

All individuals who operate an x-ray system shall be initially instructed and annually retrained in facility-specific and system-specific safe operating procedures, emergency procedures for malfunctioning equipment, and quality assurance procedures.

Date _____

X-Ray Facility Name _____

Radiation Safety Officer Name _____

X-Ray Operator Name _____

X-Ray Operator Signature _____

- () Initial Orientation to the x-ray facility
- () Annual Review
- () Update-equipment or procedural change

Comment:

Initials

- _____ Reviewed how to contact and notify the radiation officer of emergency situations or equipment problems.
- _____ Reviewed emergency procedures for malfunctioning equipment including how to safely turn off the equipment. Reviewed the location and how to turn off the main circuit breaker for the x-ray machine and the circuit breaker for the darkroom. Reviewed how to safely remove the patient from the x-ray room and exit the clinic during an emergency.
- _____ Reviewed operation of the x-ray equipment and any restrictions of the operating technique.

(continued)

- _____ Reviewed film-screen combinations and radiographic factors including kVp, mAs, SID, and grid/non-grid techniques.
- _____ Reviewed that no operating or non-operating personnel will hold patients or cassettes (films). Reviewed, except for the operator, no other staff members or individuals will be allowed within the x-ray room during x-ray procedures.
- _____ Reviewed gonadal shielding requirements and placement.
- _____ Reviewed operation of the x-ray processor including handling and mixing of chemicals.
- _____ Reviewed handling and storage of radiographic film and cassettes. Reviewed how to properly load and unload radiographic film. Reviewed proper patient-film identification procedures.
- _____ Reviewed quality assurance procedures.