

**Bharati Vidyapeeth
(Deemed to be University)
Dental College & Hospital, Pune
Department of Oral Medicine & Radiology**

INSTITUTIONAL RADIATION PROTECTION COMMITTEE

To

Date: 14/07/2022

The Members

Institutional Radiation Protection Committee

Subject: Intimation for first meeting for the AY 2022-2023 of the IRPC

Respected Sir/Madam,

The first meeting of the Institutional Radiation Protection Committee for the AY 2022-2023 has been arranged, the details of which are given below. All of you are requested to attend the same.

Location- HOD Cabin, Dept of OMR

Day Tuesday

Date 19th July 2022

Time- 9.30AM

Agenda

1. Revision of the existing radiation protection committee and induction of new members and photo of the new committee
2. Review of the minutes of the previous meeting and Revision of the SOP of the IRPC if required.
3. Review of training provided by the committee to various stakeholders with feedback
4. Action to be taken on renewal of registration and QA to be done for any equipment nearing expiry.
5. To decide on the next meeting dates.
6. Any other agenda with the permission of the chair

Thanking you

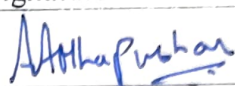



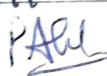




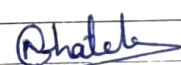
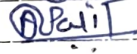
Regards



Dr Amit Mhapuskar

Chairman, Institutional Radiation Protection Committee

Acknowledgement members of IRPC

Sr No	Name	Signature
1	Dr Amit Mhapuskar Chairman and Institutional RSO	
2	Dr Darshan Hiremutt- Coordinator, Deputy RSO OMR	
3	Dr Vaishali Joshi – Member, Deputy RSO all other Departments except OMR	
4	Dr Abhijit Patil Representative- Prosthodontics	 16/7/22
5	Dr Priya Lele Representative-Periodontics	
6	Dr Abhijit Jadhav Representative- Conservative Dentistry	
7	Dr Krishna Patil Representative-Pedodontics	
8	Dr Ranjana Choutre Representative-PHD	 16/7/22
9	Dr Pradnya Karmarkar PG Student OMR- PG Representative	
10	Mr Niranjan Ghatole- Radiology Technician	
11	Mr Abhilash Patil- Radiology Technician	

STANDARD OPERATING PROCEDURES

1. The Committee is responsible for the procurement and registration of any Radiation equipment and ensuring that all the radiation safety guidelines laid down by AERB are implemented in the Institute.
2. AERB REGISTRATION OF EQUIPMENTS:
All the X-Ray machines in the institute are registered under AERB. The intra oral dental machines, the OPG and the CBCT machines are registered for 10 years while the General Body Xray machines are registered for 5 years.
3. The Quality Assurance of all the existing machines is done by a local agency MIS Healthcare Pvt Ltd.(which is approved by AERB)and is done once every two years.
4. The committee sensitizes all the radiation workers in the institute with the radiation safety measures and protocol to be followed while making radiographs.
5. Radiation safety training is conducted every 6 months.
6. The committee conducts meeting every 3 months and the minutes are submitted to the Principal for information and necessary action if any.(4 per year)
7. The committee coordinates issuing, proper use and collecting of the TLD Badges from Radiation workers on a quarterly basis. The TLD cards are sent for assessment to Renentech Laboratories Pvt Ltd. Mumbai (approved AERB agency for assessment of TLD Badges) every quarter.
8. The Committee monitors all the TLD assessment reports. If excessive exposure is found during any particular quarter, then suitable enquiry to find the reason for the excess exposure is done and solution for the same is provided.
9. The committee checks for appropriate radiation warning signages, display of certificates, red light bulbs presence and layout of rooms (wherever applicable) and provides suggestions for improvement.






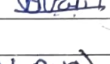

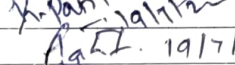
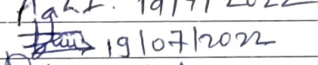
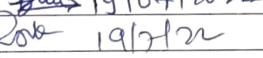

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Dental College & Hospital, Pune

Department of Oral Medicine & Radiology

INSTITUTIONAL RADIATION PROTECTION COMMITTEE

ATTENDANCE

Date: 19/07/2022

Sr no	Name of Faculty	Signature
1	Dr. Amit Mhapuskar	 19/7/22
2	Dr. Darshan Hiremutt	
3	Dr. Vaishali Joshi	 19/7/22
4	Dr. Pradnya Karmarkar (PG Student)	 19/7/22
5	Mr. Niranjana Ghatole (Junior Technician)	
6	Mr. Abhilash Patil (Junior Technician)	
7	Dr. Priya Lele	
8	Dr. Krishna Patil	
9	Dr. Abhijit Patil	 19/7/2022
10	Dr. Abhijit Jadhav	 19/07/2022
11	Dr. Ranjana Choutre	 19/7/22

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INSTITUTIONAL RADIATION PROTECTION COMMITTEE

**Minutes of the first meeting of Institutional Radiation Protection Committee
at the BVDU Dental College & Hospital, Pune
held on Tuesday, 19th July 2022 at 9.30 am.**

Referring to the administrative order issued by the Principal of the college (Ref no. 06th July 2022), the committee met on Tuesday, 19th July 2022 at 9.30 am chaired by Dr. Amit Mhapuskar. The following members were present:

1.	Dr Amit Mhapuskar Chairman and Institutional RSO
2.	Dr Darshan Hiremutt Coordinator, Deputy RSO OMR
3.	Dr Vaishali Joshi Member, Deputy RSO all other Departments except OMR
4.	Dr Abhijit Patil, Member, Representative, Department of Prosthodontics
5.	Dr Priya Lele Member, Representative, Department of Periodontics
6.	Dr Abhijit Jadhav Member, Representative, Department of Conservative Dentistry
7.	Dr Krishna Patil Member, Representative, Department of Pedodontics
8.	Dr Ranjana Choutre Member, Representative, Department of Public Health Dentistry
9.	Dr Pradnya Karmarkar Student Representative, PG Student, Dept. of OMR
10.	Mr Niranjan Ghatole Radiology Technician, Dept of OMR
11.	Mr Abhilash Patil Radiology Technician, Dept of OMR

The following members were unable to attend:

1.	Nil
2.	
3.	

The following members did not attend:

1.	Nil
2.	
3.	

Meeting agenda:

1.	Revision of the existing radiation protection committee and induction of new members and photo of the new committee
2.	Revision of the SOP of the committee.
3.	Review of training provided by the committee to various stakeholders with feedback
4.	Action to be taken on renewal of registration and QA to be done for any equipment nearing expiry.
5.	To decide on the next meeting dates.

After the discussion on the agenda items, the following recommendations were made:

1.	Item: Induction of the new members in the committee Recommendation: The new members were inducted in the meeting formally and guidance was provided as to the aims and objectives of the committee.
2.	Item: Revision of the SOP of the committee Recommendation: The SOP was modified as per new guidelines and passed in the meeting
3.	Item: Review of training provided by the committee to various stakeholders with feedback Recommendation: All the representatives of the Departments were requested to take training of various stakeholders and maintain feedback.
4.	Item: Action to be taken on renewal of registration and QA to be done for any equipment nearing expiry Recommendation: Registration of Radiation Equipments is done with AERB and Quality Assurance is done with MIS Healthcare. It is recommended that the concerned agency should be approached at least three months before the expiry date of any machine.
5.	Item: To decide on the next meeting dates. Recommendation: The next meeting is scheduled in the second week of October 2022

Minutes of the meeting:

1. Reconstitution of the new committee.
2. Induction of new members to the committee
 - a) Dr Priya Lele
 - b) Dr Krishna Patil
 - c) Dr Ranjana Choutre
 - d) Dr. Pradnya Karmarkar
 - e) Mr. Abhilash Patil
3. Discussion on the functions of the committee.
4. Discussion on the SOP's of the committee.
5. Mandatory documents to be maintained - AERB registration certificate of the machine
- QA certificate of the machine
6. Radiation safety training to be conducted for all staff and students and feedback to be taken
7. To prepare list of requirement of any radiology accessories and display posters/signage.,
8. List of machines not working/not repairable to be prepared for decommissioning.
9. Next meeting to be held in 2nd week of October

Form 1: Committee Meeting Minutes: Academic Year 2022-23

The meeting was concluded and minutes signed on by the members present.

Amit Mhapuskar
Signature
Committee Chairperson

Dr. Amit Mhapuskar
Name

20/07/2022
Date

Signatures of committee members:

#	Name	Signature
1.	Dr Amit Mhapuskar	<u>Amit Mhapuskar</u>
2.	Dr Darshan Hiremutt	<u>Darshan Hiremutt</u>
3.	Dr Vaishali Joshi	<u>Vaishali Joshi</u>
4.	Dr Abhijit Patil <u>Prishe</u>	<u>Abhijit Patil</u>
5.	Dr Priya Lele <u>Priya</u>	<u>Priya Lele</u>
6.	Dr Abhijit Jadhav <u>Com</u>	<u>Abhijit Jadhav</u>
7.	Dr Krishna Patil <u>Peda</u>	<u>Krishna Patil</u>
8.	Dr Ranjana Choutre <u>RHD</u>	<u>Ranjana Choutre</u>
9.	Dr Pradnya Karmarkar	<u>Pradnya Karmarkar</u>
10.	Mr Niranjana Ghatole	<u>Niranjana Ghatole</u>
11.	Mr Abhilash Patil	<u>Abhilash Patil</u>

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INSTITUTIONAL RADIATION PROTECTION COMMITTEE

Approval by Principal

Ref. No.:IRPC/Meeting1/2022-23

Date: 20th July 2022

Committee Title:	Institutional Radiation Protection Committee		
Committee Chairperson:	Dr Amit Mhapuskar		
Meeting No.:	01	Meeting Date:	19 th July 2022

The following recommendations on the agenda items were made in the meeting:

1.	Item: Induction of the new members in the committee Recommendation: The new members were inducted in the meeting formally and guidance was provided as to the aims and objectives of the committee.
2.	Item: Revision of the SOP of the committee Recommendation: The SOP was modified as per new guidelines and passed in the meeting
3.	Item: Review of training provided by the committee to various stakeholders with feedback Recommendation: All the representatives of the Departments were requested to take training of various stakeholders and maintain feedback.
4.	Item: Action to be taken on renewal of registration and QA to be done for any equipment nearing expiry Recommendation: Registration of Radiation Equipments is done with AERB and Quality Assurance is done with MIS Healthcare. It is recommended that the concerned agency should be approached at least three months before the expiry date of any machine.
5.	Item: To decide on the next meeting dates. Recommendation: The next meeting is scheduled in the second week of October 2022

Recommendations received by the Principal on: _____

Recommendations approved by the Principal on: _____

Signature
Principal

Name

Date