

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.40.16	Page 1 of 5
	Original Effective Date: 01/01/09	New Effective Date: 04/23/14
	Supersedes: 500.40.16	Dated: 12/05/12
	Administrator's Approval: Cathy A. Jess, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Dental Radiation Procedure and Safety		

POLICY

The Division of Adult Institutions shall ensure all aspects of dental radiography shall be performed in a manner that is adequate to obtain diagnostic information while limiting the exposure of both inmate patients and dental staff to levels as low as reasonably achievable.

REFERENCES

Wisconsin Administrative Code Ch. DHS 157 – Radiation Protection Guide for X-Ray Safety Procedures for Dental Facilities, WI Div of Public Health, Radiation Protection Section, 2011

Dental Radiographic Examinations: Recommendations for Patient Selection and Limiting Radiation Exposure. USFDA and American Dental Association, November 2012.

Introduction to Infection Control for Radiography, University of Washington School of Dentistry Health & Safety

Guidelines for Infection Control in Dentistry, USAF, 2004

DHS DPH P45027 – Notice to Employees

DAI Policy 500.40.16 – Attachment A – DOC Guide for X-Ray Safety Procedures for Dental Facilities

DAI Policy 500.40.16 – Attachment B – Safe Radiographic Practices

DAI Policy 500.40.16 – Attachment C – Infection Control for Digital Radiography

DEFINITIONS, ACRONYMS AND FORMS

ALARA – As low as reasonably achievable

BHS – Bureau of Health Services

DHS – Department of Health Services

DOC – Department of Corrections

DOC-3575 – Delegation of Authority to Make Dental Radiographs

DOC-3577 – Dental Radiation Safety Checklist

Dosimeter – Device to measure the dosage of scatter radiation received by the wearer of the dosimeter.

DAI Policy #: 500.40.16	New Effective Date: 04/23/14	Page 2 of 5
Chapter: 500 Health Services		
Subject: Dental Radiation Procedure and Safety		

DSU – Dental Services Unit

RSM – Radiation Safety Manual

RSO – Radiation Safety Officer

URSO – A dentist designated as the on-site Unit Radiation Safety Officer for that DSU.

PROCEDURES

- I. This policy incorporates the Wisconsin DHS Division of Public Health Guide for X-Ray Safety Procedures for Dental Facilities, modified to DOC as Attachment A.
- II. **Each DSU Shall Have One Unit Dentist Designated as the URSO Who is Responsible to:**
 - A. Assure all radiation safety policy and procedures are complied within the DSU at all times.
 - B. Maintain and update the DAI Policy 500.40.16 – Attachment A whenever changes in staffing or practice occur.
 - C. Assist Dentist Supervisor in training or arranging for training of all unit dental staff in the safe operation of the x-ray equipment, processors and processor testing devices, and obtain staff signatures upon completion of the training on Attachment A of this policy.
 - D. Daily assure all staff properly exposes film in a manner safe for operator, patient and other dental staff in the work area.
 - E. Manage dosimeter use in the DSU, if applicable.
 1. Determine whether dosimeters are needed for each staff person.
 2. Receive, review and store dosimeter reports quarterly.
 3. Give resigning staff their dosimeter reports, if requested.
 4. If available, obtain any dosimeter reports for staff who are employed outside the DOC.
 - F. Delegate, assign and monitor the following radiation safety procedures and assure the performance of the procedure is logged when performed per Attachment C of this policy:
 1. Maintenance of x-ray processor equipment and chemical changes per manufacturer's directions.
 2. Weekly testing of each processor using either a Crabtree device or 11-step wedge as appropriate.
 - G. Annually audit the DSU using the DOC-3577 – Radiation Safety Checklist, to assure compliance, and discuss the results with the Dentist Supervisor.

DAI Policy #: 500.40.16	New Effective Date: 04/23/14	Page 3 of 5
Chapter: 500 Health Services		
Subject: Dental Radiation Procedure and Safety		

- H. Assure Radiation Protection Services is advised for registration purposes when new x-ray machines are acquired or when old x-ray machines are disposed of.
- I. Assure initial registration and/or disposal information is faxed to BHS Central Office.
- J. Delegate authority to make dental radiographs to dental staff using verbal direction or when the dentist is not on site via DOC-3575 – Delegation of Authority to Make Dental Radiographs.

III. Each DSU Shall Maintain On-Site, a Radiation Safety Manual Binder Which Includes:

- A. A current copy of DAI Policy 500.40.16, including a current version of Attachment A – DOC Guide for X-Ray Safety Procedures for Dental Facilities completed specifically for that DSU.
- B. Master copies of all required postings.
- C. Guidelines for Prescribing Dental Radiographs – American Dental Association.
- D. All completed and active radiation-related records, checklists and logs.
- E. Quarterly Dosimetry Reports, if applicable.
- F. A copy of or link to the Wisconsin Administrative Code Ch. DHS 157 should be located electronically in the DSU'S Group File.

IV. Each DSU Shall Post:

- A. A notice describing the location in the DSU where the radiation employee rights and obligations (DHS 157.88) can be found.
- B. DHS PPH 45027, "Notice to Employees".
- C. X-Ray Settings chart at each x-ray machine.
- D. A copy of the current radiation license at each x-ray machine.
- E. The film processor logs for both chemistry change and maintenance, in the processor room.

DAI Policy #: 500.40.16	New Effective Date: 04/23/14	Page 4 of 5
Chapter: 500 Health Services		
Subject: Dental Radiation Procedure and Safety		

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

_____ **Date Signed:** _____
Dr. Barbara De Lap, Dental Director

Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.40.16	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Dental Radiation Procedure and Safety		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.
- II.
- III.

RESPONSIBILITY

- I. Staff
- II. Inmate
- III. Other