Organisation name Site or unit		POLICY Radiation protection in the treatment room	
Document ID	RTH-POL-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Policy · RTH-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 57.4

At a glance

- Treatment rooms have shielding and controlled areas that meet the design.
- Staff wear personal dosimeters, and the readings are reviewed at the set interval (RTH-REG-002).
- Pregnant staff and visitors are managed under this policy.
- Stop and get help straight away if: a staff member enters the treatment room without a dosimeter, or a dose reading above the set limit is not reviewed.

1. 1. Purpose

To keep staff and visitors protected from radiation during treatment (57.4).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

To keep staff and visitors protected from radiation during treatment (57.4).

5. 5. Responsibilities

Role	Responsibility	Competence
Radiation protection officer	Reviews the dosimetry readings and the shielding	Clinical lead
Radiographer	Keeps controlled areas clear and wears the dosimeter	Radiation protection officer

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Protect.

- Keep shielding in place and the controlled area clear during treatment.

Key point: Protected.

Step 2. Measure.

- Issue personal dosimeters and record the readings (RTH-REG-002).

Key point: Measured.

Step 3. Review.

- Review each reading at the set interval and act on any reading above the limit.

Key point: Reviewed.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Staff with readings reviewed at the interval	100%	Quarterly	Radiation protection officer	Escalate to the hospital director
Readings above the limit with action recorded	100%	Quarterly	Radiation protection officer	Review the shielding

14. 14. Records

Record	Kept in	Retention

Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
RTH-REG-002	Personal dosimetry register	Register
RAD-POL-001	Radiation justification and dose optimisation (existing, reused)	Policy

17. 17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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