


<b>Name of Policy:</b> <u>Personal Protective Equipment</u> <b>Policy Number:</b> 3364-135-081 <b>Department:</b> Radiology <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Chairman & Professor, Radiology <b>Scope:</b> Radiology	 <b>Effective Date:</b> 5/1/2023 Initial Effective Date: 4/24/1995
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

Appropriate personal protective equipment (PPE) will be made available to all employees, physicians, residents, students, volunteers, patients, and visitors as necessary to protect them from illness or injury that may be caused by exposure to the environment while in the Radiology Department.

**(B) Purpose of Policy**

To assure that appropriate PPE is available to those that have need for it and that PPE is appropriate for the task and identified risks.

**(C) Procedure**

To assure that appropriate PPE is available in the department of staff, other hospital employees, and visitors; that staff are educated to the need, use, and care of PPE; and that it is being used when and where appropriate several practices have been implemented by the Radiology Department.

Availability:

1. The Radiology Department will have several PPE cabinets, one that is accessible from or in every room, that are affixed with a small PPE sign. The sign will also show the contents of the cabinet. These cabinets will be positioned in rooms as to assure accessibility to all individuals who may have need of the contents therein.
2. An inventory control sheet will be located on the inside door of cabinet to monitor the contents to assure that all PPE is readily available when needed. Inventory of cabinet is to be taken and documented daily by technologist.

Education:

1. An in-service to all employees will be given in detail for the location and content of the PPE cabinets.
2. Employees will receive all appropriate training in the use and care of PPE.

Enforcement:

1. Appropriate use of PPE within our department will be enforced. Failure to comply with PPE policies in the use of personal protective equipment by diagnostic employees will result in a breach of policy.
2. Failure to comply with PPE policy by individuals not within the management purview of the department manager, but working within their department, shall be addressed by an Occurrence Report.

