

RECORDS TO BE MAINTAINED IN DIAGNOSTIC AND THERAPEUTIC MEDICAL EXPOSURE

1.0. Personnel records

- a) Records of any delegation of responsibilities by the authorised person
- b) Records of training of personnel in radiation protection. These should meet the respective requirements for education, training and competence in radiation protection.

2.0. Records of calibration, dosimetry and quality assurance

- a) Records of the results of the calibrations and periodic checks of the relevant physical and clinical parameters selected during treatment of patients
- b) Records of local assessments and reviews made with regard to diagnostic reference levels.
- c) Records associated with the quality assurance programme including relevant procedures and results.
- d) Records of dosimetry of patients are as the table below;

#	Procedure	Records required
1.	Diagnostic radiological	Typical doses to patients for common procedures
2.	Image guided interventional	Typical doses to patients
3.	Therapeutic radiological	Absorbed doses to the planning target volume for each patient treated with external beam therapy and/or brachytherapy and absorbed doses to relevant tissues or organs as determined by the radiological medical practitioner
4.	Therapeutic radiological with unsealed sources,	Typical absorbed doses to patients

3.0. Records for medical exposure:

#	Procedure	Records
1.	Diagnostic radiology	Information necessary for retrospective assessment of doses including the number of exposures and duration of fluoroscopic radiological procedures
2.	Image guided interventional procedures	Information necessary for retrospective assessment of doses including the duration of the fluoroscopic component and the number of images acquired

3.	Nuclear medicine	Types of radiopharmaceutical administered and their activity
4.	External beam radiation therapy or brachytherapy	<ul style="list-style-type: none"> ➤ Description of the planning target volume ➤ Dose to the centre of the planning target volume ➤ Maximum and minimum absorbed doses delivered to the planning target volume, ➤ Dose fractionation and the overall treatment time for external beam therapy

In addition to the above, the following records must also be maintained.

4.0. Exposure records for volunteers subject to medical exposure as part of a programme of biomedical research

5.0. Reports on investigations of unintended and accidental medical exposures.

These reports should include;

- The cause of the unintended or accidental medical exposure
- Estimates of the received doses and the dose distribution within the patient
- corrective actions required to prevent the recurrence of such an unintended or accidental medical exposure
- implementation of the corrective actions that are under their own responsibility