

Terms of Reference – Radiation Protection Committees



Terms of Reference of NHSL Radiation Protection Committee

Purpose

To provide an overview of the management of radiation protection in NHS Lothian, in particular:

- to approve radiation protection policies for NHS Lothian and to review these;
- to approve generic Local Rules and systems of work;
- to approve written procedures required by the Ionising Radiation (Medical Exposures) Regulations (IRMER);
- to consider reports from the RPAs, LPA and MR Safety Adviser;
- to review annual summaries of occupational radiation exposures received by staff and radiation incident reports;
- to review compliance with registrations for radioactive materials and authorisations for disposal;
- to approve new practices and installations that involve ionising and non-ionising radiations;
- to approve Diagnostic Reference Levels;
- to review arrangements for the appointed doctor required by IRR99;
- to provide advice on emergency planning for incidents involving radioactive materials;
- to provide an annual report.

Scope

The Committee will be concerned with radiation protection requirements for all uses of ionising radiations within NHS Lothian and for potential exposures to staff or patients from other sources of ionising radiations. It will be concerned with protection from non-ionising radiations in particular laser, microwave, ultrasound, visible and ultra-violet sources of radiation used for medical diagnosis or treatment, and with protection from the hazards associated with MR imaging.

Membership

Chairman to be appointed by the Chief Executive

- IRMER Policy Lead
- Director of Imaging
- Clinical Director of Cancer/ Palliative Care Services (or representative)
- Clinical Director of Laboratories (or representative)

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- Clinical Director of Cardiology (or representative)
 - Clinical Director of Oral Health Service (or representative)
 - Service Director, DATCC
 - Chief Radiographer
 - Principal Radiopharmacist
 - Radiation Protection Advisers
 - Laser Protection Adviser
 - MR Safety Expert
 - Head of Oncology Physics or Oncology Lead Radiographer
 - Partnership representative(s)
 - The University of Edinburgh RPA

Meetings

The Committee will meet at least twice a year with additional meetings being called as required.

Reporting arrangements

The Committee will be a sub-Committee of the NHS Lothian Health & Safety Committee. The Chair of the Radiation Protection Committee reports to the NHSL H&S Committee on behalf of the Committee.

Terms of Reference of X-ray Radiation Protection Committee

Membership

- All NHS Lothian X-ray RPS
- NHS Lothian RPA or Deputy
- Radiology Consultant representative(s)
- Appointed MPE(s)
- Management representatives from relevant areas as appropriate

Chair

The Chair of the X-ray RPC is the Chief Radiographer/ Radiology Service Manager, as more X-ray RPSs are from within Radiology than any other area. Other staff with a senior management position within Radiology, i.e. Radiology Sector Manager or Principal Radiographer may also fulfill this role.

Frequency of Meetings

Meetings will be held at least twice a year to coincide with the NHS Lothian Radiation Safety Committee. Additional meetings may be arranged when required.

Record of meetings

The committee shall maintain minutes of its meetings. Relevant items will be copied to the Lothian Radiation Protection Committee.

The appointed secretary will have responsibility for the minutes.

Minutes will be sent to all members of the committee.

Reporting Mechanism

All members will be invited to declare any items/issues arising for the agenda prior to the meeting.

Written reports will be presented to the Lothian Radiation Protection committee by the designated RPA.

All RPSs will be asked to provide a report to the committee following the standard template.

Purpose

The committee is established to oversee and ensure an effective radiation safety programme on a local level within NHS Lothian Departments where x-rays are used. It allows sharing of good practice between departments

Objectives

1. To ensure the requirements of the statutory Ionising Radiation Regulations, Approved Code of Practice and Medical and Dental Guidance Notes and all other appropriate statutory requirements are complied with at all times by means of written Local Rules.
2. Each departmental RPS to provide the committee with an update report on the state of radiation protection arrangements within their area.
3. To note all formal reports from RPA
4. To highlight and seek advice from Lothian RPC on the measures to be taken when specified problems in the management of radiation protection are identified.
5. To discuss changes in working areas or practices involving ionising radiation.
6. To discuss any situation where it is considered necessary to “Classify” a member of staff. (If this situation were to occur, the sub-committee would be required to seek approval from Lothian RSC)
7. To review annual personal dosimetry records.
8. To review radiation incident reports.
9. To review risk assessments.
10. To report to the Lothian Radiation Protection Committee after each meeting.

Terms of Reference of Cancer Services Radiation Protection Committee

Purpose

The Cancer Services Radiation Safety Committee is established to oversee and ensure an effective radiation safety programme on a local level within Edinburgh Cancer Centre which includes:

- Radiotherapy (including pre-treatment and on-treatment imaging)
- Brachytherapy (sealed radiation sources - HDR & LDR)

The Committee does not cover:

- Wards – covered by Radioisotope Radiation Safety Committee
- Mammography – covered by X-Ray Radiation Safety Committee

The aim of this committee is to provide assurance on compliance with IRR, IRMER, RSA, MARS, and all other legislation relevant to:

- the radiation protection of staff, patients and members of the public
- the protection of the environment and source security at Edinburgh Cancer Centre.

Remit

- To review compliance with all relevant legislation
- To inform the committee of any changes in working areas or practices involving ionizing radiation
- To review Local Rules, systems of work and practical protection issues
- To review IRR risk assessments
- To review IRMER Level 2 procedures
- To receive reports from the RPA including annual reviews of radiation protection in ECC
- To receive reports from RPSs regarding radiation protection arrangements within their area
- To review personal radiation dose records
- To review staff training in relation to radiation safety
- To monitor/review radiation incident reports and ensure that appropriate follow up action has been taken
- To review clinical practice against Diagnostic Reference Levels and exposure packages (where relevant)
- To consider radiation protection implications of new equipment projects or changes in treatment techniques
- To advise the AMD on completion of the annual audit report required by NHS Lothian's IRMER procedures

Reporting

The Committee reports to the Radiotherapy Management Group and will submit an annual report to the NHS Lothian Radiation Protection Committee on behalf of Cancer Services.

Membership

As this is a Committee which covers both IRR and IRMER, it can be chaired by either the Associate Medical Director or the General Manager. However the position is also open to senior RPSs. The chair is appointed for a three year term which is renewable.

- AMD / Clinical Director / General Manager or deputy
- Head of Oncology Physics or deputy
- Head of Therapeutic Radiography or deputy
- Radiation Protection Adviser for Oncology or deputy
- All Radiotherapy & Brachytherapy Radiation Protection Supervisors

The Committee will generate a formal minute of each meeting.

Meetings

The Committee shall meet not less than twice a year to coincide with the NHS Lothian RPC. Additional meetings may be arranged when required.

Terms of Reference Radionuclide Radiation Protection Committee

Membership

All NHS Lothian and NHS Fife Radionuclide Radiation Protection Supervisors (RPS):

- Radionuclide Imaging
- PET
- Inpatient radionuclide therapy
- Outpatient radionuclide therapy (DMP)
- Brachytherapy
- Radiopharmacy
- SLNB theatres
- NHS Lothian appointed Radiation Protection Advisor(s) (RPA) for Nuclear Medicine, Oncology and Radiopharmacy, or deputy
- NHS Lothian appointed Radioactive Waste Advisor (RWA), or deputy
- NHS Lothian appointed Dangerous Goods Safety Advisor (DGSA), or deputy

Relevant management and partnership representatives will also be invited to attend.

Chair of RRPC

The Chair of the RRPC is a member of the committee and holds a senior position in Radiology or Oncology. The RPA, RWA or Head of Nuclear Medicine Physics is not eligible to be appointed as Chair.

Purpose

The committee is established to oversee and ensure an effective radiation protection programme on a local level within NHS Lothian and NHS Fife departments using radionuclides. The committee will ensure conformance and continuity of documentation concerning the radiation protection of staff and members of the public. It allows sharing of good practice between departments.

Objectives

1. To ensure the requirements of the Ionising Radiations Regulations (IRR) 2017 and other appropriate statutory requirements are complied with by:
 - a. Ensuring any new work or changes in working practice have been identified and highlighted to the appointed RPA
 - b. Providing a current overview of risk assessments and local rules
 - c. Review of personal dosimetry records
 - d. Review of environmental monitoring results
 - e. To discuss situations where it may be necessary to review dose investigation levels or classify staff, with any such changes requiring approval by relevant RPC
2. To ensure the requirements of the Environmental Authorisations (Scotland) Regulations (EASR) 2018 and other appropriate statutory requirements are complied with by:
 - f. Providing a current overview of current Notifications, Registrations and Permits including status of sites working under General Binding Rules
 - g. Review of Best Practicable Means documentation
 - h. Radioactive materials management
3. To ensure the requirements of the Carriage of Dangerous Goods (CDG) Regulations are complied with.
4. Review of significant or pertinent radiation incident reports and resulting actions relating to incidents under IRR17, EASR18 or CDG regulations
5. To highlight and seek advice from the relevant Health Board Radiation Protection Committee when specific issues around the management of radiation protection are identified and seek approval for any procedural or governance changes
6. To provide pertinent feedback from the NHS Lothian and NHS Fife Radiation Protection Committees.

Frequency of Meetings

Meetings will be held at three times a year to coincide with the NHS Lothian Radiation Protection Committee. This committee is required to provide a report to the Lothian RPC held in Q1 (March / April); therefore it suggested the first meeting of the year is prior to this date.

Additional meetings may be arranged when required. This includes extraordinary meetings in the event of imminent regulatory requirements, such as HSE inspections or Consent renewals.

Record of meetings

The committee shall maintain minutes of its meetings. Escalations will be copied to the relevant Health Board (NHS Lothian or NHS Fife) Radiation Protection Committee.

The appointed secretary is the RPIP Technical Administrator, and they will have responsibility for the record. Minutes will be sent to all members of the committee and uploaded to the relevant area of MS Teams.

Reporting Mechanism

All members will be invited to declare any items/issues arising for the agenda prior to the meeting.

Written reports will be presented on relevant issues by the appointed RPA(s) from Nuclear Medicine, Oncology and Radiopharmacy. At least one annual written report will be presented on relevant issues by each of the appointed RWA and the Dangerous Goods Safety Advisor (DGSA).

ALL RPS will be asked to provide an update report on the state of radiation protection arrangements in their area of supervision and highlight any concerns to the committee following the standard template.

An annual report from the committee will be presented to the relevant Health Board (NHS Lothian or NHS Fife) Radiation Protection committee by the appointed RPA.

Quorum

At least the Chair, the appointed RPA or RWA and one RPS from each of Radionuclide Imaging, Radionuclide Therapies and Oncology must be present at each meeting.