SEC³URE Host Admin | Facility Radiation Safety

Since vendor representatives and other occupational visitors serve multiple facilities, they are often overlooked in healthcare radiation safety programs. This inadvertent safety gap leaves facilities, vendor reps, and vendor companies at risk. The IntelliCentrics SEC³URE Radiation Safety Program closes this critical safety gap with training and automated dosimeter monitoring so you remain up-to-date and informed with quarterly occupational exposure levels.

These pages provide guidance to setup and use SEC³URE tools for effectively monitoring radiation safety in facilities.

Features for SEC³URE Radiation Safety:

☐ HCIR / Rep Scope of Service

☐ Set Credential Requirements by Environmental Exposure

☐ Set Credential Requirements by Rep Category

☐ Rep Dashboard – View Existing Credentials: Radiation Exposure

☐ Rep Dashboard – Outstanding Requirements

☐ Set Policy Requirements by Environmental Exposure

☐ Rep Compliance Report: Reps Exposed to Radiation

☐ Credential / Policy Expiry Report

☐ Facility Radiation Exposure Report

ⓘ We highly recommend all facility host administrators and Radiation Safety Officers consult first with the IntelliCentrics Host Support team before setting environmental exposure requirement factors for HCIR / Rep populations.

Additional Resources for Implementing Facility Radiation Safety:

📹 **SEC³URE Radiation Safety Program** | *MP4 Video | 3 minutes
This video introduces facility administrators and healthcare industry reps to the SEC³URE *Radiation Safety Program.*

📄 **SEC³URE Radiation Safety for Facility Administrators FAQ** | *PDF
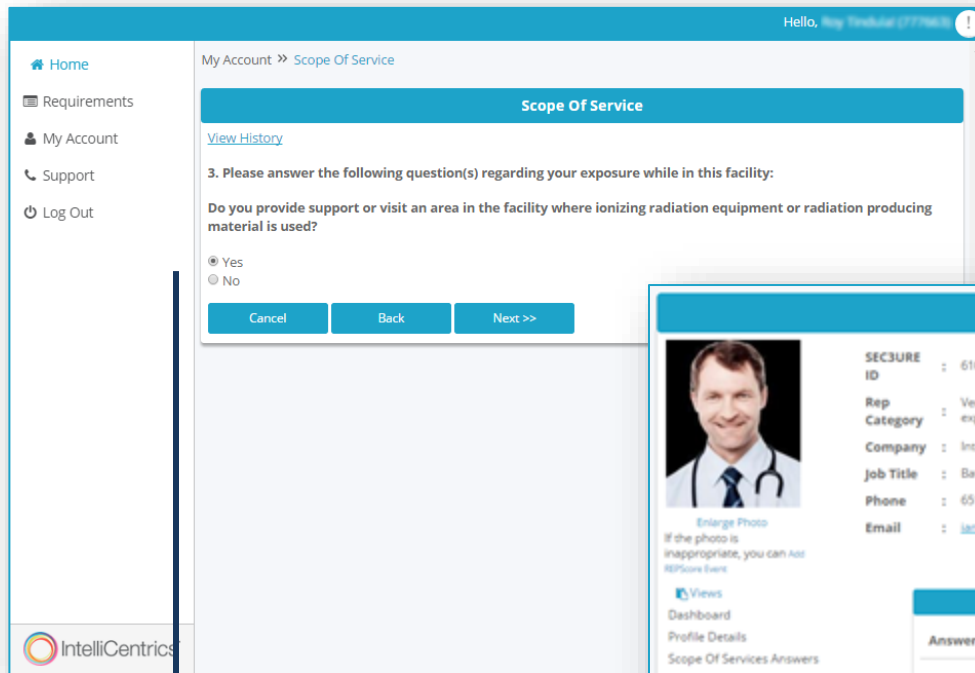*This document helps answer basic radiation safety questions and questions concerning HCIR / Rep dosimeter monitoring.*

📄 SEC³URE Radiation Safety Program: **Facility HCIR Monitoring Policy Template** | *PDF
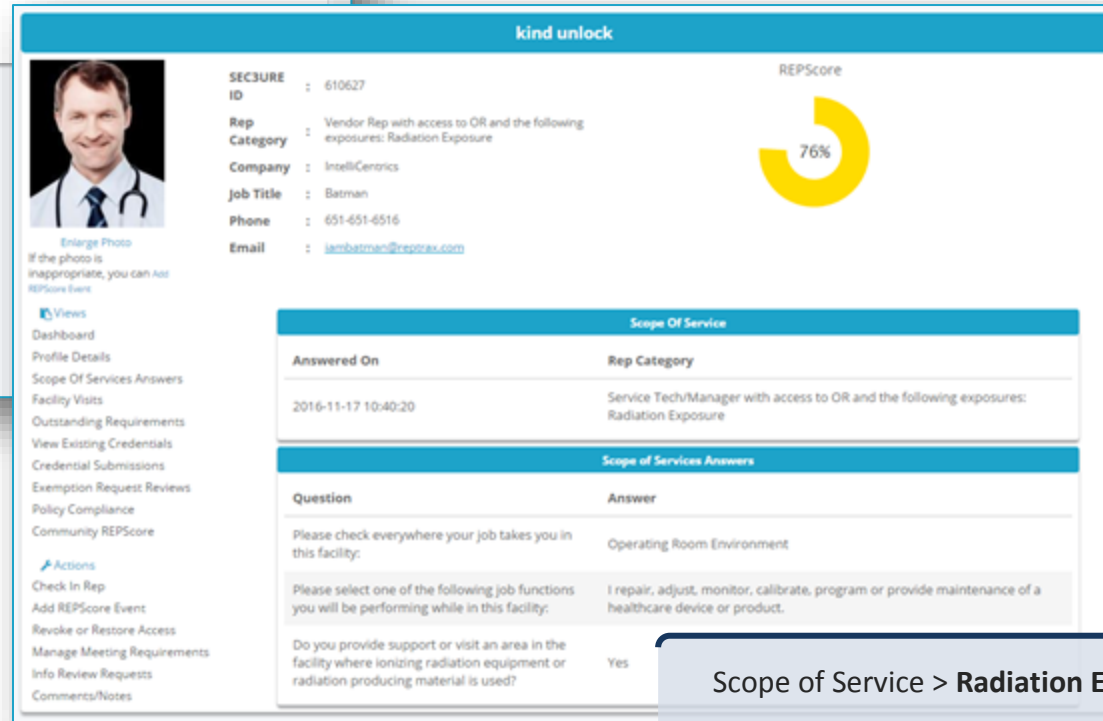*The Facility HCIR Monitoring Policy Template will help your facility fill safety gaps by enacting radiation safety for your occupational HCIR population.*

HCIR / Rep Scope of Service Questionnaire:

HCIRs / Reps indicate their potential for being exposed to ionizing radiation as part of their initial and yearly Scope of Service SEC³URE questionnaire. This helps ensure HCIRs/Reps are properly identifying their potential for occupational environmental ionizing radiation exposure.

To review a HCIR / Rep's Scope of Service answers, access her/his Rep Dashboard. From SEC³URE Home:

a) Select **REPsearch**
b) Enter HCIR / Rep's info and then **Search >>**
c) Select a **Name** under *Search Results*
d) The Rep's Dashboard opens.
Select **Scope of Services Answers**

This will confirm if the HCIR / Rep will need to fulfill your facility's Radiation Exposure requirements.

Do you provide support or visit an area in the facility where ionizing radiation equipment or radiation producing material is used?

Scope of Service > **Radiation Exposure**

Set Credential Requirements – By Environmental Exposure:

Facility Host Administrators may set radiation exposure requirements to encompass entire facilities. These settings, together with any HCIR / Rep who answers "Yes" to their Environmental Exposure *Scope of Service* surveys, will then be required before entering your facilities.

From your SEC³URE Home:

a) Pull down the **Administration** menu and then select **Credential Requirements**

b) Select **Set Requirements by Exposure Factor >>** button (*or scroll all the way to the bottom of the page*)

c) Under the *Radiation Exposure* section, select either:
   - **Radiation Exposure** (*monitoring*) credential
   - **Radiation Safety Training** credential

d) Go back to the top of the page and then set the **Requirement Enforcement Date**

e) Choose the number of **Requirements Grace Days**

f) Set the **Exemption Request Policy**

g) Select the **Update Requirements >>** button

HCIRs / Reps attached to your facilities who answer "Yes" to the radiation exposure question in their Scope of Service surveys will now be required to complete the training (if selected) and/or be monitored for radiation exposure.

IntelliCentrics provides a Radiation Exposure Package *for $199 annually.*

KEY TIP: *Because this will impact your HCIR / Rep population, we highly recommend you contact IntelliCentrics Host Support before updating any changes to your credential requirements.*

Set facility's environmental factor **Radiation Exposure**

Set Credential Requirements – By Rep Category:

Facility Host Administrators may set radiation exposure requirements for specific HCIR / Rep categories who work in areas specifically where medical radiation is used.

From your SEC³URE Home:

a) Pull down the **Administration** menu and then select **Credential Requirements**
b) Scroll to each HCIR / *Rep Category* who should be required to either be monitored for *Radiation Exposure* or complete *Radiation Safety Training* (or both)
c) Under *Environmental Exposure Credentials Required* sections, select either:
   ▪ **Radiation Exposure** (*monitoring*) credential
   ▪ **Radiation Safety Training** credential
d) Go back to the top of the page and then set the **Requirement Enforcement Date**
e) Choose the number of **Requirements Grace Days**
f) Set the **Exemption Request Policy**
g) Select the **Update Requirements >>** button

When you set the *Radiation Exposure* credential requirement under any of the Rep Categories, those HCIRs / Reps will then need to purchase Radiation Dosimeter Monitoring.

IntelliCentrics provides a Radiation Exposure Package *for $199 annually.*

KEY TIP: *Because this will impact your HCIR / Rep population, we highly recommend you contact IntelliCentrics Host Support before updating any changes to your credential requirements.*

Set Rep Category Credential Requirement for **Radiation Exposure**

Rep Dashboard – View Existing Credentials: Radiation Exposure:

Use the Rep Dashboard to quickly review an HCIR's quarterly, yearly, and lifetime radiation exposure levels. This is also used to review the Rep's existing credential documentation.

From SEC³URE Home:

a) Select **REPsearch**
b) Enter HCIR / Rep's info and then **Search >>**
c) Select a **Name** under *Search Results*
d) The Rep's Dashboard opens.
   Select **View Existing Credentials**
e) Look for the *Radiation Exposure* credential in the table under *Document Attributes*. Select the **Details** link.

The *Radiation Exposure Details* provides you with the HCIR's / Rep's Quarterly, Year-to-date, and Lifetime dose equivalent readings (in mRem). The table will alert you if the HCIR / Rep has received either a level 2 (yellow) or Level 3 (red) in the previous quarter or year.

Select **Existing Credentials** and then **Credential** <u>Details</u>

REPsearch >>
Select **Name** under *Search Results*

KEY TIP: *Use the Type-ahead Search to filter the list of credentials to "Rad" (Radiation Safety).*

Rep Dashboard – Outstanding Requirements:

Use the HCIR / Rep Dashboard to review facility access and any **Outstanding Requirements**. This is where you go to look if the HCIR / Rep has not fulfilled either the *Radiation Exposure* (monitoring) or *Radiation Training* credential requirements.

From SEC³URE Home:

a) Select **REPsearch**
b) Enter HCIR / Rep's info and then **Search >>**
c) Select a **Name** under *Search Results*
d) The Rep's Dashboard opens.
   Select **Outstanding Requirements**

Under the specific facility, look for either *Radiation Exposure* or *Radiation Training* credentials in the table under *Outstanding Requirements*.

> **KEY TIP**: *Use the Type-ahead Search to filter the list of credentials to "Rad" (**Rad**iation Safety) or by facility name*.

REPsearch >>
Select **Name** under *Search Results*

Outstanding Requirements

Look for **Radiation Exposure** under Outstanding Requirements

Set Policy Requirements by Environmental Exposure:

Facility Host Administrators may set a policy requirement specifically for those HCIRs / Reps who answer "Yes" to their *Radiation Exposure Scope of Service* survey question.

From your SEC³URE Home:

a)   Pull down the Administration menu and select **New Policy Generator**

b)   Use the drop-downs to select **System** > **Division** > (*specific*) **Facility**

c)   From the resulting search list, check the policy you wish to set and then **Set Policy Requirements** button

d)   On the *Set Policy Requirements* page, scroll to the bottom of the page. Under *Rep Environmental Exposure*, choose how you want the policy applied to the HCIRs / Reps who are potentially exposed to radiation and then select the **Update Policy Requirements** button.

Those HCIRs / Reps will now be required to act on this policy.

Check Policy and then **Set Policy Requirements**

Set policy requirement by **Rep Environmental Exposure** factor

Rep Compliance Report: Reps Exposed to Radiation

This report shows compliance statuses of the Healthcare Industry Reps (HCIRs) with access to your facilities. Use this report to monitor and manage reps with potential compliance concerns.

Select Rep(s) and then take **Actions**

Select Facility & Rep criteria and **Search**

Rep's **Outstanding Credential Requirements**

In SEC³URE, pull down the **REPtools** menu and then select **Rep Compliance Report**. Select the various search criteria and then **Search**.

Use the **Show** dropdown under the *Rep Compliance* table to list from 10 to ALL results.

Sort the results ▲ *ascending* or ▼ *descending* by selecting the column headers. Use Type-ahead **Search** to narrow the results listed in the tables (e.g., by *Company*).

Select individual reps by checking their corresponding checkboxes or select the links to select all on just the **Current Page** or **All Pages**.

Use the dropdown to perform **Actions** for the selected reps:

- ▪ Add a REPScore Event
- ▪ Export to Excel/CSV File
- ▪ Request and Info Review
- ▪ Revoke Facility Access
- ▪ Send Message via Email

KEY TIP: *You may filter your HCIR / Rep population by selecting from* ***Rep Exposed to Radiation***.

Credential / Policy Expiry Report:

Use the **Credential/Policy Expiry Report** to review HCIR / Rep compliance and facility entry status. Look specifically for compliance to the **Radiation Exposure** credential.

From your SEC³URE Home:

a) Pull down the **REPtools** menu and select **Credential/Policy Expiry Report**

b) Select the specific **Facility**, and then choose from the other report parameters (*look specifically for Credential: Radiation Exposure*) and then the **Show Reps >>** button
   Note: *This report may take several minutes depending on the number of HCIRs / Reps attached to the facility.*

In the results table, you may:

▪ Select the name to view the individual's Rep Dashboard

▪ Check the names and then **Perform Action** on those selected HCIRs / Reps (*Export results to Excel/CSV, Add REPscore Event, Request Info Review, Revoke Facility Access*, or *Send Message via Email*)

KEY TIP: *Click on the column names to sort the results*
▲ *ascending or* ▼ *descending.*

KEY TIP: *Use your browser's Search/Find feature to indicate any Radiation Exposure credentials that are expiring in the next 30 days.*

Select Facility & Rep criteria and **Search**

Select Rep(s) and then take **Actions**

Look for **Credential: Radiation Exposure** and the date it will expire for the HCIR / Rep

Facility Radiation Exposure Report:

The **Facility Radiation Exposure Report** shows you HCIR / Rep compliance for both *Radiation Exposure* and *Radiation Training* credentials in your facilities. Monitor your HCIR / Rep populations and quickly respond to radiation exposure events.

From your SEC³URE Home:

a) Pull down the **REPtools** menu and select **Facility Radiation Exposure Report**

b) Select the specific **Facility**, choose any of the other report parameters and then **Search**.

In the results table:

- Green checkmarks indicate the Rep is compliant for either the *Radiation Exposure* and/or the *Radiation Training* credentials.
- Select the name to launch the individual's Rep Dashboard and then **View Existing Credentials**
- Check the names and then **Perform Action** on those selected HCIRs / Reps (*Export results to Excel/CSV, Add REPscore Event, Request Info Review, Revoke Facility Access,* or *Send Message via Email*)

Select Facility & Rep radiation criteria and **Search**

Look for **green** ✓ and **red X** to denote radiation compliance

KEY TIP: *This report shows only facilities with radiation exposure or radiation training credentials as a requirement.*

NRC ALARA Guidelines	Yearly & Quarterly Limits	
Body DDE	> 5,000 mrem yr.	> 1,250 mrem qtr.
Eye LDE	> 15,000 mrem yr.	> 3,750 mrem qtr.
Extremity SDE	> 50,000 mrem yr.	> 12,500 mrem qtr.

📞 Support

For additional facility support, please call us at 817-SEC3URE (732-3873), fill out an online [facility support inquiry](#), or email the [Host Support Team](#) directly.
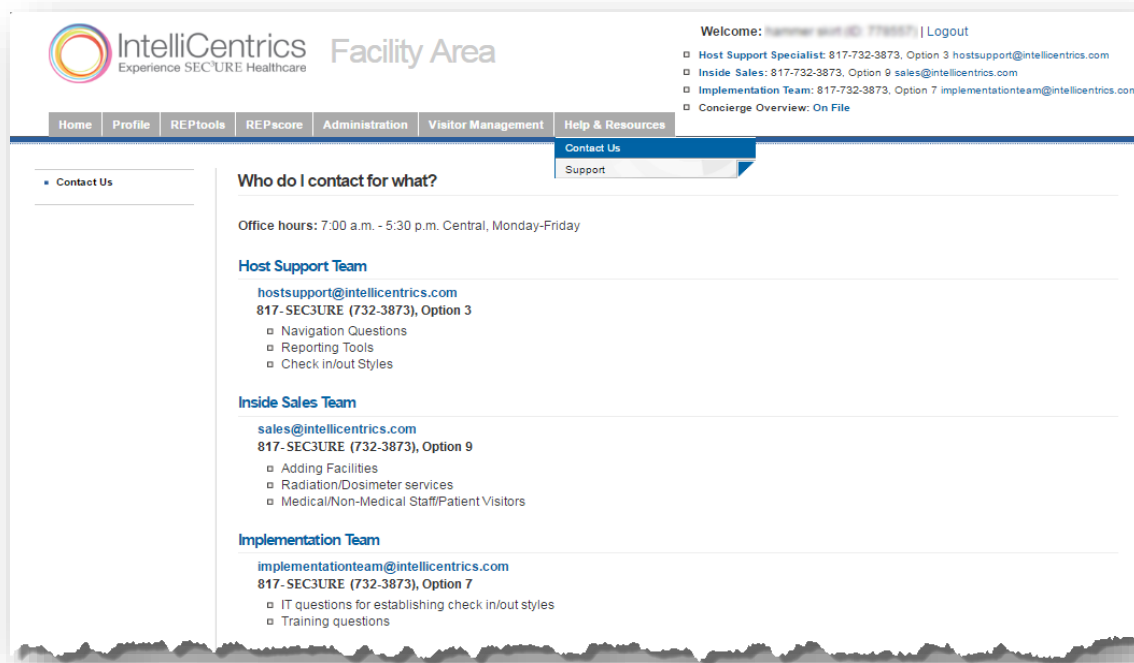
Additional Facility Roles:

IntelliCentrics is a community of professionals, patients, their families, and facilities, working together to achieve a safe and SEC³URE healthcare experience. Contact [IntelliCentrics Marketing](#) to find out how to expand your facility's SEC³URE environment.