

# Minnesota Department of Health Radiation Control, X-ray Unit

## X-ray Program Responsibilities

### Equipment Notifications & Registration

Facilities must register their x-ray equipment prior to first use. Facilities are responsible for x-ray registration, not Service Providers. Registration is required annually, and with any new piece of equipment acquired throughout the year. If there are any changes to an existing registration or x-ray program, registrants must notify MDH within 30 days of the change. Service Providers must notify MDH within 15 days of sale, lease or transfer of x-ray equipment. Equipment notifications can be sent via email to [health.xray@state.mn.us](mailto:health.xray@state.mn.us).

### Service Providers

Service Providers are registered with MDH, renewed annually. Facilities are responsible for verifying a Service Provider registration prior to equipment installation, performance evaluation, and/or calibrations. Service Providers must notify MDH and the registrant of the sale, lease, transfer or install of x-ray equipment. A list of registered Service Provider companies is available on our website.

### X-ray Operators

**Grandfathered-in X-ray Operators:** Individuals qualified as x-ray operators on or prior to January 1, 2008 are grandfathered into the program and do not have to take the Limited Scope X-ray Operators exam. X-ray Operators may perform radiographic procedures including fluoroscopy, CT and bone densitometry, but they may not perform mammography. A certificate and/or letter was issued to each operator, and proof of eligibility will be verified at an MDH inspection.

**Limited Scope X-ray Operators:** Applicants taking the Limited Scope X-ray Operators exam must pass the Core Exam and at least one of the following anatomical modules: chest, extremities (hip), skull/sinus, spine (abdomen and pelvis) or podiatry. Limited Scope X-ray Operators may only perform procedures pertaining to the modules they passed.

**Bone Density Equipment Operators:** Applicants who pass the Bone Density Equipment Operators exam are qualified to operate bone densitometry x-ray equipment only.

Limited Scope X-ray Operators and Bone Density Equipment Operators may not operate fluoroscopy, computed tomography, mammography or perform x-ray procedures where contrast media is used. Documentation is provided by MDH to the applicant of exams passed and is the only document that verifies x-ray equipment operation qualifications. Employers must maintain a copy of each operators qualification documentation in their records.



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## Quality Assurance (QA) Program

Registrants must have a site specific, written or electronic, quality assurance program that embodies ALARA for keeping individual doses As Low As Reasonably Achievable. This may include, but is not limited to:

<b>Annual Radiation Program Audits</b>	Performed internally by RSO every 12 months.
<b>Calibrations</b>	Installations and equipment performance tests performed at the required frequency and prior to first patient use.
<b>Deficiencies</b>	Must be documented and corrected.
<b>Dosimetry</b>	Compliance with rule requirements, if applicable.
<b>Personal protective equipment</b>	Testing and use, if applicable.
<b>Quality Assurance (QA) &amp; Operating and Emergency Procedures</b>	May include the following: declared pregnancy, holding, emergency, operating procedures, repeat/retake, radiation program audit, and other site specific radiation safety policies and procedures.
<b>Quality Control tests (QC)</b>	Medical and Chiropractic facilities: Cassette screen contact and speed match, darkroom fog, developer temperature, sensitometry and densitometry processor evaluation. Manufacturer recommended for all facilities with digital imaging.
<b>Radiation Safety Officer (RSO)</b>	Must be designated with a signed delegation agreement in place.
<b>Record maintenance</b>	Must be maintained onsite for review.
<b>Retake or Reject Analysis</b>	Must be conducted quarterly and written procedures maintained onsite. Excluding dental facilities.
<b>Shielding Plan</b>	Must be submitted to MDH prior to first patient use and maintained onsite. Excluding Bone Densitometry, Mammography, and Dental Intraoral.
<b>Training</b>	Must be conducted initially and with any changes to QA program. Site specific and maintained onsite.
<b>X-ray Operator qualifications</b>	Must be maintained onsite for human-use only equipment.