

RADIOACTIVE MATERIALS MANAGEMENT

Purpose: To assure that all radioactive materials are correctly documented and controlled from the point of entry into the hospital to the point of administration and final disposal.

Responsibility: It is the responsibility of the LSUHSC management to identify radioactive materials and inform employees of the risk associated with those materials, correct handling and dispensation of radioactive materials. It is the responsibility of each employee to handle radioactive materials in such away that will not endanger him, other employees, or patients.

Procedure:

1. Radioactive materials are delivered to the LSUHSC shipping and receiving department during the work day. Nuclear medicine personnel are then notified to pick up these packages.
2. Carriers of radioactive material report to the LSUHSC security office nights, weekends, and holidays. Security then escorts the carrier to the nuclear medicine hot lab. (2J-19) and the items are locked in the room.
3. G-M Surveys & Wipe test results and inventory control records are logged in by nuclear medicine technologist immediately upon receipt.
4. If a package arrives during off-duty hours, it receives prompt attention when the nuclear medicine technologist arrives to work in the hot lab.
5. The doors to all rooms in the department are locked when the department is closed. Restricted entry labels are posted.
6. All materials for preparation of radiopharmaceuticals will be entered into the computer prior to the administration of any drug.
7. Radiopharmaceuticals will be prepared according to drug literature/departmental policy and will be promptly labeled with the date, amount, volume, time of day and the initials of person preparing the radioactive material.
8. Chromatography or other quality control testing will be performed prior to patient use when not using unit doses.

8. The computer will print two copies of the dose ticket with a sticker at the top of one copy. Remove the sticker and place in isotope log book. Place the remainder of the sticker dose ticket with the dose to be injected. Staple the other copy to the card with the patient's nuclear medicine medical records. The technologist administering the dose will sign his/her name, the time and route of administration. The dose will be give within 30 minutes of assay time.
9. Prior to administering a dose the patient's name will be verified with the consult and/or the physician's order in the patient's chart.
10. Radioactive materials will be stored only in approved and appropriately labeled containers and will be promptly placed in the lead lined drawer or cabinet.
11. Syringe shields will be used for drawing and injecting doses.

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