

[Name of Dental Practice]

[Date]

Radiation Protection Checklist – Worked Example

Suggested instructions on [how to use checklists](#) in the Practice Support Manual are provided. Note that a 'blank' Radiation Protection checklist is also provided for use in your practice.

Dental Practice Name:	The Scottish Dental Practice
Overall Responsibility for Checklist:	John Smith (Employer)
Year:	2019

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Radiation Protection File						
Ensure Radiation Protection File has all relevant documentation in place and up-to-date. Review annually.	JS	April 2019	Hard copy in main office, electronic files stored in XXXXXXXX	Yes	All staff informed of location of Radiation Protection File and duty holders asked to read relevant contents.	April 2020
Ensure that the Overview of the Radiation Protection File is in place and up-to-date.	JS	April 2019	In Radiation Protection File	Yes		April 2020
Ensure that the Radiation Protection File Log is in place and that any changes to the Radiation Protection File	JS	April 2019	In Radiation Protection File	Yes	All duty holders will be informed when changes to Radiation Protection File are	April 2020

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	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
are documented.					made.	
Ensure that all staff are aware of the contents of the Radiation Protection File and where it is stored.	JS	May 2019	N/A	Yes	Discussed at staff meeting April 2019.	May 2020
Procedures and Protocols						
Ensure that up-to-date Employer's Procedures for the practice are in place and subject to document control. ^{PI}	JS	April 2019	In Radiation Protection File	Yes		April 2020
Ensure that the practice's protocols for each type of exposure are in place, up to date and subject to document control. ^{PI}	JS	April 2019	In Radiation Protection File	Yes		April 2020
Ensure that staff are aware of the practice's Employer's Procedures and Protocols and follow them.	JS	April 2019	N/A	Yes	Discussed at staff meeting Mar 2019.	April 2020
Formal Appointments and Entitlement of Personnel						
Appoint and entitle staff to carry out specific duties related to radiography, ensuring that the criteria for each duty is met. [Appointment of RPA, RPS and	JS	Mar 2019	N/A	Yes		Mar 2020

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MPE ^{PI}] [Duty holders identified and properly entitled ^{PI}]						
Ensure that all formal appointments and entitlement of staff, including those external to the practice, is confirmed in writing.	JS	April 2019	In Radiation Protection File	Yes		N/A
Training						
Provide training for all entitled duty holders that is relevant to and sufficient for their responsibilities.	JS/CH	July 2019	N/A	Yes	Training needs have been assessed and relevant training has been given or is imminent.	July 2020
Ensure that the Radiography Training Records for all entitled duty holders are in place and up to date.	JS	July 2019	In Radiation Protection File	Yes		July 2020
Ensure that all staff members are aware of their responsibilities with regards to the relevant legislation.	JS/CH	July 2019	N/A	Yes	Discussed at staff meeting Jun 2019.	July 2020
X-Ray Equipment						
Register with the Health and Safety Executive for the use of radiation equipment. ^{PI}	JS	April 2019	In Radiation Protection File	Yes	Registered in March 2019, certificate kept in Radiation Protection File	N/A
Ensure an inventory of all X-ray	DR	April 2019	In Radiation	Yes		April 2020

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equipment is in place and up to date. ^{PI}			Protection File			
Ensure that a Critical Examination is carried out at installation for each x-ray machine and retain reports in Radiation Protection File.	DR	April 2019	In Radiation Protection File	Yes	Critical Examination has been carried out for each x-ray machine	N/A
Ensure that an Acceptance Test is carried out at installation for each x-ray machine and retain reports in Radiation Protection File.	DR	April 2019	In Radiation Protection File	Yes	Acceptance Test has been carried out for each x-ray machine	N/A
Ensure that all x-ray machines are subject to routine performance tests, maintenance and routine surveillance and retain records and reports in Radiation Protection File. [Equipment quality assurance ^{PI}]	DR	April 2019	In Radiation Protection File	Yes		April 2020
Ensure that all x-ray machines are subject to safety assessment tests and retain reports in Radiation Protection File. ^{PI}	DR	April 2019	In Radiation Protection File	Yes		April 2020
Controlling Exposure and Dose						

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Ensure that a Radiation Risk Assessment is carried out in consultation with RPA and that the findings are recorded in the Radiation Protection File. [Risk Assessment for Radiation Work ^{PT}]	JS	April 2019	In Radiation Protection File	Yes	Risk Assessment carried out with RPA in March 2019.	April 2020
Ensure that the Radiation Risk Assessment contains contingency plans for dealing with equipment malfunctions and other incidents.	JS	April 2019	Contingency plans included in Local Rules in Radiation Protection File	Yes		April 2020
Define the controlled area for each x-ray machine and ensure it is signed, in accordance with RPA advice.	DR	April 2019	Controlled area described in Local Rules in Radiation Protection File	Yes	Discussed at staff meeting April 2019.	N/A
Ensure that a dose investigation level is in place, with personal dosimetry used where advised by RPA.	JS	April 2019	Dose investigation level stated in Local Rules in Radiation Protection File	Yes	Discussed at staff meeting May 2019, staff asked to flag up if they have a particularly heavy radiography workload.	April 2020
Ensure that referral criteria for radiography are in place and available to all referrers.	JS/CH	July 2019	In Radiation Protection File	Yes	Discussed at staff meeting Jun 2019.	July 2020

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Ensure that diagnostic reference levels (DRLs) are in place and readily available. ^{PI}	JS	April 2019	In Radiation Protection File and in exposure charts	Yes	Discussed at staff meeting April 2019.	April 2020
Incidents and Accidents						
Ensure that incidents and accidents are thoroughly investigated and reports retained in the Radiation Protection File.	JS	N/A	In Radiation Protection File	Yes	On agenda for every staff meeting.	N/A
Local Rules						
Ensure that up-to-date Local Rules are in place, subject to document control and readily available to all duty holders. ^{PI}	JS	April 2019	In Radiation Protection File and each controlled area	Yes	Discussed at staff meeting April 2019.	April 2020
Quality Assurance						
Put in place a Radiography Quality Assurance Programme for the practice. [Radiology Audit ^{PI}]	JS	July 2019	In Radiation Protection File	Yes		July 2020

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Note that a 'Guide to Radiation Protection Documentation for the Combined Practice Inspection' is available to download from the SDCEP website.

PI – Practice Inspection item