

## EVIDENCE OF SHIELDING

**Purpose:** To establish guidelines for the enforcement of demonstrating evidence of shielding patients for radiographic examinations.

ALARA and shielding work hand in hand to provide the safest and lowest dose of radiation possible to the patient and technologist. This must be practiced at all times for all patients.

- A. In order to ensure this practice is provided the following guidelines will be enforced:
  - 1. Images will be reviewed by supervisors to document that appropriate shielding was noted on exam.
  - 2. Evidence of shielding by observation of supervisor is another means if supporting this procedure.
- B. If lack of shielding is observed these steps will be followed.
  - 1. First offense of observation of lack of appropriate shielding, a warning letter from section manager that is signed by employee and kept in department file.
  - 2. Second offense observation of lack of appropriate shielding, employee will meet section manager and department director. This will be documented in the employees personnel file. This is subject to review and possible disciplinary action.
  - 3. Third offense observation of lack of appropriate shielding, the employee will be referred to Human Resources for disciplinary action.
- C. The employee may have one occurrence within six months. An occurrence is defined as three events of not shielding. An occurrence outside six months will start the process again.

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