Policy · DEN-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

**Supports: 31.8**

### At a glance

- Every radiograph is justified before the exposure and the justification is recorded (DEN-FRM-003).
- Dose is optimised with the right receptor, collimation and protocol.
- Repeat exposures are reviewed and recorded.
- Full-mouth radiography is not taken without a clinical reason.
- Stop and get help straight away if: a radiograph is taken with no justification recorded.

## 1. Purpose

To make sure each dental radiograph is justified and that the dose to the patient is as low as reasonably achievable (31.8).

## 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. Definitions

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

## 4. Background

Dental X-rays give a dose of radiation. A radiograph that is not needed adds risk without benefit, and a dose that is too high can be avoided by setting the machine correctly.

## 5. Responsibilities

| Role | Responsibility | Competence |
|---|---|---|
| Radiation protection lead | Owns the justification criteria and the dose protocol | Clinical director |
| Clinician | Justifies each radiograph before the exposure | Radiation protection lead |

## 6. Materials and equipment

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

## 7. Safety

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

## 8. Before you start

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

## 9. Procedure

**Step 1. Justify.**

- Decide and record the clinical reason for the radiograph on DEN-FRM-003.

**Key point:** Justified.

**Step 2. Optimise.**

- Select the receptor, collimation and protocol for the patient.

**Key point:** Optimised.

**Step 3. Review.**

- Review repeat exposures and record the reason.

**Key point:** Reviewed.

## 10. Decision points

- No decision points in this procedure.

## 11. Special situations

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

## 12. Escalation

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

## 13. Monitoring

| Measure | Target | Frequency | Owner | If not met |
|---|---|---|---|---|
| Radiographs with a recorded justification | 100% | Monthly | Radiation protection lead | Escalate to the clinical director |

## 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. Training

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

## 16. Related documents

| ID | Title | Use |
|---|---|---|
| DEN-FRM-003 | Radiograph justification record | Record |
| DEN-PLN-001 | Radiation protection programme for dental imaging | Plan |

## 17. Evidence

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

## 18. Change history

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

## E-learning for this document

- **Diagnostic Imaging Safety and Quality Standards** (AMB-16)

## 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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