

Minnesota Department of Health Radiation Control, X-ray Unit

X-ray Program Responsibilities

Equipment Notifications & Registration

Facilities must register their x-ray equipment prior to first use. Facilities are responsible for x-ray registration, not Service Providers. Registration is required annually, and with any new piece of equipment acquired throughout the year. If there are any changes to an existing registration or x-ray program, registrants must notify MDH within 30 days of the change. Service Providers must notify MDH within 15 days of sale, lease or transfer of x-ray equipment. Equipment notifications can be sent via email to health.xray@state.mn.us.

Service Providers

Service Providers are registered with MDH, renewed annually. Facilities are responsible for verifying a Service Provider registration prior to equipment installation, performance evaluation, and/or calibrations. Service Providers must notify MDH and the registrant of the sale, lease, transfer or install of x-ray equipment. A list of registered Service Provider companies is available on our website.

X-ray Operators

Grandfathered-in X-ray Operators: Individuals qualified as x-ray operators on or prior to January 1, 2008 are grandfathered into the program and do not have to take the Limited Scope X-ray Operators exam. X-ray Operators may perform radiographic procedures including fluoroscopy, CT and bone densitometry, but they may not perform mammography. A certificate and/or letter was issued to each operator, and proof of eligibility will be verified at an MDH inspection.

Limited Scope X-ray Operators: Applicants taking the Limited Scope X-ray Operators exam must pass the Core Exam and at least one of the following anatomical modules: chest, extremities (hip), skull/sinus, spine (abdomen and pelvis) or podiatry. Limited Scope X-ray Operators may only perform procedures pertaining to the modules they passed.

Bone Density Equipment Operators: Applicants who pass the Bone Density Equipment Operators exam are qualified to operate bone densitometry x-ray equipment only.

Limited Scope X-ray Operators and Bone Density Equipment Operators may not operate fluoroscopy, computed tomography, mammography or perform x-ray procedures where contrast media is used. Documentation is provided by MDH to the applicant of exams passed and is the only document that verifies x-ray equipment operation qualifications. Employers must maintain a copy of each operators qualification documentation in their records.



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Quality Assurance (QA) Program

Registrants must have a site specific, written or electronic, quality assurance program that embodies ALARA for keeping individual doses As Low As Reasonably Achievable. This may include, but is not limited to:

Annual Radiation Program Audits	Performed internally by RSO every 12 months.
Calibrations	Installations and equipment performance tests performed at the required frequency and prior to first patient use.
Deficiencies	Must be documented and corrected.
Dosimetry	Compliance with rule requirements, if applicable.
Personal protective equipment	Testing and use, if applicable.
Quality Assurance (QA) & Operating and Emergency Procedures	May include the following: declared pregnancy, holding, emergency, operating procedures, repeat/retake, radiation program audit, and other site specific radiation safety policies and procedures.
Quality Control tests (QC)	Medical and Chiropractic facilities: Cassette screen contact and speed match, darkroom fog, developer temperature, sensitometry and densitometry processor evaluation. Manufacturer recommended for all facilities with digital imaging.
Radiation Safety Officer (RSO)	Must be designated with a signed delegation agreement in place.
Record maintenance	Must be maintained onsite for review.
Retake or Reject Analysis	Must be conducted quarterly and written procedures maintained onsite. Excluding dental facilities.
Shielding Plan	Must be submitted to MDH prior to first patient use and maintained onsite. Excluding Bone Densitometry, Mammography, and Dental Intraoral.
Training	Must be conducted initially and with any changes to QA program. Site specific and maintained onsite.
X-ray Operator qualifications	Must be maintained onsite for human-use only equipment.