

# Requirements for Veterinary Radiography Practices

To comply with the *Radiation Protection Act 2005*, veterinary radiography practices in Tasmania need to have:

## 1. A current licence

All potentially harmful radiation sources require a licence under the *Radiation Protection Act 2005* to be used in Tasmania. This includes radiographic x-ray equipment used by veterinary practitioners.

A licence contains information about the people, the x-ray units, the place where the x-ray units are used and/or stored, and the conditions that apply to the licence, to ensure that the x-ray units are used safely.

Licences need to be renewed each year, by 31 August. People and x-ray units can be added to or taken off the licence at any time.

## 2. A current approved Radiation Management Plan

This outlines the potential radiation hazards from veterinary radiography and the steps that the practice is taking to manage these hazards. Every person in the practice needs to read and follow the plan. The plan should be reviewed regularly, at intervals specified in the plan by the practice.

## 3. A current Certificate of Compliance for each x-ray unit in use

Veterinary x-ray units need to be tested every four years to show that they still meet the current Tasmanian radiation protection standards for this type of x-ray unit.

## 4. A Certificate of Registration for the place where x-ray units are stored and/or used

This demonstrates that the x-ray unit can be safely used in that place with no harm to the public and that storage is secure. The certificate specifies how many radiographic exposures can be safely taken in a set time – usually a week or a month. Certificates of Registration are issued when the practice is about to commence and only need to be amended if the place changes or the radiographic practice changes.

For more information, or to download forms, go to [www.dhhs.tas.gov.au/peh/radiation\\_protection](http://www.dhhs.tas.gov.au/peh/radiation_protection)

## LICENCE APPLICATION

If your practice intends to use x-ray equipment, you must apply for a licence using a specific form from the Radiation Protection Unit. Applications must list all people who intend to use the x-ray equipment, with evidence of their qualifications and experience, and each must sign a probity declaration. Known details of proposed x-ray equipment must also be included on the form.

An application must be accompanied with:

- a proposed Radiation Management Plan for the veterinary practice
- an application to register the place where the x-ray equipment is to be used if the place is not already registered
- current certificate(s) of compliance for the x-ray equipment to be used, if available.

You will be invoiced for the pro-rata licence fee which must be paid along with the application fee prior to the licence being issued.

## LICENCE CONDITIONS

A licence authorises specific people to possess and use equipment listed, under the conditions detailed in the licence. For veterinary practices, licence conditions are:

- Compliance with the Code of Practice and Safety Guide for Radiation Protection in Veterinary Medicine (2009).
- Use must be in accordance with a Radiation Management Plan which has been submitted to and approved by the Director of Public Health.
- Storage and use of the x-ray equipment is limited to a registered place and all conditions listed on the registration certificate, such as the maximum workload, must be complied with.

## LICENCE RENEWALS

As a licence holder, you must renew your licence each year. You will be sent renewal documents and you must return the completed application and payment by 31 August each year. During the licence renewal process, you must:

- confirm that the equipment details listed on the licence are correct
- ensure each person listed on the licence signs their probity declaration.

## LICENCE AMENDMENTS

- You must apply for changes or amendments to a licence prior to the event occurring.
- You will be invoiced for an amendment fee and payment forms part of the approval process. It must be received before approval can be granted.
- Methods of disposal of x-ray equipment must be clarified in writing.
- Sale of x-ray equipment must be authorised before the event and must be to someone licensed to acquire.
- Acquisition of x-ray equipment from another licensee must be approved beforehand, even if the item is only going to be used for spare parts.

## CERTIFICATES OF COMPLIANCE

You must ensure that all equipment which is intended for use (and not for storage, for example as spare parts) has a current Certificate of Compliance.

- A supplier, who is licensed to sell veterinary x-ray equipment into Tasmania, or an accredited person, may issue the initial Certificate of Compliance for an x-ray unit.
- The Certificate of Compliance lasts for up to four years for a veterinary x-ray unit.
- To obtain subsequent Certificates of Compliance, the x-ray unit must be tested by an accredited person and assessed for compliance with the Tasmanian Standard for Radiation Apparatus – X-ray diagnostic (Veterinary).
- A list of accredited people is available for download from: [www.dhhs.tas.gov.au/peh/radiation\\_protection](http://www.dhhs.tas.gov.au/peh/radiation_protection)
- To ensure continued authorisation to use, the x-ray unit must be assessed prior to the expiry of the previous certificate of compliance.
- Licence holders are notified up to six weeks prior to the expiry of their Certificates of Compliance to assist with this process.