

# Mercy Hospital

25 Church Street  
Wilkes-Barre, Pennsylvania 18765

\*POLICY #

Page \_\_\_\_ of \_\_\_\_

Date Established: July 1, 1986

Date Revised: \_\_\_\_\_

Supersedes Pol. # \_\_\_\_\_

Approved by: J. [Signature]

Submitted by: Linda Puchalski, Director, Radiology

\*Committee Review: \_\_\_\_\_

SUBJECT: Procedure for Incident  
Reporting in the Radiology Department

Radiology incident reporting will follow policy # Admn. 0028. The employee should complete the form to the best of his/her knowledge, and have it reviewed and signed by his/her immediate supervisor and/or Director of the Department. To ensure that the incident form is forwarded to the Director of Security and Safety, the employee may assume the responsibility of the forwarding.

The employee will also record the incident in the Incident Report logbook located in the control area of the department. In the logbook the date of the occurrence, patient's name, patient's medical record number, and brief description of the incident will be logged. At the end of the month, the Director will review the log and include any marginal occurrences in the Quality Assessment report. Reports are filed in the Quality Assessment manual which is accessible to all employees.

If the employee receives no resolution in the aforementioned mechanism, the next step is to notify the Medical Director of the Department or the Radiation Safety Officer (RSO).

If still no resolution is achieved, the Vice President of Clinical Operations and Chief of Surgery should be notified.

## Misadministrations

In the event of a misadministration of radiopharmaceutical or any unusual occurrence in the Nuclear Medicine Department, the incident must be reported to three people: the Director of the Department, the RSO and the consulting physicist. The Director of the Department and the RSO must assume the responsibility of investigating the incident. If a misadministration has occurred, the RSO and Director must (1.) keep records of all misadministrations of radioactive materials, (2.) promptly report therapy misadministrations to the Nuclear Regulatory Commission (NRC), the referring physician, and the patient or the patient's responsible relative (or guardian), and (3.) report diagnostic misadministrations quarterly to the NRC. The consulting physicist is responsible for expertise in complying to NRC rules and regulations.

The technologist involved with the misadministration must fill out and an incident report and have it forwarded to the Director of Safety and Security.

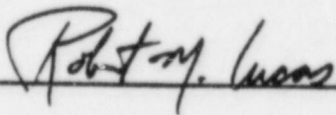
If an incident is reported to the RSO and if the RSO decides that it is not reportable to the NRC, then he/she must submit in writing to the Vice President of Clinical Operations why the incident is not being reported.

If the technologist questions the response of the Director, RSO and/or consulting physicist, he/she may notify the Vice President of Clinical Operations and/or the Chief of Surgery.

Any employee, who follows the aforementioned chain of reporting an incident to achieve resolution, will not be fired, retaliated or discriminated against.

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and correct copy of the foregoing Reply Of Mercy Hospital To Notice Of Violation and Proposed Imposition of Civil Penalty has been served upon all parties of record listed below by first class mail, postage prepaid, this 14th day of July, 1986.

  
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Secretary, U. S. Nuclear Regulatory Commission,  
Washington, D. C. 20555  
Attention: Chief, Docketing and Service Section

Director, Office of Inspection and Enforcement  
U. S. Nuclear Regulatory Commission  
Washington, D. C. 20555

Dr. Salvatore E. Imperiale  
Director of Nuclear Medicine  
Valley Radiology Associates, Inc.  
451 Third Avenue  
Kingston, Pennsylvania 18704

Ms. Carol Carter  
c/o A. Peter Kanjorski, Esquire  
126 South Franklin Street  
Wilkes-Barre, Pennsylvania 18765

Executive Legal Director  
U. S. Nuclear Regulatory Commission  
Washington, D.C. 20555

Regional Administrator  
U. S. Nuclear Regulatory Commission, Region I  
631 Park Avenue  
King of Prussia, Pennsylvania 19406