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

**Supports:** 50.1

### At a glance

- Every imaging study that uses ionising radiation is clinically justified before it is ordered (RAD-FRM-001).
- Dose is optimised to the lowest level that gives diagnostic quality.
- Dose is audited each year, and any dose above the reference level is reviewed.
- Cross-refer to the dental radiography policy (DEN-POL-002) for dental studies.
- Stop and get help straight away if: an imaging study with radiation is performed without a recorded justification.

## 1. Purpose

To make sure every radiation study is clinically justified and its dose kept as low as diagnostic quality allows (50.1).

## 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

Ionising radiation can harm the patient, so each scan must be justified, and the dose kept as low as the result allows. Both are required for every study.

## 5. Responsibilities

| Role | Responsibility | Competence |
|---|---|---|
| Radiologist | Justifies each study and approves the protocol | Clinical lead |
| Radiographer | Optimises dose on each study and records the exposure | Radiologist |

## 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.**

- Record the clinical justification before the study is ordered (RAD-FRM-001).

**Key point:** Justified.

**Step 2. Optimise.**

- Set the protocol to the lowest dose that gives diagnostic quality.

**Key point:** Optimised.

**Step 3. Audit.**

- Audit dose each year and review any dose above the reference level.

**Key point:** Audited.

## 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 |
|---|---|---|---|---|
| Studies with a recorded justification | 100% | Monthly | Radiologist | Hold the study until justified |
| Annual dose audit completed | 100% | Yearly | Radiologist | Escalate to the hospital 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 |
|---|---|---|
| RAD-FRM-001 | Radiation justification record | Record |
| DEN-POL-002 | Dental radiography justification and dose optimisation (existing, reused) | Policy |

## 17. Evidence

| Reference | Note |
|---|---|
| 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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