



Morgan County Memorial Hospital

S. Dean Melton, Administrator

April 5, 1994

Director, Office of Enforcement  
U.S. Nuclear Regulatory Commission  
ATTN: Document Control Desk  
Washington, D.C. 20555

Dear Sir:

SUBJECT: Reply to a Notice of Violation

RE: License Number: 13-17449-01  
Docket Number: 030-12775  
EA: 93-250

As Administrator of the Morgan County Memorial Hospital, I would like to express my disappointment that we have been assessed a civil penalty related to the violations cited during the survey last September, especially since we have cooperated fully and have responded immediately with corrective actions to fix the problems and assure no future violations of the same type. We have acknowledged the violations and accepted the report. I have always been under the impression that the mission of organizations such as yours is to help those agencies that you issue licenses to, to understand and comply with regulations rather than issue penalties to those who cooperatively respond when violations are discovered.

Attached is our check number 37649 in the amount of \$9,750 for the civil penalty imposed.

Set forth below is a summary of the violations and a statement of corrective actions that have been taken for each.

I. Violations Assessed a Civil Penalty  
A. Daily and Weekly Surveys

10 CFR 35.70 (a) requires, that a licensee survey with a radiation detection survey instrument at the end of each day of use all areas where radiopharmaceuticals are routinely prepared for use or administered.

VIOLATION:

110010

*Rec'd w/let #  
037649  
for \$9,750.00*

9404130104 940405  
PDR ADOCK 03012775  
C PDR

2209 John R. Wooden Drive, P.O. Box 1717, Martinsville, Indiana 46151-0717 (317) 342-8441

*JEH*

April 5, 1994

Contrary to the above, between April 3, 1991, and September 28, 1993, the licensee failed to perform, at the end of each day of use, daily radiation detection surveys of areas where radiopharmaceuticals were prepared for use and administered, and a licensee technologist created radiation survey records to make it appear that the surveys had, in fact, been performed.

10 CFR 35.70 (e) requires that a licensee survey for removable contamination once each week all areas where radiopharmaceuticals are routinely prepared for use, administered, or stored.

VIOLATION:

Contrary to the above, between April 3, 1991, and September 28, 1993, the licensee, on 32 occasions failed to perform weekly radiation detection surveys in areas where radiopharmaceuticals or radiopharmaceutical waste was stored, and a licensee technologist created radiation survey records to make it appear that the survey had, in fact, been performed.

10 CFR 35.70 (b) requires that a licensee survey with a radiation detection survey instrument at least once each week all areas where radiopharmaceuticals or radiopharmaceutical waste is stored.

VIOLATION:

Contrary to the above, between April 3, 1991, and September 28, 1993, the licensee, on 32 occasions failed to perform weekly removable contamination surveys in areas where radiopharmaceuticals were routinely prepared for use, administered, or stored, and a licensee technologist created removable contamination survey records to make it appear that the surveys had, in fact, been performed.

10 CFR 35.70 (h) requires, in part, that a licensee retain a record of each survey for three years.

10 CFR 30.9 (a) requires, in part, that information required by the Commission's regulations to be maintained by the licensee shall be complete and accurate in all material respects.

ACTIONS: DAILY AND WEEKLY SURVEYS

Observe Daily and Weekly Surveys. The Licensee will ensure that daily and weekly surveys are conducted as required and

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that each survey is observed by either the Department Head or her designee. The observing person will then sign a written attestation, a copy of which is attached hereto as Attachment "E." Initiated October 1, 1993.

Review of Specific Policy. Mr. Headley is familiar with the requirement that daily and weekly surveys must be performed and has agreed to strictly comply with the procedure. A written statement confirming his willingness to perform daily and weekly surveys is attached hereto as Attachment "F." Completed October 28, 1993.

Review of General Policies. The Licensee will require that Bill Headley, and all other employees in the Department review all of the policies, procedures and other relevant documents, to ensure their familiarity with the terms and conditions associated with License Number 13-17449-01. Within sixty (60) days, said persons were required to confirm in writing to me that they had reviewed and are familiar with the policies, procedures, and other relevant documents. A copy of the letter informing these persons that they must undertake this review, and complete the review within sixty (60) days, is attached hereto as Attachment "D." A copy of the letter confirming that Bill Headley and all other employees in the Department have reviewed all of the policies, procedures, and other relevant documents is attached hereto as Attachment "G." Completed November 4, 1993.

Review by Administration. Licensee's Administration will monitor compliance with the review of policies, procedures, and other documents required by the preceding paragraph. Initiated October 1, 1993.

Termination of Mr. Headley. Mr. Headley has been advised in writing, a copy of which is attached hereto as Attachment "C," that a failure to conduct the required daily and weekly surveys will result in Mr. Headley being unable to engage in any licensed activity and could result in the termination of his employment by the Licensee. Completed October 27, 1993.

Administration Will Monitor Compliance. I will receive copies once a month of the signed observation forms verifying that the daily surveys, and the weekly surveys, were performed. Initiated October 1, 1993.

Radiation Safety Officer. The Radiation Safety Officer will randomly observe the daily and weekly testing. Initiated October, 1993.

Retention of Records. The record of each survey will be

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maintained for the required three years. Initiated October 1, 1993.

Use of Consultants. The consultants of the Licensee have been informed of this apparent violation. A copy of the letter to the Consultants so advising the Consultants is attached as Attachment "B." As the letter to the Consultants reflects, the Consultants have been asked to conduct surveys four (4) times each year, with two (2) of the surveys being unscheduled and without prior notice to anyone other than myself. (The Consultants currently visits the Licensee twice a year.) During the announced and unannounced surveys, the Consultants will be asked to confirm to the extent they are able, that the daily and weekly surveys have in fact occurred and that the information recorded as a result is complete and accurate. Initiated October 27, 1993.

Review of Workload. In an effort to better understand the cause of this apparent violation, and the other apparent violations, the Licensee will review the duties of Mr. Headley. The purpose of the review is to assess whether Mr. Headley has sufficient time to perform the duties required of him. This review was completed within thirty (30) days. No changes were necessary in Mr. Headley's duties to ensure that he has sufficient time to perform licensed activities. Completed November 1, 1993.

#### B. Food and Beverages in Prohibited Areas

10 CFR 35.21(a) requires, in part, that the Licensee, through the Radiation Safety Officer, ensure that radiation safety activities are being performed in accordance with approved procedures. The Licensee's procedures are described in the Licensee's application dated June 30, 1992, and were approved by License Condition 15 on September 11, 1992.

Item 10.4 of the June 30, 1992, license application, states that the Licensee will establish and implement the model safety rules published in Appendix I to Regulatory Guide 10.8, Revision 2.

Appendix I of Regulatory Guide 10.8, Revision 2, "Model Procedure for Safe Use of Radiopharmaceuticals," prohibits, in part, 1) eating, drinking, smoking, and the application of cosmetics in areas where radioactive material is stored or used, and 2) the storage of food, drink, or personal effects in areas where radioactive material is stored or used.

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Contrary to the above, as of September 28, 1993, the Licensee, through its management and Radiation Safety Officer, failed to ensure that radiation safety activities were being performed in accordance with the above procedures. Specifically, Licensee staff routinely drank and stored beverages in the Nuclear Medicine Department imaging room and hot laboratory areas, areas where radioactive materials were stored or used.

ACTIONS: FOOD AND BEVERAGES IN PROHIBITED AREAS

Inservice Training. The Licensee has provided inservice training to the personnel who are in a position to consume or store food or beverages in areas where radioactive material is stored. Completed November 4, 1993.

Signage. The Hospital has posted temporary signs, and within sixty (60) days will post permanent signs, that state the consumption of or storage of food or beverages in the designated areas is prohibited. Permanent signs that meet ADA requirements are on order and will be installed when they arrive.

Written Notice to Employees. Each employee who has reason to be in an area where radioactive material is stored has been provided with written notice that food and beverages may not be consumed or stored in the designated areas. The written notice reminds employees of the consequences if any employee violates the Licensee's policy against storing or consuming beverages in the designated areas. A copy of the written notice is attached as Attachment "A." Completed October 13, 1993.

Use of Consultants. The consultants used by the Licensee, Stan A. Huber Consultants, Inc., have been informed in writing of this apparent violation. The letter to the consultants, a copy of which is attached hereto as Attachment "B," requests that the consultants assist the Licensee to prevent any recurrence of the apparent violations. The consultants have been asked to check for the presence of food or beverages, and have been asked to confirm in writing after each inspection whether any such items were found. Initiated October 27, 1993.

Hospital Inspection. For a period of sixty (60) days, I will periodically and without prior warning inspect the designated areas and confirm that no food or beverages are stored or are being consumed in these areas. After the first sixty (60) days, and on an ongoing basis, a member of Licensee's

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management will periodically and without prior notice inspect the designated areas for food or beverages. During the sixty (60) day period, I found no food or beverages in the designated areas, nor has anyone on my staff found any food or beverages in the designated areas since the inspection. Completed January 1, 1994.

Termination of Mr. Headley. Mr. Headley has been advised in writing, a copy of which is attached hereto as Attachment "C," that if he is responsible for any further violations of the ban on drinking or storing beverages or food in the designated areas, such will result in Mr. Headley being unable to engage in any licensed activity and could result in the termination of his employment by the Licensee. Completed October 27, 1993.

Review of General Policies. The Licensee will require that Bill Headley, and other appropriate Radiology Department employees review all of the policies, procedures, and other relevant documents, to ensure their familiarity with the terms and conditions associated with License Number 13-17449-01. Within sixty (60) days, said persons were required to confirm in writing to me that they had reviewed and are familiar with the policies, procedures, and other relevant documents. A copy of the letter informing these persons that they must undertake this review, and complete the review within sixty (60) days, is attached hereto as Attachment "D." A copy of the letter confirming that Bill Headley and other appropriate employees in the Radiology Department have reviewed all of the policies, procedures, and other relevant documents is attached hereto as Attachment "G." Completed November 4, 1993.

Review by Administration. Licensee's Administration will monitor compliance with the review of policies, procedures, and other documents required by the preceding paragraph. Initiated October 1, 1993.

Radiation Safety Officer. The Radiation Safety Officer will randomly observe the designated areas for food and beverages and will report any violations to the Hospital Administrator.

## II. Violation Not Assessed a Civil Penalty

10 CFR 35.21(a) requires, in part, that the Licensee, through the Radiation Safety Officer, ensure that radiation safety activities are being performed in accordance with approved procedures. The Licensee's procedures are described in the Licensee's applications dated April 1, 1987, and June 30, 1992, and were approved as License Condition 15 on September

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9, 1987, and September 11, 1992.

Item 10.7 of the June 30, 1992, license application states that the Licensee will establish and implement the model procedure for opening packages published in Appendix L to Regulatory Guide 10.8, Revision 2.

Appendix L to Regulatory Guide 10.8, Revision 2, "Model Procedure for Safely Opening Packages Containing Radioactive Material," requires, in part, that the Licensee will measure the exposure rate from a package at 1 meter and at the package surface prior to opening the package of byproduct material.

Contrary to the above, as of September 28, 1993, the Licensee, through its Radiation Safety Officer, failed to ensure that radiation safety activities were being performed in accordance with the above procedures. Specifically, Licensee staff routinely opened packages of byproduct material prior to measuring the exposure rate from the package at 1 meter and at the package surface.

ACTION: FAILURE TO MEASURE EXPOSURE RATE FROM PACKAGED RADIOACTIVE MATERIAL

Review of Specific Policy. The individual in question, Bill Headley, has reviewed the Hospital's policy and procedure for opening packages of byproduct material. Mr. Headley is now familiar with the procedure to be followed and has agreed to strictly comply with the procedure. Completed October 27, 1993.

Review of General Policies. The Licensee will require that Bill Headley, and other appropriate Radiology Department employees review all of the policies, procedures, and other relevant documents, to ensure their familiarity with the terms and conditions associated with License Number 13-17449-01. Within sixty (60) days, said persons were required to confirm in writing to me that they had reviewed and are familiar with the policies, procedures, and other relevant documents. A copy of the letter informing these persons that they must undertake this review, and complete the review within sixty (60) days, is attached hereto as Attachment "D." A copy of the letter confirming that Bill Headley and other appropriate Radiology Department employees have reviewed all of the policies, procedures, and other relevant documents is attached hereto as Attachment "G." Completed November 4, 1993.

Review by Administration. Licensee's Administration will monitor compliance with the review of policies, procedures,

Director, Office of Enforcement 8  
U.S. Nuclear Regulatory Commissioner

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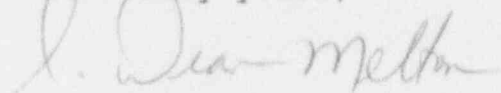
Review by Administration. Licensee's Administration will monitor compliance with the review of policies, procedures, and other documents required by the preceding paragraph. Initiated October 1, 1993.

Mr. Bill Headley has been employed at the Morgan County Memorial Hospital for 16 years. He is generally regarded as a good, conscientious, dependable individual. Mr. Headley has headed a Hospital Christian group that meets monthly. I was quite surprised when the survey of last September uncovered the less than satisfactory performance by him as it related to NRC-licensed activities. When I spoke with Mr. Headley concerning his performance, he did not try to cover up his actions and stated that he knew better. Having had lengthy discussions with him these past six months, I believe he definitely realizes the seriousness of his actions, the jeopardy that his job has been placed in, and I believe him when he says that he understands the policies, procedures, and other relevant documents and will comply with all requirements.

I hope these responses assure you that we realize the significance of the violations cited in the survey last September, that we are not taking the necessary actions lightly, and that we accept the responsibility that come with being granted an NRC license.

If you feel that there are additional actions that need to be taken, please let me know.

Sincerely yours,



S. Dean Melton  
Administrator

SDM/jcb  
Enclosures

cc: Regional Administration  
U.S. Nuclear Regulatory Commission, Region III





Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 13, 1993

ATTACHMENT A

TO: All Radiology Department Employees  
FROM: S. Dean Melton, Administrator *SDM*  
RE: Food and beverages in areas where radioactive material is stored and used.

During the safety inspection by the Nuclear Regulatory Commission on September 28, 1993, beverages and beverage containers were found in the Nuclear Medicine area. This is a repeat violation from their last inspection.

Temporary signs have been put up and permanent ones ordered indicating that "No food or beverages are allowed."

I want to remind you of the Hospital procedure for violation of Hospital policies. It is:

- Step 1: Verbal warning
- Step 2: Written warning
- Step 3: Three (3) day suspension
- Step 4: Up to and including discharge.

Policy violations cannot be accepted and actions will be taken if necessary.

SDM/jcb  
MEMO\NucMed10.133



## Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 27, 1993

### ATTACHMENT B

Mr. Stan A. Huber  
Stan A. Huber Consultants, Inc.  
200 North Cedar Road  
New Lenox, IL 60451-1751

Dear Mr. Huber:

I am attaching a copy of the NRC Inspection Report 030-12775/93001 (DRSS) which refers to the routine safety inspection of our Nuclear Medicine Department by Mr. James L. Cameron on September 28, 1993. As you can see from the report and from our previous telephone conversation, several apparent violations were cited.

In order to ensure that these violations will be corrected and won't reoccur in the future, I would like for you and your consultants to help with the following actions.

I would like to amend our contract with your firm to include four (4) inspections annually, two (2) of which will be unscheduled and unannounced.

Relating to each of the specific citations, I would like for your firm to take the following actions.

The first violation was a result of beverages being consumed or stored in areas where radioactive materials are used or stored. This was a repeat violation from the previous NRC inspection on April 3, 1991. I want you to check for the presence of food, beverages, or cosmetics during your surveys and to report to my office, in writing, whether any such items were found.

The second violation dealt with a failure to follow established procedures for opening packages of byproduct material. I believe that this was primarily due to a misunderstanding by our tech of the proper procedure, and that this has now been corrected. However, you should review this during your surveys.

Mr. Stan A. Huber

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October 27, 1993

The third violation was an apparent failure to conduct daily and weekly surveys of areas where radiopharmaceuticals are prepared and stored. We have put into place a procedure where the Department Head or her designee will observe these surveys being completed and a written documentation kept of these observations.

This third violation also includes that complete and accurate records be maintained regarding the required contamination surveys. Would you during your announced and unannounced inspections, to the extent that you are able, confirm that the daily and weekly surveys have in fact occurred and that the information recorded is complete and accurate.

Please amend our contract to reflect these changes. Let me know if you have any other suggestions, concerns, or problems with any of the things I have asked.

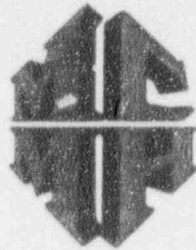
Sincerely yours,



S. Dean Melton  
Administrator

SDM/jcb

cc: Steven R. Pratt, Esq.



## Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 27, 1993

ATTACHMENT C

Mr. Bill Headley  
Nuclear Medicine Tech  
Morgan County Memorial Hospital  
2209 John R. Wooden Drive  
Martinsville, IN 46151

Dear Mr. Headley:

As a result of the NRC inspection of September 28, 1993, and the violations cited, I feel obligated to put in writing the various actions that must be accomplished.

Violation number one dealt with beverages being consumed or stored in areas where radioactive materials are used and stored. As you know, this was a repeat citation from the last NRC inspection of April 3, 1991. As a result of conversations we've had, signs posted, a letter you received, and inservices, you are certainly aware of prohibition of food, beverages, and cosmetics within the Nuclear Medicine areas. I am sure you are also aware of the reasons why these are not allowed to be consumed or stored in these areas. Various people will be randomly inspecting the area for evidence of any future violations.

The second violation resulted in the failure to follow established procedures for opening packages of byproduct material. I believe that this was a result of a misunderstanding by you of the proper procedure. I am sure that you are now aware of the requirements.

The third and fourth violations were regarding the apparent failure to conduct daily and weekly contamination surveys of areas where radiopharmaceuticals are prepared and stored. As you are aware, the Radiology Department Head, or her designee, are now required to observe these surveys. I believe as a result of the NRC inspection; conversations between you, the Radiology Department Head, and myself; the review of the proper procedures; and the enforcement conference in Chicago at the NRC Region III office on October 26, 1993, you are aware of what is required and the

Mr. Bill Headley

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October 27, 1993

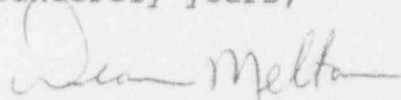
seriousness of these violations. You should now also be aware of the requirement for accurate and complete documentation of these required contamination surveys.

Within sixty (60) days, I want you and all other appropriate Radiology employees to review all policies, procedures, and other relevant documents to ensure your familiarity with the terms and conditions associated with License Number 13-17449-01. I want you and each of the others to confirm in writing to me that they have been reviewed and that everyone understands them.

Failure to comply with any of these actions and if any future violations of the requirements as cited in this inspection report are discovered, the result will be that you will not be able to engage in any licensed activity and could result in the termination of your employment at the facility.

If you have any questions concerning any of the requirements as outlined in this letter, please let me know.

Sincerely yours,



S. Dean Melton  
Administrator

SDM/jcb

cc: Steven H. Pratt, Esq.



Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 27, 1993

ATTACHMENT D

TO: All Radiology Department Employees  
FROM: S. Dean Melton, Administrator *SDM*

As you are aware from the Radiology Department meeting conducted by Sara Edwards on October 6, 1993, several violations of Nuclear Regulatory Commission's regulations were cited during the September 28, 1993, safety inspection by Mr. James Cameron. You have all been given a notice concerning the repeat violation for having beverages, food, and cosmetics within the Nuclear Medicine area. Compliance with this requirement is mandatory.

In addition, I want each of you that performs any services in the Nuclear Medicine area to confirm to my office within sixty (60) days of this notice, that you have reviewed and understand all policies, procedures, and related documents, and that you are familiar with the terms and conditions associated with License Number 13-17449-01. I will obtain a list of names from Sara Edwards of those persons that should comply with this written confirmation.

SDM/jcb  
MEMO\NucMed10.273

DAILY RADIATION SURVEY

ATTACHMENT E

S.M. # 2

Month Oct Year 193

Trigger level is <.05 mR/hr.

Date	Dose Area	Prep Area	Inj. Area	Tech	hands	clothes	Observer
1	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
2	Weekend						
3	Weekend						
4	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
5	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
6	✓	✓	✓	BA	✓	✓	Sara Edwards, RT <small>initial reading of .05 mR/hr found changed to .01 mR/hr</small>
7	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
8	✓	✓	✓	BA	✓	✓	Keith Debra, R.T.
9	Weekend						
10	Weekend						
11	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
12	✓	✓	✓	BA	✓	✓	James L. Young, RT
13	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
14	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
15	✓	✓	✓	BA	✓	✓	KEITH R. DEBRA RT
16	Weekend						
17	Weekend						
18	✓	✓	✓	BA	✓	✓	James L. Young, RT
19	✓	✓	✓	BA	✓	✓	James L. Young, RT
20	✓	✓	✓	BA	✓	✓	Sara Edwards, RT <small>initial reading of .01 mR/hr found changed to .05 mR/hr</small>
21	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
22	✓	✓	✓	BA	✓	✓	Sara Edwards, RT
23	Weekend						
24	Weekend						
25	✓	✓	✓	BA	✓	✓	James L. Young, RT
26	✓	✓	✓	BA	✓	✓	James L. Young, RT
27	✓	✓	✓	BA	✓	✓	James L. Young, RT
28	✓	✓	✓	BA	✓	✓	James L. Young, RT
29	✓	✓	✓	BA	✓	✓	James L. Young, RT
30	✓	✓	✓	BA	✓	✓	James L. Young, RT

Surveys will be observed by Sara Edwards, B.S., R.T.: Radiology Director  
 when he is available. A staff technologist or attending Radiologist will serve  
 over when Ms. Edwards can not.



**Morgan County Memorial Hospital**

S. Dean Melton, Administrator

October 28, 1993

**ATTACHMENT F**

I, Bill Headley, am familiar with the requirement that daily and weekly contamination surveys must be performed accurately and complete documentation maintained. I am willing to perform these surveys as required and comply with the appropriate policies and procedures of the Nuclear Regulatory Commission as required for License Number 13-17449-01.

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Bill Headley  
Nuclear Medicine Technologist

MEMO\NuMed-BH.103



RADIOLOGY DEPARTMENT  
MORGAN COUNTY MEMORIAL HOSPITAL

OCTOBER 6, 1993

THE MONTHLY DEPARTMENT MEETING FOR OCTOBER WAS HELD OCTOBER 5, 1993, at 3:00 pm IN THE RADIOLOGY DEPARTMENT. A LIST OF ATTENDING EMPLOYEES IS ATTACHED.

INFORMATION FROM THE MOST RECENT DEPARTMENT HEAD MEETING WAS SHARED. FINANCIALS FOR AUGUST: LOSS OF \$61,000, YEAR-TO-DATE = \$87,000 IN EXCESS REVENUES. AT THIS TIME LAST YEAR, WE HAD EXCESS REVENUES YEAR-TO-DATE OF \$16,000. ALTHOUGH WE HAD A LOSS THIS MONTH, THE HOSPITAL IS \$700,00 BELOW OPERATING EXPENSES FOR THE YEAR. PART OF THIS PROBLEM IS UTILIZATION DECLINE: DRS. LEE, MARTIN, AND LAKE & BAURLEY LEAVING IS HAVING A BIG IMPACT. THE BIGGEST IMPACT ON OUR REVENUES IS THE ADJUSTMENTS THAT ARE MADE: MEDICARE/MEDICAID, BLUE CROSS DISCOUNTS, AND BAD DEBTS (UNCOLLECTIBLES) - 16% OF OUR REVENUE GOES TO BAD DEBTS. THIS MEANS \$4.8 MILLION OUT OF OUR TOTAL REVENUE OF \$16 MILLION IS LOST. PRESIDENT CLINTON'S HEALTH CARE PLAN WAS DISCUSSED - A HANDOUT IS POSTED ON THE BOARD OUTSIDE MY OFFICE IF YOU WOULD LIKE TO READ IT. THE STATE BOARD OF HEALTH WILL BE HERE WITHIN THE NEXT COUPLE OF WEEKS - PLEASE KEEP THINGS IN ORDER. RENOVATION PROJECTS: THE ER PROJECT IS UNDERWAY THIS WEEK - ER PATIENTS NOW ENTER THROUGH THE AMBULANCE DOORS AND THE HALLWAY IS NOW THE WAITING ROOM. BIDS FOR THE OB RENOVATION ARE BEING PUSHED BACK DUE TO PROBLEMS ENCOUNTERED WITH THE EXISTING FACILITY. RECRUITMENT - THE FAMILY PRACTICE PHYSICIAN FROM WEST NEWTON IS STILL VERY INTERESTED - IS CLEARING UP SOME LEGAL ISSUES AT METHODIST BEFORE HE CAN COMMIT TO MCMH; AN ORTHO PHYSICIAN WILL BE VISITING LATE THIS MONTH. MS. PARKE, DIRECTOR OF NURSING, IS ASKING US TO FILL OUT THE SHORT QUESTION SHEET I PLACED IN YOUR MAILBOXES CONCERNING THE POWER OUTAGE WE HAD A COUPLE OF WEEKS AGO. IF YOU WERE NOT HERE, PLEASE GIVE YOUR CONCERNS ABOUT EMERGENCY POWER IN THIS DEPARTMENT. RETURN THESE FORMS TO ME AND I WILL PASS THEM ON - YOUR CONCERNS WILL BE TAKEN TO THE SAFETY COMMITTEE - THIS SITUATION WILL BE TREATED AS AN INTERNAL DISASTER. LASTLY, THE INSYTE ANGIOCATHETERS THAT WE USED FOR CT STICKS ARE NO LONGER AVAILABE; HOWEVER, WE WILL BE TESTING ONE OF THE SAME TYPE MADE BY CRITICON - INSERVICES WILL BE AT A LATER DATE.

I RECENTLY PURCHASED NEW SANDBAGS FOR THIS DEPARTMENT. I ALSO PURCHASED A NEW CART TO STORE THEM ON IN ROOM ?. PLEASE MAKE SURE YOU KEEP THE SANDBAGS ON THIS CART - ALSO SPONGES AND OTHER ITEMS MAY BE STORED HERE FOR EASY ACCESS. NONE OF THE SANDBAGS SHOULD BE RESTING ON THE FLOOR - THE BAGS WITH THE HANDLES (FOR C-SPINE USE) ARE ALSO TO BE KEPT ON THE CART. THIS WILL KEEP THE STATE BOARD OF HEALTH HAPPY.

EVERYONE IN THIS DEPARTMENT RECEIVED A MEMO IN THEIR MAILBOXES FROM THE EMERGENCY NURSES ASSOCIATION ABOUT THEIR MITTEN TREE FOR CHRISTMAS THIS YEAR. DONATIONS ARE BEING ACCEPTED - AN ENVELOPE IS ON THE BOARD OUTSIDE MY OFFICE. YOU CAN ALSO GIVE IT TO ME OR PLACE IT IN AN ENVELOPE AND PUT IT ON MY DESK. I WILL SEE THAT IT GETS TO THE RIGHT PERSON. I THINK THIS IS A GOOD IDEA - PLEASE DONATE!!!

NOVEMBER 8-14, 1993 IS NATIONAL RADIOLOGIC TECHNOLOGY WEEK. THIS DEPARTMENT WOULD LIKE TO DO SOMETHING TO CELEBRATE - CATHI, SUSAN, AND I WILL BE ON THE PLANNING COMMITTEE FOR EVENTS. IF YOU HAVE ANY SUGGESTIONS OR WOULD LIKE TO BE ON THE COMMITTEE, PLEASE LET ME KNOW. WE NEED TO HAVE SOMETHING WITHIN THE NEXT COUPLE OF WEEKS SO THAT PUBLIC RELATIONS DEPARTMENT CAN HELP US!!!

THE FRONT DESK AREA WILL BE UNDERGOING SOME RENOVATION. WITH THE NEW COMPUTER SYSTEM COMING IN, WE WILL NOT HAVE ENOUGH SPACE FOR EVERYTHING. ARCHITECTS WILL BE HERE NEXT WEEK TO LOOK THINGS OVER. IF YOU HAVE ANY SUGGESTIONS OR COMMENTS, PLEASE LET ME KNOW.

ALSO, COMPUTER CLASSES ARE BEING HELD AGAIN ON OCTOBER 13, 1993 AT DIFFERENT TIMES THROUGHOUT THE DAY. I THINK IT WOULD BE BENEFICIAL IF AS MANY PEOPLE AS POSSIBLE FROM THIS DEPARTMENT COULD ATTEND. THIS CLASS IS ESPECIALLY BENEFICIAL TO THOSE PEOPLE WHO HAVE NEVER HAD ANY CONTACT WITH A COMPUTER. PLEASE MAKE AN EFFORT TO ATTEND.

I AM WORKING WITH THE COMPUTER PEOPLE ON OUR SCREENS FOR ORDERING AND CHARGING X-RAYS WITH THE NEW SYSTEM. THIS SYSTEM WILL BE A BIG CHANGE FOR OUR DEPARTMENT AND I AM TRYING TO SIMPLIFY IT AS MUCH AS I CAN.

PERSONNEL OFFICE HAS DESIGNATED OCTOBER 29 (FRIDAY) AS THE DRESS-UP DAY FOR THE HALLOWEEN CONTEST. PRIZES WILL BE AWARDED AND ALL PARTICIPANTS WILL RECEIVE SOME KIND OF AN AWARD. WE WOULD LIKE TO DRESS UP AGAIN THIS YEAR - DOES ANYONE HAVE ANY SUGGESTIONS???? ALSO, WE ARE GOING TO X-RAY CANDY AGAIN THIS YEAR - I NEED TWO VOLUNTEERS TO WORK 6-9 PM ON FRIDAY NIGHT, OCTOBER 29, 1993. I WILL PAY OVERTIME FOR THESE THREE HOURS - IF YOU WOULD LIKE TO VOLUNTEER, PLEASE SEE SARA.

BILL HEADLEY THEN ADDRESSED THE MEETING. A RECENT NRC INSPECTION CITED US FOR HAVING FOOD AND DRINKS IN THE NUCLEAR MEDICINE AREA. THIS IS A MAJOR INFRACTION OF THE NRC REGULATIONS. PLEASE, DO NOT EAT OR DRINK IN THIS AREA ANY LONGER. DO NOT EVEN THROW AWAY WRAPPERS OR CONTAINERS IN THE NUCLEAR DEPARTMENT. THANK YOU FOR YOUR ASSISTANCE.

BILL ALSO STATED THAT DEPARTMENT EMPLOYEES ARE DOING A GOOD JOB OF SIGNING OFF THEIR EXPOSURE RECORD. ALSO, EXPOSURE AMOUNTS HAVE BEEN LOW - HE COMPLIMENTED EMPLOYEES FOR THEIR EFFORTS.

HOLIDAYS TO BE WORKED FOR 1993 WILL BE DRAWN AT THE NOVEMBER MEETING. WE WILL DRAW THE SAME WAY WE DID LAST YEAR. IF YOU WANT TO DRAW YOUR OWN HOLIDAYS, THEN PLEASE ATTEND THE MEETING. THE MEETING WILL BE HELD NOVEMBER 3, 1993.

THE WORK SCHEDULE FOR NOVEMBER/DECEMBER SHOULD BE OUT WITHIN THE NEXT WEEK. PLEASE EXCUSE MY TARDINESS - HOPEFULLY SCHEDULING PROBLEMS WILL CLEAR UP SOON.

WHEN YOU ARE SCHEDULED TO WORK THE WEEKEND AND YOU ARE SICK, PLEASE CALL IN EARLY ENOUGH THAT WE MAY FIND SOMEONE TO WORK FOR YOU. THERE SHOULD ALWAYS BE AT LEAST TWO TECHS HERE ON SATURDAY AND SUNDAY MORNINGS. THE PERSON ON CALL IS USUALLY THE ONE TO CALL IN IF SOMEONE CALLS IN SICK ON THE WEEKEND.

WE SHOULD START THINKING ABOUT CHRISTMAS PRESENTS FOR THE RADIOLOGISTS. IF YOU HAVE ANY SUGGESTIONS, PLEASE SEE SARA.

I AM STILL FINDING DOORS PROPPED OPEN WITH BOOKS, MAGAZINES, ETC. THIS IS A MAJOR NO-NO!!!! PLEASE DO NOT DO THIS - MAINTENANCE SAYS IT TEARS UP THE DOORS. ALSO, IT IS AGAINST STATE FIRE MARSHAL REGULATIONS.

SOME CHARGES ARE BEING SENT TO DATA PROCESSING THAT ARE INCORRECT. VENOGRAM CHARGES ARE ESPECIALLY TROUBLESOME - VOID THE CHARGE ON THE YELLOW COPY AND SEND IN THE ADDITIONAL WHITE XEROX COPY MARKED APPROPRIATELY. THE XEROX COPY HAS THE CORRECT ACCOUNT NUMBERS FOR THE EXAM.

I WILL BEGIN BUDGET MEETINGS ON MONDAY, OCTOBER 11, 1993. IF YOU THINK OF SOMETHING THIS DEPARTMENT NEEDS, LET ME KNOW. I WILL SEE IF I CAN PUT IT IN OUR BUDGET FOR NEXT YEAR. A NEW SET OF SPONGES WAS MENTIONED - I WILL LOOK INTO THE COST. ALSO, RADIOLOGISTS HAVE COMPLAINED ABOUT THE FILM CADDYS THE USE. I AM LOOKING INTO A COUPLE OF THESE, TOO.

A FLU VACCINE MEMO WAS HANDED OUT - IT IS HANGING ON THE BOARD UP FRONT. IF YOU WOULD LIKE TO TAKE THE SHOT, TIMES AND DATES ARE LISTED ON THE MEMO.

INRT STATE MEETING DATES WERE SHARED - THE SPRING MEEETING WILL BE HELD IN FT. WAYNE ON APRIL 14-16, 1994; THE FALL MEETING WILL BE HELD IN INDIANAPOLIS ON SEPTEMBER 22-24, 1994. I WOULD LIKE FOR SOME OF THE DEPARTMENT EMPLOYEES TO ATTEND THESE MEETINGS. THE RADIOLOGISTS DONATE \$2,000 A YEAR FOR EDUCATIONAL PURPOSES FOR THIS DEPARTMENT. IF YOU WOULD LIKE TO ATTEND ONE OF THESE MEETINGS, PLEASE LET ME KNOW AND I WILL ASK DR. REIMERS FOR THE MONEY.

OCTOBER BIRTHDAYS CELEBRATED: JANNA LANHAM, JANET HABIG, AND CHERYL WEST!!!!!!

THE DOOR PRIZE WAS WON BY CATHI ASAM - LUCKY!!!!!!

I THEN OPENED THE MEETING FOR DISCUSSION. THERE WAS NONE AND THE MEETING WAS ADJOURNED AT 3:40 PM.

RESPECTFULLY SUBMITTED,

*Sara Edwards, RT*

SARA EDWARDS, B.S., R.T.(R)  
RADIOLOGY DIRECTOR

10/6/93  
SE

RADIOLOGY

MONTHLY STAFF MEETINGS  
ATTENDANCE RECORD

DATE: 10-5-93

DEPARTMENT SUPERVISOR: Sara Edwards, Rt

EMPLOYEE	IN ATTENDANCE	SIGNATURE
Cathi Asam	✓	Cathi Asam
Emery Banta	absent	E. Banta
Jessica Helvie	✓	Jessica Helvie
Jan Brantnafer	✓	Jan Brantnafer
Joyce Collins	✓	Joyce Collins
Susan Goss	✓	Susan Goss
Janet Habig	✓	Janet Habig
Lester Woolslaver	✓	Lester Woolslaver
Bill Headley	✓	Bill Headley
Janna Lanham	✓	Janna Lanham
Keith Nelson	✓	Keith Nelson
Jim Prange	absent	Jim
Nancy Schmidt	absent	Term class
Cheryl West	<del>absent</del> ✓	Cheryl L. West
Barb Wiltermood	✓	Barb Wiltermood



RADIOLOGY DEPARTMENT  
MORGAN COUNTY MEMORIAL HOSPITAL

NOVEMBER 4, 1993

THE MONTHLY DEPARTMENT MEETING FOR NOVEMBER WAS HELD NOVEMBER 3, 1993, AT 3:00PM IN THE RADIOLOGY DEPARTMENT. A LIST OF ATTENDING EMPLOYEES IS ATTACHED.

NO DEPARTMENT HEAD OR ANCILLARY COMMITTEE MEETINGS WERE HELD IN OCTOBER DUE TO SCHEDULING RESTRICTIONS; THEREFORE, NO INFORMATION WAS AVAILABLE TO PASS ON FROM THIS STANDPOINT

BILL HEADLEY, NUCLEAR MEDICINE TECHNOLOGIST, ADDRESSED THE MEETING CONCERNING THE RECENT NRC VIOLATIONS FROM HIS DEPARTMENT. HE APOLOGIZED FOR ANY EMBARRASSMENT THIS HAS CAUSED THE DEPARTMENT AND STATED HE WAS TAKING STEPS TO ENSURE IT DOES NOT HAPPEN AGAIN. MEMOS FROM MR. MELTON, ADMINISTRATOR, WERE HANDED OUT TO EACH EMPLOYEE CONCERNING FOOD/BEVERAGES IN THE NUCLEAR MEDICINE DEPARTMENT. EACH EMPLOYEE READ THIS AND VERIFIED THAT THEY HAD DONE SO BY SIGNING A FORM THAT BILL PASSED AROUND IN THE MEETING. THOSE THAT WERE NOT IN ATTENDANCE WILL ALSO SIGN THE FORM AFTER READING THE MEMOS THAT WERE LEFT IN THEIR MAILBOXES AFTER THE MEETING.

THE DEPARTMENT HOLIDAY DRAW THEN TOOK PLACE. THE LIST IS POSTED OUTSIDE MY OFFICE ON THE BOARD. YOU MAY SWITCH HOLIDAYS IF BOTH PARTIES AGREE. BE SURE TO PUT CHANGES ON THE LIST SO I CAN KEEP TRACK FOR NEXT YEAR'S DRAW.

SUSAN GOSS, R.T., THEN EXPLAINED TO ATTENDEES ABOUT PLANS FOR NATIONAL RADIOLOGIC TECHNOLOGISTS' WEEK, NOVEMBER 8-14, 1993. WE WILL BE HAVING GAMES, BALLOONS, DOOR PRIZES, ETC. DURING THE WEEK-LONG CELEBRATION. ON WEDNESDAY, NOVEMBER, 10, 1993, WE WILL BE HAVING A DEPARTMENT OPEN-HOUSE FOR THE ENTIRE HOSPITAL. PLEASE BRING IN COOKIES, BROWNIES, OR ANY KIND OF FINGER FOOD THAT YOU WISH - WE WILL BE OFFERING THESE DURING THE OPEN HOUSE. T-SHIRTS, MAGNETS, AND BUTTONS WERE ALSO HANDED OUT IN HONOR OF NAT. RAD. TECH. WEEK - IF YOU DID NOT GET ONE SEE ME. ALSO COUPONS FOR A FREE ICE CREAM SUNDAE OR SALAD BAR WERE GIVEN TO EACH EMPLOYEE COMPLIMENTS OF DIETARY DEPARTMENT OF MCMH - IF YOU DID NOT GET ONE OF THESE, PLEASE SEE ME. IF YOU HAVE ANY QUESTIONS CONCERNING THE ACTIVITIES DURING NRTW - PLEASE ASK SUSAN OR SARA!!!! ALSO, A DRAWING WILL BE HELD AT THE END OF THE WEEK FOR A CLOCK RADIO, COMPLIMENTS OF ROBIN MCCART, SANOFI-WINTHROP SALES REPRESENTATIVE. ALL EMPLOYEES FROM THIS DEPARTMENT WILL PUT THEIR NAMES IN A HAT AND ONE LUCKY PERSON WILL BE DRAWN TO RECEIVE THIS SPECIAL GIFT IN RECOGNITION OF NATIONAL RADIOLOGIC TECHNOLOGISTS' WEEK!!!!

A MEMO FROM SUZANNE PARKER, ER SUPERVISOR, WAS HANDED OUT AND DISCUSSED. THE MEMO CONCERNED CODE 99 PARTICIPATION BY RADIOLOGY - SOME CONCERN WAS EXPRESSED THAT THE POLICY WAS CHANGED WITHOUT OUR INPUT. NEVER BEFORE HAS RADIOLOGY REPORTED TO ER FOR A CODE SITUATION UNTIL CALLED - NOW WE ARE TO BE PRESENT. SOME EMPLOYEES WONDERED ABOUT THE CHANGE - I INFORMED THEM I DID NOT KNOW BECAUSE I WAS NOT CONSULTED BEFORE THIS CHANGE TOOK PLACE. HOWEVER, UNTIL FURTHER NOTICE, WE WILL REPORT TO ER FOR CODE 99 SITUATIONS.

I CHECKED WITH ALL EMPLOYEES ABOUT ATTENDANCE AT REQUIRED REVIEW. TWO EMPLOYEES ARE GOING IN DECEMBER, ONE IN NOVEMBER, AND THE REMAINING EMPLOYEES HAVE ALL ATTENDED EXCEPT ONE THAT WAS ON VACATION AT THEIR SCHEDULED TIME. I HOPE TO GET THIS EMPLOYEE INTO THE DECEMBER SESSION.

STATE BOARD OF HEALTH WAS HERE IN OCTOBER AND WE WERE NOT CITED FOR ANY MAJOR VIOLATIONS. THANKS TO EVERYONE WHO HELPED CLEAN UP THE DEPARTMENT. ALSO THANKS TO ALL WHO HELPED GET EVERYTHING IN ORDER FOR THE ISBH VISIT.

A NEW "EDUCATION CORNER" CAN BE FOUND OUTSIDE THE MAMMO COMPUTER ROOM. THERE IS A DESK WITH TAPES, TAPE PLAYER, AND MAGAZINES FOR YOUR EDUCATIONAL NEEDS. SINCE MANDATORY CONTINUING EDUCATION IS JUST AROUND THE CORNER, I THOUGHT HAVING A SPECIFIED AREA FOR THIS ACTIVITY WOULD BE HELPFUL.

THE HOSPITAL CHRISTMAS PARTY WILL BE HELD SATURDAY, DECEMBER 4, 1993, AT THE NATIONAL GUARD ARMORY. MORE INFORMATION WILL BE FORTHCOMING FROM PERSONNEL.

WE WILL BE MAKING PLANS FOR THE RADIOLOGY DEPT. CHRISTMAS PARTY AT THE NEXT STAFF MEETING. I BROUGHT UP THE SUGGESTION OF BASKETS FOR THE RADIOLOGISTS' GIFTS THIS YEAR. EVERYONE WILL NEED TO PAY \$5.00 IF ALL AGREE ON THESE PRESENTS.

ALL ATTENDING EMPLOYEES WERE REMINDED TO CHECK THEIR MAILBOXES EVERY DAY. I WILL PUT ANY INFORMATION THAT NEEDS TO BE DISTRIBUTED IN THESE MAILBOXES. IF YOU DO NOT CHECK - YOU WILL NOT BE INFORMED!!! IT IS EACH EMPLOYEES RESPONSIBILITY TO CHECK THEIR MAILBOXES ON A DAILY BASIS.

THERE WERE NO BIRTHDAYS TO CELEBRATE IN NOVEMBER.

THE DOOR PRIZE WAS WON BY JESSICA HELVIE - CONGRATULATIONS!!!

THERE WAS NO OPEN DISCUSSION - THE MEETING WAS ADJOURNED AT 3:40 PM.

RESPECTFULLY SUBMITTED,

*Sara Edwards, RT*

SARA EDWARDS, B.S., R.T.(R)  
DIRECTOR OF RADIOLOGY

11/4/93  
SE



Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 13, 1993

TO: All Radiology Department Employees  
FROM: S. Dean Melton, Administrator  
RE: Food and beverages in areas where radioactive material is stored and used.

During the safety inspection by the Nuclear Regulatory Commission on September 28, 1993, beverages and beverage containers were found in the Nuclear Medicine area. This is a repeat violation from their last inspection.

Temporary signs have been put up and permanent ones ordered indicating that "No food or beverages are allowed."

I want to remind you of the Hospital procedure for violation of Hospital policies. It is:

- Step 1: Verbal warning
- Step 2: Written warning
- Step 3: Three (3) day suspension
- Step 4: Up to and including discharge.

Policy violations cannot be accepted and actions will be taken if necessary.

SDM/jcb  
MEMO\NucMed10.133





Morgan County Memorial Hospital

S. Dean Melton, Administrator

October 27, 1993

TO: All Radiology Department Employees  
FROM: S. Dean Melton, Administrator

As you are aware from the Radiology Department meeting conducted by Sara Edwards on October 6, 1993, several violations of Nuclear Regulatory Commission's regulations were cited during the September 28, 1993, safety inspection by Mr. James Cameron. You have all been given a notice concerning the repeat violation for having beverages, food, and cosmetics within the Nuclear Medicine area. Compliance with this requirement is mandatory.

In addition, I want each of you that performs any services in the Nuclear Medicine area to confirm to my office within sixty (60) days of this notice, that you have reviewed and understand all policies, procedures, and related documents, and that you are familiar with the terms and conditions associated with License Number 13-17449-01. I will obtain a list of names from Sara Edwards of those persons that should comply with this written confirmation.

SDM/jcb  
MEMO\NucMed10.273

MORGAN COUNTY MEMORIAL HOSPITAL

NUCLEAR MEDICINE

November 3, 1993

Radiology Staff Meeting

Radiology Employees:

According to NRC 313M - Item 15, Appendix G, there should be no food, drink, personal effects or cosmetics used or stored in any area where radioactive materials are kept or dispensed. We have been cited for a repeat violation of this regulation and must insure it never happen again.

I, the undersigned, have read this and understand that personal violation of this regulation will bring severe consequences as detailed in the October 13th, 1993 correspondence from Hospital Administrator, S. Dean Melton.

NAME and DATE

1. Barbara Wiltnerood 11-3-93
2. Jessica Helms 11-3-93
3. Janna D'Amico 11-3-93
4. Joyce Collins 11-3-93
5. Nancy Schmidt 11-3-93
6. Janet Halsey 11-3-93
7. Keith Nelson 11-3-93
8. James L. Prange 11-3-93
9. Cath. Acam 11-3-93
10. Wm. Bayliss 11-3-93
11. Sara Edwards 11-3-93
12. Cheryl West 11-3-93
13. Susan Hess 11-3-93
14. Jami Brantley 11-4-93
15. Peter W. Foley 11-4-93
16. Bill Hadley 11-3-93

RADIOLOGY

MONTHLY STAFF MEETINGS  
ATTENDANCE RECORD

DATE: 11-3-93

DEPARTMENT SUPERVISOR: Sara Edwards RT

EMPLOYEE	IN ATTENDANCE	SIGNATURE
Cathi Asano	✓	Cathi Asano
Emery Banta	✓	W Emery Banta
Jessica Helvie	✓	Jessica Helvie
Jan Branthafer	absent	
Joyce Collins	✓	Joyce Collins
Susan Goss	✓	Susan Goss
Janet Habig	✓	Janet Habig
Lester Woolslaver	absent	
Bill Headley		Bill Headley
Janna Lanham	✓	Janna Lanham
Keith Nelson		Keith Nelson
Jim Prange	✓	Jim Prange
Nancy Schmidt	✓	Nancy Schmidt
Cheryl West	✓	Cheryl West
Barb Wiltermoed	✓	Barb Wiltermoed

