



Policy Title: Radiological Follow-up Maintenance		
Department/Unit: Radiology Unit.	Policy Number: UOJ-MSA-RD-P/05	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 To Ensure the quality of performance of the devices and avoid frequent malfunctions provision the safety factors for thousand reduce the costs arising from Corrective Maintenance .
3. **DEFINITIONS:** N/A
4. **Related Documents:** N/A
5. **POLICY:**
 - 5.1 The radiology technician must examine the x-ray devices & equipment constantly and to be ensure from their validity.
 - 5.2 The radiological technician must report of failures and follow-up the preventive Maintenance plan program for x-ray devices.
 - 5.3 Devices & used equipment must be maintained from damaged and misuse.
 - 5.4 Should implement the manufacturer's instructions through keeping a copy from manual booklet of the device.
 - 5.5 Must be the daily examination done by the radiology technician.
 - 5.6 The new employee in the department shall trained about to operate the device by head of radiology department.
 - 5.7 The Director of maintenance Management shall limit ate all devices used and record it in periodic maintenance policy.
 - 5.8 The staff in radiology department must to following the manual devices operation to ensure the quality of inspection.



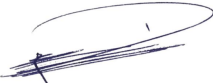
- 6. PROCEDURES:**
- 6.1 The radiographer shall notify the Director of the center in the event of sudden device malfunction through the filling of maintenance.
 - 6.2 The Director of the Center send the letter to the medical maintenance department to inform them about the problem.
 - 6.3 The Director of the center will follow up the request form during the period specified according to the policy adopted for the medical maintenance section.
 - 6.4 If the Maintenance dose not attend the on the time -the director of the center will send a letter to thermopile team of the maintenance.
 - 6.5 In case the condition of device is stable then the follow-up examination shall continuous according to the corrective or preventive maintenance plan.
- 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: 