P/02	Replaces No.:
Creation Date: 10/10/2022	Effective Date:	Review Date:

Revision History			
Subject	Changes made	Done by	Revision date

1. **CONDITIONS:** 1.1 All Patient of Medical Services Administration.
2. **PURPOSE:** 2.1 Monitoring the changes in the percentage of radiation exposure to the patient or in the quality of image that may effect on the diagnosis accuracy.
3. **DEFINITIONS:** N/A
4. **Related Documents:** N/A
5. **POLICY:**
 - 5.1 Quality control techniques.
 - 5.2 X-ray system.
 - 5.3 Quality Control of lead apron .
6. **PROCEDURES:**
 - 6.1 lead apron:**
 - 6.1.1. Lead apron should be properly hanged on a hanger when not in use.
 - 6.1.2. Lead apron should not be folded.
 - 6.1.3. Lead apron should not be exposed to high temperature.
 - 6.1.4. Spills on the apron should be cleaned immediately.
 - 6.1.5. Lead apron should not be dropped on floor table or sharp surface after use.
 - 6.2 Quality control for personal dosimeter (Badges):**
 - 6.2.1. When not being worn dosimeters it shall be stored away from heat and radiation sources and should not be taken home or worn away from work.
 - 6.2.2. All dosimeters shall be returned promptly at the end of the monitoring period.
 - 6.3 Keeping Records:**
 - 6.3.1. Keep a copy of the radiation report of the x-ray room.
 - 6.3.2. Keep a copy of the lead apron quality testing report.
 - 6.3.3. Keep a copy of the technical reports.
 - 6.3.4. Keep a copy of the operating manual and the application of the manufacturer recommendations.
7. **RESPONSIBILITIES:** 7.1 All staff of Radiology Unit.



8. **Appendix:** N/A

9. **REFERRANCES:** 9.1 Ministry of Health Manual for Radiology Unit.



Prepared By:

Name: Mrs. Hebah AL-shrief

Position: Vice, Supervisor, Radiology Unit

Date:

Signature:

Recommended By:

Name: Mrs. Ahlam Suliman Alrefai

Position: Supervisor, Quality&Patient Safety Unit

Date:

Signature:

Reviewed By:

Name: Mr. Hammam alsulami

Position: Supervisor, Radiology Unit

Date:

Signature:

Approved By:

Name: Mrs. Samar Abdulaziz Radeen

Position: Director, Medical Services Administration

Date:

Signature:

Reviewed By:

Name: Dr. Eman Balbaid

Position: Vice Director, Medical Services
Administration, for medical services and
medical support services

Date:

Signature: