



VMMC & Safdarjung Hospital,
Ministry of Health & Family Welfare,
Government of India, New Delhi.



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Document No.	TITLE		
SJH/ NABH/ Policy/27	SOP for TLD Badge Services		
Effective Date:29/03/2021			
Function	Name	Designation	Signature
Prepared By	Dr. Anuradha Sharma	Member Quality Cell	
	Mr. Manjeet Rai		
	Dr. Aradhana Bhargava		
Reviewed By	Dr. Rajiv Sharma	Addl. Medical Superintendent	
	Dr. K. C. Tamaria	Nodal Officer NABH	
Approved By	Dr. S. V Arya	Medical Superintendent	

Distribution: Quality Cell, Medical Superintendent, Nodal office, All HODs & RSO, Accounts Department, VMMC & Safdarjung Website

REVISION SUMMARY

Version No.	Effective Date	Revision History
1.0	29/03/2021	00

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1.0 INTRODUCTION

As per Radiation Protection Rules – 2004, all occupational radiation workers need to be monitored to safe guard them from the deleterious somatic and genetic effects of ionizing radiations. This radiation monitoring is done with TLD Badges. A badge consists of 3 TLD discs. 2 types of TLD badges are available one to measure whole body dose of radiation and the other to measure the dose in the wrist.

The TLD cards are read by TLD reader which is controlled by PC and a software. The software displays the dose received by the TLD Badge in a given period. The radiation received by the person is monitored with these TLD badges. These TLD badges are to be sent for radiation monitoring once in a month / 3 months and the user gets the replacement TLD badges before the due date for sending to lab for reading.

The radiation is monitored continuously and the personnel doses should not exceed 100 mSv in a 5 year block (current year and previous 4 years). And in any one year maximum allowable dose is 30 mSv.

If the radiation worker uses lead apron then the TLD Badge to be worn inside the lead apron. These TLD badges are not transferable, one should not use other person's badge.

2.0 PURPOSE

To provide guidelines on use and monitoring of TLD badges being used in various departments of VMMC & Safdarjung Hospital for health care staff safety.

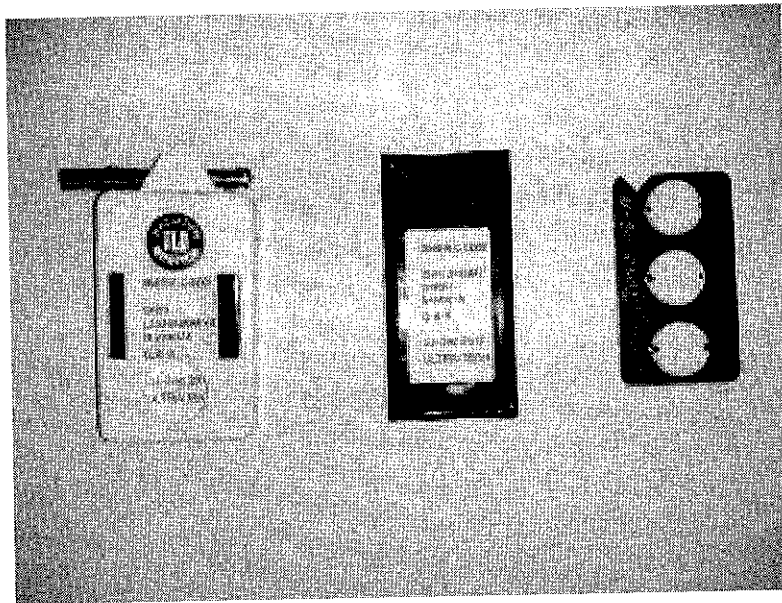
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3.0 SCOPE

All department where health care workers are working in an environment which poses risk of being exposed to radiation. This policy defines the responsibility and the procedure for monitoring the personnel doses using a TLD badge.

3.0 DEFINITION

- a) **TLD:** Thermoluminescent dosimeter (TLD) is a passive radiation detection device that is used for personal dose monitoring or to measure patient dose.



- b) **RSO**– The person responsible for the radiation protection program is called the RSO.

4.0 AVAILABILITY

TLD Badges are available with the RSO in the Radiotherapy Department.

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5.0 RESPONSIBILITY

- a) Nodal Office: HOD Radiotherapy
- b) RSO, Radiodiagnosis department
- c) HOD, Respective Department
- d) Every Health care staff using TLD Badge

6.0 PROCEDURE

- The office of HOD Radiotherapy will work as nodal office for services related to TLD Badge.
- The RSO working in Radio diagnosis Department will work as nodal officer for services related to TLD Badge till regular Medical Physicist /RSO joins in Radiotherapy Department.
- The Medical Physicist /RSO working in Radiotherapy will coordinate with RSO Radio diagnosis.
- The Packets of new TLD Badge of all the departments will be received by the nodal office/nodal officer from Ultra tech Ltd.
- The nodal office/nodal officer will send the packets of new TLD Badge to all departments.
- The RSO of respective department will be fully responsible for distribution and collection of TLD Badge from individual.
- The RSO of respective department will send the packet of used TLD Badge to nodal office/nodal officer.
- The nodal office/nodal officer will send the packets of used TLD Badge to Ultra tech Ltd. through central diary dispatch.
- The nodal office will dispatch the packets of used TLD Badge to Ultra tech Ltd. and send the receipt/ intimation to nodal office/nodal officer.
- The RSO of respective department will maintain the list, record and reports of TLD Badge and same will be shared with nodal office/nodal officer.

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- All the bills related to TLD Badge from Ultra tech Ltd. will be received by nodal office/nodal officer.
- The nodal office/nodal officer will send bills of Ultra tech Ltd for TLD Badge services to respective department for verification.
- The RSO of respective department after verifying, send bills of Ultra tech Ltd to the nodal office/nodal officer timely so that payment will be released on time to avoid delay in TLD Badge services.
- After the verification of bills, nodal office/nodal officer will send the bills to accounts department for payment to be released to Ultra tech Ltd.
- The accounts department will send a copy of payment receipt to nodal office/nodal officer for record.
- For any issue regarding TLD Badge, nodal officer may be contacted.

7.0 REFERENCES

- Radiation Protection Rules, 2004- <https://dae.gov.in/writereaddata/RPR2004.pdf>

8.0 VALIDITY STATEMENT

This document is valid for one year from the date of issue.

9.0 APPENDICES AND FORMS

- * Annexure A: Amendment sheet
- * Annexure B: Training log

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Annexure A

AMENDMENT SHEET

VMMC & Safdarjung Hospital, New Delhi

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
1							
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Annexure B

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TRAINING LOG (Contents, Deviation and Amendment)



Sr. No	Training Attendee, Designation	Place of posting	Signature
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Officer In-charge

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