Iowa Health and Human Services/ Bureau of Radiological Health

Radiation Machines Audit/Inspection Model

This guide is provided as a reference for facilities who operate radiation emitting machines to prepare for audits and inspections conducted by the Iowa Department of Health and Human Services. It is not meant to be inclusive as radiological health inspectors may adjust as needed per facility depending on the type of registration and equipment. The inspectors are duly authorized to conduct inspections, collect samples, and secure information, records or materials in connection with the enforcement of regulations pursuant to Iowa Code 136B and 136C, and associated rules in 641 Iowa Administrative Code. For more information regarding Iowa Code as pertaining to radiological health, please visit the website https://hhs.iowa.gov/health-prevention/providers-prof essionals/radiological-health

Audits and inspections will be an evaluation of the facility's radiation safety program and compliance with Iowa Department of Health and Human Services Rules including examination of procedures and documentation in the categories of personnel, radiation protection, equipment, and record keeping. The following is a representation of what facilities should be prepared to submit for the audit/inspection.

- **Credentials**- List of all operators of x-ray equipment and their position
  - All operators hold a valid permit to practice or are exempt
- **Dosimetry**-Past dosimetry records or documentation that dosimetry is not required
  - Dosimetry records are reviewed and ALARA levels are assessed
- **Radiation Protection Program**-Written policies and procedures
  - Documentation of annual review
  - Accessible to staff
  - Written safety procedures for equipment operation
  - Documentation that operators have been trained and are competent in the use of equipment
- **Equipment**-List of current inventory
  - Calibration or performance evaluations for all equipment
  - Technique charts on equipment or pre-programed techniques
  - Protocols for exams
  - Specific equipment such as fluoroscopy, CT or CBCT, interventional radiography, mobile, dental, or podiatry may generate additional inquiries
- **Registration**- Active registration with IDPH
- **Records**-Record retention policies
  - X-ray utilization records as detailed in 641- 40.4(16)
  - Policy statement of maintenance of records as detailed in 641- 40.4(15)

Questions can be directed to radhealthia@hhs.iowa.gov or 515-242-5566, prompt 3