OFFICE OF CLINICAL AND RESEARCH SAFETY

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VANDERBILT UNIVERSITY MEDICAL CENTER

Responsibilities of Radiation Badge Representatives

To facilitate the distribution of dosimeters throughout Vanderbilt, groups that use radiation dosimeters are divided into badge series, or subaccounts, and each is managed by a Departmental Badge Representative. The responsibilities of a Badge Representative are outlined below.

1. Distribution and Collection of Badges:

- > Review Landauer badge shipment contents upon receipt.
 - Store control dosimeters away from radiation and return with participant badges at end of wear period.
- > Take inventory of personnel badges received in shipment. Prepare badges for distribution.
 - Inform OCRS Radiation Safety of any apparent discrepancies in the shipment and request any corrections that need to be made.
- Ensure that personnel badges for the upcoming wear period are distributed on, or as close to, the first day of the new period as possible.
- If you have any unused badges, leave them in the original cellophane wrapper and mark them "unused."
- Return badges from the previous wear period to OCRS Radiation Safety by the 5th business day of the new wear period. Badges can be mailed or delivered to:

Office of Clinical and Research Safety Radiation Dosimetry A-0201 MCN Campus Zip code 2665

- Include the Landauer packing slip when returning badges to OCRS.
 - You may make badge change notes on the packing slip, however, it is preferable that any badge changes be submit a request to the OCRS REDCap Dosimetry Request System.
- > OCRS Radiation Safety will ship all badges to the dosimetry vendor for processing.
- Late fees will be charged by OCRS for each badge returned late. This is in addition to the fee that the dosimetry vendor charges for unreturned badges.
 - If you expect to turn your badges in late, please notify OCRS Radiation Safety.

2. Updating Radiation Worker and Badge Series Information:

- Changes to badges and/or series account
 - Submit all changes including badge changes, deletions, and new requests to the OCRS REDCap Dosimetry Request System. (See Appendix.)
- Lost or damaged badge
 - Notify OCRS Radiation Safety immediately of a lost or damaged badge. A temporary badge will be provided to the rad worker to wear for the remainder of the period.

3. Managing the Local Dosimetry Program:

- Communicate any issues with the local badge series to the OCRS Radiation Dosimetry Manager. OCRS manages all Vanderbilt dosimetry account changes directly with the dosimetry vendor.
 - Badge Representatives and radiation workers should never communicate directly with the vendor. This single point-of-contact process avoids confusion, duplication of efforts and unauthorized expenses.

Billing

- The badge representative is responsible for ensuring that all dosimetry bills are paid in a timely fashion. Tardiness or failure to pay a bill could result in other penalties.
- Notify OCRS Radiation Safety of any change in billing account information.

Dosimetry Requests

 OCRS has moved to a paperless REDCap Dosimetry Request System. The badge representative shall submit all request including new badge request, lost badge replacement, badge account name changes, badge account deletions, and participant dose report within the OCRS REDCap Dosimetry Request System.

Online Account Management

 Access to Landauer's online administrative tool, myLDR, can be provided to any Badge Representative upon request. With myLDR you can view dose reports and track shipments, among other things. To get access, contact OCRS Radiation Safety.

Responsibilities of badged personnel

 Please make an effort to educate all badge wearers on the <u>Responsibilities of Badged</u> <u>Radiation Workers</u>. Further dosimetry questions should be forwarded to OCRS Radiation Safety.

4. Maintaining Radiation Dosimetry Reports:

- Make dosimetry reports available and accessible to radiation workers:
 - Post the reports in a common area (only allowable if the reports contain no personal identifying information), or
 - File them where they are accessible to workers.
 - Each department may establish criteria for storing dosimetry records. OCRS maintains lifetime records of all Vanderbilt radiation workers.
- > Online access to dosimetry reports

- Individuals may access their dosimetry reports online. For access instructions, refer to the OCRS Radiation Safety website.
- Official copies of occupational radiation dose records may be requested from OCRS REDCap Dosimetry Request System.

5. Alternate Badge Representative:

- > Arrange for an alternate Badge Representative who is able to fill the position in case of leave, or absence.
- ➤ Notify OCRS Radiation Safety of any change in Badge Representative or series account management.

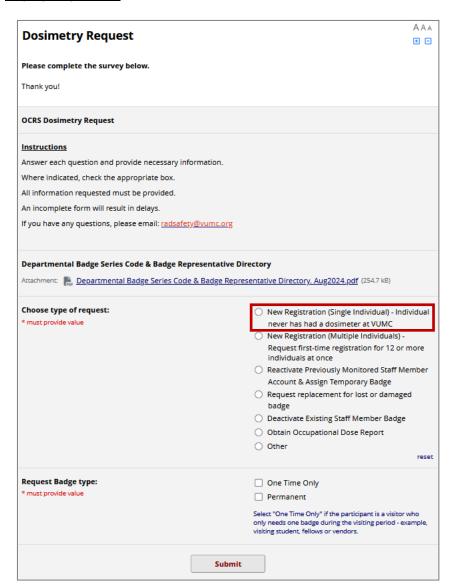
** Appendix A: The REDCap Dosimetry Request System Guide **

There are **SEVEN** types of requests on the REDCap application, their detail as follows:

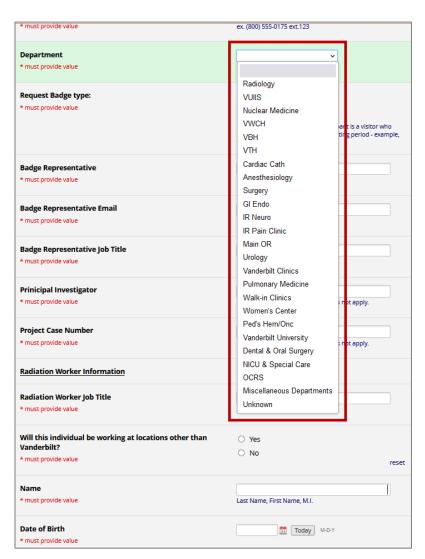
1. New Registration (Single Individual) - Individual never has had a dosimeter at VUMC.

- This selection is for a new employee or a current employee who has never had a badge.
- It requires the same amount of information from the individual as the paper form. You should prepare the necessary information prior to logging into to the REDCap system.
- This request is for one individual application at a time.

Step By Step Guide:



Select a type of request.

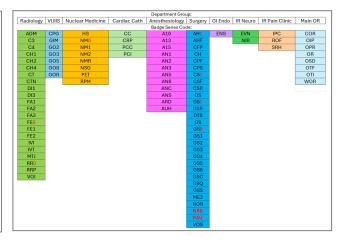


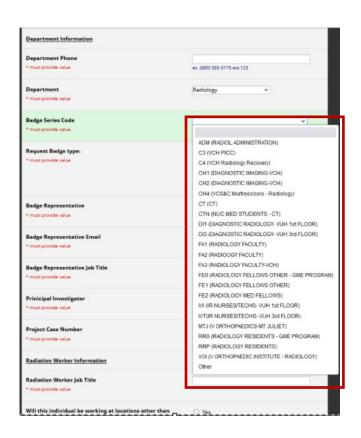
- Once a request has been selected, a "Department" information dropdown list will populate.
- Access the "Departmental Badge Series
 Code & Badge Representative
 Directory" attachment for the OCRS list
 of badge series codes and badge
 representatives to determine the
 appropriate department.

Departmental Badge Series Code & Badge Representative Directory

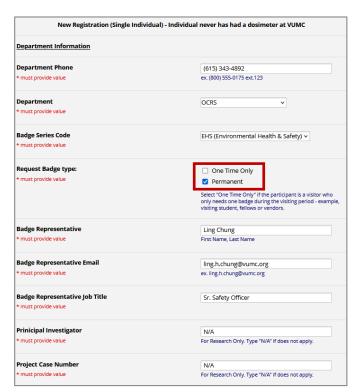
Attachment: Per Departmental Badge Series Code & Badge Representative Directory. Aug2024.pdf (254.7 kB)

Series Code	Department	Badge Rep	VU/VUM
2WC	VWCH - Cardiology	Todd Nelson	VWCH
2WR	VWCH - Radiology	Todd Nelson	VWCH
2WS	VWCH - Surgery	Todd Nelson	VWCH
2WT	VWCH - Respiratory Therapy	Todd Nelson	VWCH
3SC	Vanderbilt Bedford Hospital - Shelbyville - Cardiology	Kristy Watkins	VBHS
3SD	Vanderbilt Bedford Hospital - Shelbyville - Radiology Diagnostic	Kristy Watkins	VBHS
3SR	Vanderbilt Bedford Hospital - Shelbyville - Respiratory Therapy	Kristy Watkins	VBHS
3SS	Vanderbilt Bedford Hospital - Shelbyville - Surgery	Kristy Watkins	VBHS
3TC	Vanderbilt Harton Hospital - Tullahoma - Cardiology	Jennifer Arnold	VHHT
3TR	Vanderbilt Harton Hospital - Tullahoma - Radiology	Jennifer Arnold	VHHT
3TS	Vanderbilt Harton Hospital - Tullahoma - Surgery, Ortho & Neuro	Jennifer Arnold	VHH1
4EO	4 EAST MOTHER BABY OBSTETRICS	Eva Montgomery-Lewis	VUMO
6A	PED HEM/ONC NURSES	Amal Mohammad	VUMO
6AP	PED HEM/ONC PROVIDERS	Amal Mohammad	VUMO
A10	ANESTHESIOLOGY-CRITICAL CARE	Erica S. Luhrs	VUMO
A13	PEDIATRIC CARDIAC ANESTHESIOLOGY (Attendings)	Cara Lyle	VUMO
A15	PEDIATRIC ANESTHESIOLOGY (Techs)	Marti Milliken	VUMO
ADM	RADIOL ADMINISTRATION	Caleb Gash	VUMO
AH0	Vanderbilt Heart Failure/Transplant - GME PROGRAM	Sandra Atchley	VUMO
AHF	Vanderbilt Heart Failure Team	Sandra Atchley	VUMO
AN1	ANESTHESIOLOGY - ADULT MULTI-SPECIALTY	Sharon Seats	VUMO
AN2	ANESTHESIOLOGY	Lexi L. Davis	VUMO
AN3	ANESTHESIOLOGY (Educational Affairs Office)	Robin Snyder	VUMO
AN5	OB ANESTHESIA	Chilyere L. Stanton	VUMO
AN8	PEDIATRIC ANESTHESIOLOGY	Cara Lyle	VUMO
ANC	CARDIOTHORACIC ANESTHESIOLOGY	Sonja Carter	VUMO
ANS	CARDIAC ANESTHESIOLOGY	Trine (Katrine) Link	VUMO
APR	MCJCHV ADVANCED PRACTICE PROVIDERS	Elizabeth N. Barbee	VUMO
ARA	VUMC Environmental Services Aramark Healthcare	Kevin Shelton	VUMO
ARD	ANESTHESIOLOGY-RESEARCH DIVISION	Eric Delpire	VUMO
ATP	VU ANTHROPOLOGY	Michelle Young	VU
AUH	TVC PERIOPERATIVE SERVCS, ANESTHESIA TECH	Sherry Breeden	VUMC

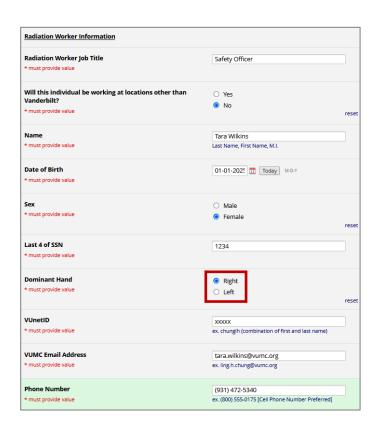




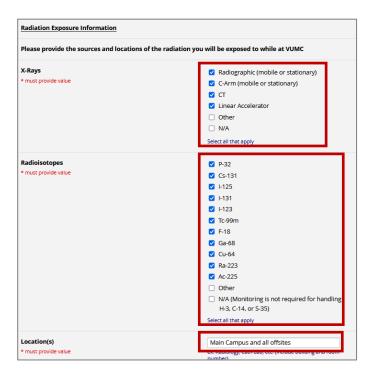
- Once the department is selected, a "Badge Series Code" dropdown list will populate.
- Select the appropriate Badge Series Code



- Enter Badge Representative information (i.e., Name, email, and title) in appropriate fields.
- There are two options for "Request Badge type."
 - Select the "One Time Only" option for any visitor who needs a badge for a short period of time (e.g., visiting student, fellows, or vendors).
 - All other requests select the "Permanent" option.
- "Principal Investigator" & "Project Case Number" fields are only required for research project(s).

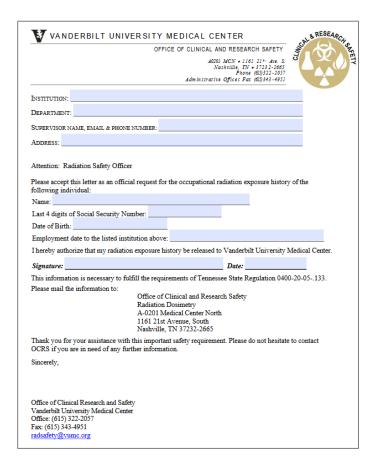


- Please enter the Radiation Worker (i.e., individual requiring radiation monitoring) information into the appropriate fields.
- Please ensure the "Dominant Hand" option is appropriately selected to allow radiation monitoring of the correct body part.



- Under the "Radiation Exposure Information" section, most participants at VUMC are working with "X-Rays." Prior to making selections, determine what type of type of X-Ray devices the participants are working with.
- For the participants who work with "Radioisotopes" (majority research related), determine what type of radioisotopes they are working with prior to make your selections.
- For "Location," indicate all locations participants will be working with or exposed to ionizing radiation.



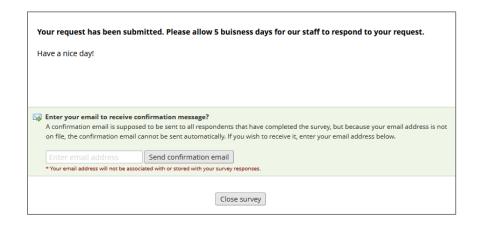


- If the new participant has been previously monitored for occupational radiation exposure by their former employer, please select "Yes," and download the attachment "updated-exposure-history-release.pdf."
- Provide the form to the participant to complete.
- Once the form is completed by the participant, upload the signed "updatedexposure-history-release.pdf" form by selected "Upload file".

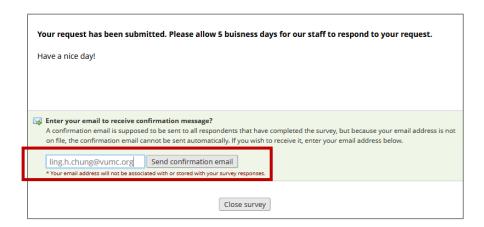


Once the online application is complete, please select "Yes." Before submitting this form, confirm
that the Radiation Worker agrees to the responsibilities of badged radiation workers and VUMC
radiation safety policies. Select "Submit" to send the completed application to OCRS.

By submitting a REDCap dosimetry request, you are attesting that the Radiation Worker agrees to the responsibilities of badged radiation workers and all VUMC radiation safety policies.



- After clicking "Submit," the completed request will be sent to OCRS for processing.
- OCRS will contact you once temporary badges are ready for pick up at the OCRS lockbox (Main Campus departments) or mailed out (Offsite departments).



• If you would like a confirmation message for your dosimetry request, please enter your VUMC email address in the empty field and select the "Send confirmation email."

2. New Registration (Multiple Individuals) – Request first-time registration for 12 or more individuals at once.

- This selection is for new employees or current employees that have never had a badge at VUMC.
- It requires same amount of information per individual as the paper form. You should prepare the necessary information prior to logging into the REDCap system.
- If you submitted a request with less than 12 applications, the request will still be processed by OCRS, but the REDCap system will indicate it is an **incomplete request**. OCRS staff will request additional information from the REDCap user for all incomplete requests.

3. Reactivate Previously Monitored Staff Member Account & Assign Temporary Badge.

- This selection is for a previously monitored employee who works/worked for VUMC with a valid VUnetID and/or Landauer participant number under the main VUMC Dosimetry account # 111100.
- Please provide all required information of the individual listed within the REDCap system.

4. Request replacement for lost / damage badge.

- This selection is for if a currently monitored VUMC employee who has lost or misplaced their badge.
- Please provide all required information of the individual within the REDCap system.

5. Deactivate Existing Staff Member Badge

- This selection is for a currently monitored employee who no longer works for VUMC or no longer requires a badge.
- Please provide all required information of the individual within the REDCap system.

6. Obtain Occupational Dose Report

- This selection is to request occupational dose reports as needed by currently monitored VUMC employees.
- Please provide all required information of the individual within the REDCap system.

7. Other

- This selection is for special requests, which can include transfer of a currently assigned VUMC employee from one department series to another or a currently assigned VUMC employee needs to be added to multiple department badge accounts.
- OCRS may contact you for additional information.

Disclaimer: If all information is not filled out correctly, the request will not be processed.