



CancerCare
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Radiation Protection Services

X-ray Owner/Operator Information Series

Radiation Monitors Frequently Asked Questions

Who is ultimately responsible for the radiation safety of the diagnostic x-ray facility?

As the owner/operator, the bottom line is you are. However, you may delegate the responsibility of ensuring that the radiation monitoring service is operating efficiently to a staff member. Radiation monitors are provided to Manitoba facilities by National Dosimetry Services, Health Canada, Ottawa.

What are my responsibilities for the provision of Radiation Monitors?

The main duties are:

- In “new service” situations, to complete (in full) an agreement form, obtained from the National Dosimetry Service in Ottawa or from the Radiation Protection Services.
- To ensure that the monitors are collected and returned to Ottawa on the scheduled date.
- To make the necessary changes to the namelist before returning the monitors for interpretation.
- To retain a legible copy of the namelist, and retain photocopies of the namelist and changes for future reference should problems arise.
- To review the monitor exposure report and investigate any unusual readings.
- To inform your staff of their radiation doses at least once per annum.

How should staff wear the monitor?

The badge is normally worn on the trunk of the body, under the protective apron if one is being worn. When it's not used, make sure the monitor is left outside the x-ray room so it doesn't pick up inappropriate readings.

Faithful wearing and timely exchange of the badges is an important part of the x-ray safety program.

How should staff care for the monitor?

Staff should make sure the foil covering and cork seal remain intact. It shouldn't be exposed to elevated temperatures, or accidentally run through the washer and dryer. They should also try to avoid exposing the monitor to light (including fluorescent lights) for any prolonged period of time.

Lastly, staff should change the monitor at the end of the wearing period as quickly as possible and return them to the NDS for processing.

What should I do if:

A staff member leaves?

Clearly write “cancel” next to the name of the individual in the Comment column of the pink namelist, and change the requirements in Section B of the namelist.

If the individual leaving did not use the monitor, it may be assigned to a newly hired staff member by simply noting “reassigned to” (insert new person’s name) next to the “cancel” indicated above. The new staff member’s information must also be completed in Section C of the namelist.

A staff member changes his/her name (i.e., gets married?)

Write “married” or otherwise indicate a name change in the Comment column next to the individual’s name on the pink namelist, and make note of the new name.

The monitor and holder are lost?

Note “lost” in the Comment column next to the person’s name in the pink namelist, which will ensure a new monitor and holder will be sent to that person in the next shipment. If the monitor and holder are later found, they can be returned to the NDS at the next scheduled mailing.

I don’t return the monitor on schedule?

Collect all the monitors, including the late one, and return them to the NDS on the **next scheduled return date**. Attach a note detailing which monitor is late, and include the employee’s name, late monitor number and late wearing period.

There is a change in ownership?

Contact Radiation Protection Services. We’ll walk you through the process.

A new staff member is hired?

Complete Part C of the namelist form in full, and increase the number of monitors and holders as required (Part B).

If the updated information does not appear on the next pink namelist, complete Parts B and C again as your updated information may have “crossed paths” in transit.

The holder’s foil is punctured?

It’s important the foil remain intact, as excessive light or dust can enter the holder and affect the monitor’s readings. Contact the Radiation Protection Services, so we can set you up with new mylar foils.

The postal box is damaged on arrival?

Get in touch with us immediately. We’ll go over the steps with you at that time.

I want to cancel the monitor service?

Simply put, you can't. The safety regulations state that all x-ray workers must wear radiation monitors while on duty. The only way the service can be cancelled is if the x-ray unit is removed from service. Even then, the monitoring service will continue until the National Dosimetry Services receives written notification that the x-ray machine is no longer in use and has been de-registered with Manitoba Radiation Protection Services

Contact Information

We would be pleased to provide training, in-services or specific consultations as requested. Questions and enquiries are welcome; our goal is not only to ensure that x-ray regulations and codes are followed, but also to provide information and assistance to anyone involved with x-ray technology.

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