

Ancillary Staff Radiation Facility Induction

MBCIU PET/CT

The Imaging Unit uses low-level radiation in the form of radiopharmaceuticals or emitted by the camera during a CT scan. Participants are typically radioactive for only a few hours and normally not radioactive by the following day. All ancillary staff must always abide by the safety directions of imaging staff and raise any safety concerns with them immediately.

General Safety Rules:

- **NEVER enter the MRI scanner room unless permitted by a radiographer**
- **DO NOT touch or unplug the crash cart**
- Only staff inducted into the Imaging Facility can enter the facility without supervision.
- Be aware of any hazard signs and abide by their instructions. If at any time you are unsure of how to proceed, ask the imaging staff for assistance.
- **DO NOT touch any sharps or needles.** If sharps or needles are found, please notify imaging staff.
- All material in the centre should be treated as confidential

Radiation Safety Rules:

- **DO NOT touch any radioactive materials, radiation storage containers or activate any irradiating apparatus. These are identified by the following symbol:**



Follow the principles of **TIME, DISTANCE, SHIELDING** at all times when around radiation, including radioactive participants

- **TIME** = Short
- **DISTANCE** = Long
- **SHIELDING** when possible
- All necessary activities such as consent, testing procedures or form completion should be done prior to administration of radiation to a participant. Ideally, the participant should leave the department as soon as the scan is completed
- The PET/CT camera does not emit radiation and is safe to be around when the X-Ray In Use light is not flashing. However, do not enter the scanner room without first notifying the imaging staff.

Additional Safety Rules for cleaners:

- Only clean the **Hot Lab (G23)** under the direct supervision of the Radiation Safety officer or the PET/CT technologist.
- If the PET/CT Camera room is locked, **DO NOT unlock it.**
- **Do not allow other staff, students or visitors into the imaging area. If additional access is needed, contact the technologist or building supervisor.**
- Clean to a medical standard to ensure participant safety and prevent infection. Pay extra attention to high-touch areas such as door handles.
- Remove all rubbish, packing materials, and dust after maintenance, and ensure area is thoroughly cleaned.
- DO NOT turn on/off any powerpoints unless not previously in use

I acknowledge that I have attended this training session and understood all information provided:

-Employee Signature: on (date)

Trainer Signature: on (date)