Hull and East Yorkshire Hospitals NHS Trust

Employer's Procedures for Medical Radiation Exposures

Handover of equipment and controlled area

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25/09/2018	1.0	Dr Craig Moore	First version of local handover procedure based on 2018 version of Axrem handover form

INTRODUCTION

With work involving ionising radiation equipment, compliance with the Ionising Radiations Regulations 2017 (IRR17) and the Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R17) is required to ensure the safety of all who may be affected by the work. There must be co-operation between employers and employer's procedures must be followed.

This procedure gives guidance on what to do when a representative from a company or service provider (e.g. engineer, application specialist) comes to do work on ionising radiation equipment. **For the purpose of this procedure, "work" includes installation, routine service, repair, adjustment, part replacement, software upgrade, hardware upgrade, reactive visit or making changes to exposure protocols**. Where possible, prior notice should be given to the customer of what the work will involve. This would allow the customer to plan and if necessary, consult the MPE/RPA prior to work being carried out.

PROCEDURE FOR HANDOVER OF EQUIPMENT AND CONTROLLED AREA

1. **HEY REPRESENTATIVE:** Handing equipment and controlled area over to service provider

Part 1 of the handover form must be completed by the HEY operator who passes the piece of radiation equipment to the company representative or service provider representative (engineer, application specialist, medical physics staff, etc.). **The HEY operator must be an appropriately trained member of staff** (e.g. senior radiographer). Any known hazard for both the equipment and the environment must be made known to the representative (e.g. equipment contamination, other persons working nearby, etc.). Both parties must sign Part 1, filling in the date and time as well. By signing, the company representative or service provider representative accepts responsibility for the controlled area and equipment and agrees that they will work in compliance with their employer's procedures and Local Rules.

2. **COMPANY REPRESENTATIVE:** Handing equipment and controlled area back to HEY

Part 2 of the handover form must be completed by the company representative or service provider representative, who has carried out work on the equipment, and the HEY representative. The HEY representative in Part 2 may be a different person to the one who handed the equipment over in Part 1. The company representative or service provider representative must complete the following:

- Indicate the category of work carried out and include any details for this work. It is permissible to tick more than one category if appropriate.
- Indicate if the work carried out could have implications for radiation safety or patient dose or image quality. **If yes, tick one or more boxes that apply.**
- Indicate the operational condition of the equipment and whether further action is needed.
- Ensure that a copy of the visit/service report is available for the HEY representative to read before leaving. This is especially important where report of what work has been carried out is in electronic format.
- Both parties sign and date the handover form.

3. **HEY REPRESENTATIVE**: Returning equipment to use

Part 3 of the handover form must be completed by a HEY representative who is authorised to sign for the return of equipment to use. If the company representative or service provider representative has indicated that the work that has been carried out will **not** have implications for patient dose or image quality (**i.e. ticked 'no' in Part 2**), the HEY representative may sign the equipment back into service unless the HEY representative has good reason to believe this is not so (e.g. tube change, detector change). The HEY representative completing Part 3 should tick the box to indicate if they are satisfied for the equipment to be returned to use and then fill in their name, sign, date and include the time.

If there **may** be implications for patient dose or image quality **(i.e. ticked 'yes' in Part 2**), the HEY representative must seek advice from the RPA/MPE. If the RPA/MPE states the equipment should not be returned to use until further checking, the HEY representative must sign Part 3 to say it must not be returned to service (i.e. tick 'I am NOT satisfied that the equipment is satisfactory for use'). Medical Physics must come in and test the equipment and provide their own handover form to declare if the system is (or is not) fit to return to clinical service.

The completed handover form should be filed together with the visit/service report on work carried out.