



January 24, 2008

Sandy Gabriel
Senior Health Physicist
Medical Branch
NRC Region I

MS16

K-8

Ms. Gabriel,

As per an email to Michael Semon, I am responding to your questions.

Licensee: Highlands Hospital
License No.: 37-30517-01
Docket No.: 03035010
Mail Control No.: 141354

The following is a response to the standard questions for naming a consultant as RSO:

a. Describe the control over the radiation safety program that will be delegated so that the consultant-RSO will be able to exercise authority over authorized users when confronted with radiation safety problems that require implementation of corrective actions.

A memorandum attached was sent to the appropriate departments/committees within the Hospital.

b. Describe the relationship that will exist between the consultant-RSO and your institutional management regarding expenditure of funds to facilitate the objectives of your radiation safety program and related regulatory requirements.

The RSO will communicate with Kathleen Schiller, Imaging Department Manager for all funds, radiation safety program and regulatory requirements. At any time the RSO will have direct access to myself, CEO as well. A memorandum was sent to the appropriate departments/committees within the hospital.

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c. Identify other commitments of the consultant-RSO for other NRC or Agreement State licensed facilities, along with a description of how the consultant-RSO will allocate time to permit the performance of the duties of the RSO as described in the regulations. State the consultant-RSO's minimum amount of on-site time (hours per week or month).

Michael Semon's other commitments to other NRC facilities include but are not limited to:

- i. Serving as the Radiation Safety Officer for:**
 - 1. Monongahela Valley Hospital, Inc.
Monongahela, PA**
 - 2. The Uniontown Hospital
Uniontown, PA**

d. Appoint an in-house representative who will serve as the point of contact during the RSO's absence. This person may be allowed to assist the consultant RSO with limited authority.

The appointed in-house representative will be Kathleen Schiller, Imaging Department Manager.

e. Describe the overall availability of the consultant-RSO to respond to questions or operational issues that arise during the conduct of your radiation safety program and related regulatory requirements. Specify the maximum amount of time it will take the RSO to arrive at the facility in the event of an emergency that requires his presence.

Michael Semon will schedule a minimum time responsibility to Highlands Hospital as 12 hours / month on-site at the facility; this is in addition to any scheduled meetings (Radiation Safety Committee, etc). Michael is approximately 25 minutes driving time away, and will always be available via phone on a 365/24/7 basis.

Respectfully,

Michelle Cunningham, CEO

H I G H L A N D S M E M O R A N D U M

DATE: January 24, 2008
TO: RADIATION SAFETY COMMITTEE ,
MEDICAL EXECUTIVE COMMITTEE AND
ALL DEPARTMENTS
FROM: MICHELLE CUNNINGHAM, CEO
RE: HOSPITAL CONTACT PERSON FOR RSO

Please be advised that Kathleen Schiller, Imaging Department Manager has been designated as Highlands Hospital contact person to the RSO, Michael Semon for any radiation safety issues (funds, regulatory requirements, Radiation Safety committee meetings, etc.). The RSO will have direct access to the CEO at any time for any issues that may arise.

H I G H L A N D S M E M O R A N D U M

DATE: January 24, 2008
TO: RADIATION SAFETY COMMITTEE ,
MEDICAL EXECUTIVE COMMITTEE AND
ALL DEPARTMENTS
FROM: MICHELLE CUNNINGHAM, CEO
RE: RADIATION SAFETY OFFICER

Please be advised that Michael J. Semon, M.S., DABR, CRP has been designated as the Radiation Safety Officer at Highlands Hospital and is responsible for ensuring the safe use of radiation.

The Radiation Safety Officer, who functions under the authority of the Radiation Safety Committee, is responsible for managing the radiation safety program; identifying radiation safety problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; and ensuring compliance with regulations. The Radiation Safety Officer is hereby delegated the authority necessary to meet all of the above responsibilities.