

Matera



Wayne State University

Harper
Hospital

January 25, 1993

Charles E. Norelius, Director
Division of Radiation Safety
and Safeguards
United State Nuclear Regulatory Commission
799 Roosevelt Road
Glen Ellyn, Illinois 60137

Dear Mr. Norelius:

Your letter of January 5, 1993, which refers to NRC Inspection Report No. 030-09367/92003 (DRSS), identified one concern which requires a response by the Gershenson Radiation Oncology Center. This concern is the training of new personnel regarding the Quality Management Program.

We have designed a system which will answer this specific concern. Whenever a new employee is hired, the Hospital Human Resource Department transmits an orientation checklist to our Department. Radiation Therapists, Dosimetrists, and Physicists will have a second sheet added. This sheet (a draft is attached) requires the new employee to: read the Quality Management Program, sign off on having read and understood it, and answer some key questions to test that understanding. A similar sheet will be used when new physicians or residents come on staff.

By tying this process to the standard hospital new-hire procedure, which requires all responses to be completed within thirty days, we should eliminate the problem identified in the inspection. This procedure will begin by February 1, 1993. The annual Quality Management Program review will check that this process continues to work as planned.

Sincerely yours,

Arthur T. Porter, M.D.
Professor and Chairman
Wayne State University
Chief, Radiation Oncology Center
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Wayne State University

Harper
Hospital**GERSHENSON RADIATION ONCOLOGY CENTER
QUALITY MANAGEMENT ORIENTATION**

As a new employee of the Gershenson Radiation Oncology Center it is important that you are given an overview of our Quality Management Program. Please complete the questions listed below and sign your name and title in the space provided at the bottom.

1. I have read the attached ten policies and procedures which comprise the Quality Management Program and have an understanding of the content. ____ Yes ____ No
2. The Radiation Safety Officer for our Department is _____.
3. If you knew or suspected that something was incorrect about a treatment or chart, what would you do?

4. If you were working on a Cobalt 60 unit and the source stuck, generally what would you do?

Please Print Your Name and Title:

Name _____

Title _____

Signature _____

Date _____