

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Radiology Procedures

Policy #: 7.7

Prepared by: D. Sean Van Tuyl, DMD

Revision #:

Approved by: Board of Directors

Effective Date: 7/21/2016

7.7 Radiology Procedures

POLICY:

This dental policy established responsibilities and outlines precautionary procedures for dental staff that utilize dental radiology at Good Samaritan Health & Wellness Center. All dental staff must realize that x-rays are potentially dangerous and that these precautions have been established to protect patients and radiology personnel. This policy outlines darkroom procedures, maintenance of radiology equipment, and other protective measures.

RESPONSIBILITIES:

- Establishes policies and guidelines for the operation of the radiology section insuring compliance with radiation guidelines.
- Establishes and maintains a Radiology Quality Assurance Program with appropriate radiation safety procedures and reports findings to the Dental Director.
- Staff Utilizing Dental Radiology.
- Only qualified radiology certified dental staff would be permitted to take dental x-rays.
- Confirm that all films are properly mounted, identified, and filed in

dental health records. Name and date exposed must be placed on all films, envelopes, mounts, and labels.

- Will not subject patient to radiographic exposure without proper evaluation and proper request from a dentist.
- Perform proper monitoring and operator maintenance of all x-ray exposure and darkroom equipment.
- Familiarize themselves with dental radiology literature, state requirements and information supplied by x-ray equipment manufacturers.
- Immediately report any abnormal result or equipment defect to the Dental Director.
- All female personnel (including interns) will be made aware that fertile females should limit radiation exposure during pregnancy. Each female who has radiology duties must immediately notify her supervisor if she suspects being pregnant. Radiology duties will be limited until the pregnancy is concluded.
- Dental staff exposing x-rays will take the following precautions in order to ensure the safety of each patient and themselves.
- Dental staff will stand outside the room while operating the x-ray apparatus.
- Dental staff will not assist the patient in holding radiographic film while the x-ray exposure apparatus is in operation. In case of children, when assistance is desired, the services of the patient's sponsor will be utilized.
- A lead shield apron must be used on all patients and those providing assistance with children.
- At the time of film exposure, no one should be in the room except the patient or sponsor if assistance to the patient is required.

- It is recommended that pregnant patients not be exposed to ionizing radiation unless deemed necessary by a dentist based on a diagnostic need.
- The x-ray machine will be turned off at the end of each working day.
- Instruction and maintenance manuals for all radiology equipment should be maintained within close proximity to the radiographic equipment.
- The following procedures will be performed at the indicated frequency to ensure optimal performance of the equipment.
- X-ray equipment will be wiped down with disinfecting towelette after each use.
- Phosphor Storage Plates replaced in new barrier envelopes after each use.
- Phosphor Storage Plates stored in x-ray drawer at all times.
- Barrier envelopes stored in x-ray drawer at all times.
- Digital Sensor Holders will be sterilized after each patient.
- All lead aprons in dental radiology will be visually checked for cracks and/or defects. If defective aprons will be replaced.
- Films will have proper density, contrast, and detail. Use recommended settings listed on the x-ray equipment.
- BW and PA films will not be cone-cut, have overlapping contact, foreshortening, or elongation.
- PA films will show the apices of all teeth in the field of interest with approximately 1/8 of an inch surrounding bone.
- All Periapical areas that are suspected of pathologic change will show

normal bone periodically to the questionable areas.

- BW and PA films have each interproximal space observable without overlapping of contact areas where anatomically feasible.
- The “molar” projections of the Full Mouth Series will have posterior aspects of the mandibular and maxillary tooth-bearing areas completely visible.
- Panoramic films will be centered vertically so that both condyles and surrounding posterior areas are visible and aligned horizontally so that the inferior mandibular border and nasal cavity are visible. We currently have no panoramic capabilities.
- All dental x-ray films will be ordered after examining the patient and critiqued for diagnostic quality by dentist before insertion in the dental record.
- Dental Assistants who perform duties in radiology will be required to demonstrate and maintain proficiency in taking dental radiographs.

Dentists, hygienists, and dental assistants will be trained in ALARA (As Low As Reasonably Achievable) Program. Ways to reduce dental radiographic exposure to the minimum to support dental diagnosis will be taught, such as the proper use of shielding.