

Radiation Safety Committee

RESPONSIBILITIES AND DUTIES OF THE RADIATION SAFETY COMMITTEE

The Radiation Safety Committee (RSC) governs the possession and use of radioactive materials and other sources of ionizing radiation at Meharry Medical College. This Committee is mandated and required by Tennessee Department of Environment and Conservation - Division of Radiological Health and the United States Nuclear Regulatory Commission and as a condition for our radioactive material license and radiation producing equipment registrations. Committee members are appointed by the President of the College based on their knowledge and experience with radioactive materials and radiation producing equipment.

The Radiation Safety Committee shall meet as often as necessary to conduct its business but not less than once each calendar quarter and shall have a quorum present to conduct official business. A quorum shall consist of at three Committee members, including the Radiation Safety Officer.

The Committee is responsible for:

- Ensuring that all individuals who work with and/or in the vicinity of radioactive material have sufficient training and experience to enable them to perform their duties safely and in accordance with state and federal rules and regulations and the conditions of the license.
- Ensuring that all use of radiation sources is conducted in a safe manner and in accordance with current regulations (Tennessee Department of Environment and Conservation - Division of Radiological Health) and the conditions of the license.

Duties

The Committee shall:

- Be familiar with all Tennessee Department of Environment and Conservation - Division of Radiological Health regulations, the terms of the license, and information submitted in support of the request for the license and its amendments.
- Review the training and experience of all individuals who use radioactive material and radiation producing equipment (including professional practitioners, technologists, residents, dentists, dental students) and determine that their qualifications are sufficient to enable them to perform their duties safely and in accordance with Tennessee Department of Environment and Conservation - Division of Radiological Health regulations and the conditions of the license.

- Ensure that only qualified professional practitioners, principal investigators, dental technologists and students who are authorized and named on the institution's license, or persons with qualified licenses, perform licensed activities at MMC.
- Be responsible for monitoring the institution's program to maintain individual and collective doses as low as reasonably achievable.
- Review at least quarterly the Radiation Safety Officer's summary report of occupational radiation exposure records of all personnel working with radioactive materials and radiation producing equipment; paying special attention to workers or groups of workers whose exposures appear excessive or are otherwise remarkable due to late or lost badges or absence of expected exposures.
- Oversee Radiation Safety Officer's program to ensure that all individuals whose duties may require them to work near radioactive material or radiation producing equipment (i.e. security and housekeeping personnel) are properly instructed as required by State of Tennessee rules and regulations that govern protections against radiation.
- Review and approve all requests for use of radioactive material within the institution
- Prescribe special conditions that will be required during a proposed use of radioactive material such as requirements for bioassays, physical examinations of users, and special monitoring procedures.
- Review the entire radiation safety program at least annually to determine that all activities are being conducted safely and in accordance with Tennessee Department of Environment and Conservation - Division of Radiological Health regulations and the conditions of the license. The review could include an examination of records, reports from the Radiation Safety Officer, results of Tennessee Department of Environment and Conservation - Division of Radiological Health, written safety procedures, and the adequacy of the institution's management control system.
- Review the diagnostic Quality Assurance programs at least annually, to determine that the programs are being conducted in accordance with Tennessee Department of Environment and Conservation - Division of Radiological Health regulations and conditions of the license.
- Recommend remedial action to correct any deficiencies identified in the radiation safety program or quality assurance programs.
- Maintain written records of all Committee meetings, including member's attendance

- Ensure that the radioactive materials license is amended, when necessary, prior to any changes in facilities, equipment, policies, procedures, radioactive material, possession limits, and personnel, as specified in the license.
- Identify problems and develop solutions through the Radiation Safety Office.