

**RADIATION PHYSICS SERVICES
BRADFORD TEACHING HOSPITALS NHS
FOUNDATION TRUST**

Quality Manual

CONTENTS

Aims of the organisation	3
Profile of the organisation	3
Context of the organisation	3
System Overview	4
Scope	4
Exclusions	5
Responsibility and Authority	5
Organisational Chart	7
Quality Management Chart	8

Aims of the organisation

Radiation Physics Services [the organisation], aims to deliver its services to patients and customers in a manner that is timely, efficient, effective, safe and equitable. This is achieved through implementation of a comprehensive framework for the management of quality in accordance with BSEN ISO 9001:2015.

Radiation Physics Services is committed to focussing on the needs of its patients and customers and to continually improving the quality of its services by maintaining ISO9001:2015 certification. The means by which the department achieves these aspirations are described in this Quality Manual [QM] and the level 2 documents that support the QM.

Much of the work of Radiation Physics Services is concerned with guiding customers in issues of regulatory compliance. The aim is to assist customers in avoiding negative findings on regulatory inspections, with the least inconvenience to the customer. Emphasis is placed on application of best practice based on evidence from relevant legislation; national and local standards guidelines and protocols; fitness for purpose; safety and reliability.

Over and above the previous aim Radiation Physics Services will provide such advice and assistance which minimises hazards to the customer's staff and patients while also maximising the customer's effectiveness in delivering services.

Profile of the organisation

Radiation Physics Services provides expert scientific and radiation safety support for ionising and non-ionising radiation to medical and other customers, with a primary focus on radiation protection, quality assurance and assisting customers to comply with relevant legislative requirements and standards of good practice.

Radiation Physics Services is part of the Division of Surgery and Anaesthesia within the Bradford Teaching Hospitals NHS Foundation Trust.

Details of staff involved in the Service are given in the Organisational Chart (page 6).

Context of the organisation

Radiation Physics Services is a department within an NHS trust. However it serves many other organisations as well as its Trust, these include private hospital, other NHS Trusts, dental practices and to a small extent schools.

All these organisations have similar needs and expectations from Radiation Physics Services in relation to ionising and/or non-ionising radiation:-

- Advice and services which enable them to carry on their activities with safety
- Avoidance of criticism and legal action from safety regulators
- Quality assurance assistance, ensuring their activities are performed according to best practice, resulting in state of the art outputs
- Minimum expense and disruption to their core activities.

The external factors which affect their expectations and our ability to address them are:

- Regulatory changes
- Changes to specialise advice and guidance available within the fields in which we operate
- The availability of financial resources to them and to Radiation Physics Services.

System Overview

The Quality Management System [QMS], as documented within this QM, has been developed and implemented to meet the requirements and needs of Radiation Physics Services' internal and external customers.

Radiation Physics Services has identified and deployed adequate resources to ensure implementation and maintenance of the management system. This includes staff appropriately trained for management activities, operational work and verification procedures (including internal quality audits).

The manager of Radiation Physics Services is responsible for the efficient use and control of all resources and facilities to ensure full implementation and maintenance of the QMS.

The system has been set out as follows:

Level 1 - Quality Manual

Provides details of the scope of the system, organisational responsibilities, Departmental top level processes and references to all other system documentation.

Level 2 - Quality Management Policies/Procedures

Describe in detail the processes which are followed to maintain compliance with the BS EN ISO 9001:2015 quality management model.

Level 3 – Service Level Process flows

Describe the processes by which work is received, performed and the end result delivered to customers.

Level 4- Work Instructions and forms

Work instructions cover the completion of tasks in a consistent and uniform manner. They are primarily a training tool and aide memoir as staff use their professional judgement and expertise in carrying out work activities. Forms are designed to give consistent methods of recording and/or reporting tasks and work activities.

Scope

The QMS applies to all aspects of the services provided by Radiation Physics Services to external clients and internally to other Trust departments as well as the internal processes required to ensure that appropriate resources are available to fulfil contracts. The scope encompasses:

- Radiation protection advice in the following work activities:
 - Diagnostic use of x-rays
 - Diagnostic and therapeutic use of radionuclides
 - Diagnostic, therapeutic and environmental use of non-ionising radiation
 - Use of ionising and non-ionising radiation in teaching, training and research.
 - Small scale industrial use of radionuclides and x-rays
- Safety and quality assurance inspection and testing of:
 - Medical and dental diagnostic devices employing ionising or non-ionising radiation.
 - Laboratories using ionising or non-ionising radiation

Small scale use of ionising or non-ionising radiation in industrial and educational facilities
Radiation contamination monitors and sealed sources

- Provision of a clinical photo-testing service for the Dermatology Department BTHFT
- Training for ionising and non-ionising radiation covering:
Radiation safety and protection
Legislative compliance and standards/guidelines
Measurement techniques for quality assurance and other related activities

Exclusions

Section 7.3 of BS EN ISO 9001:2015- Design and Development is excluded from this QMS. Radiation Physics Services does not design or develop products.

3 Sections: 8.3.4 .5 and.6 - Relating to Design and Development are excluded from this QMS. Radiation Physics Services provides expert advice and survey services. Quality is assured through utilisation of staff who are professionally qualified and maintain competence through continuing professional development (CPD).

Section 8.5.4 - Preservation is excluded from this QMS as it is not applicable to the activities of Radiation Physics Services, the organisation does not receive customer's product onto its premises.

Responsibility and Authority

Manager	Sharan Packer
Quality Manager	Mike Avison
Audit Manager	Shaun Beggs
Internal Auditors	Shaun Beggs; Lisa Davenport; Wayne Gardner; Damian Jones; Martin Lee
EQMS computer system administrator	Mike Avison; Mike Page; Wayne Gardner

The role of the Manager is to manage the organisation, in compliance with the QMS, so that the aims of the organisation are fulfilled.

The role of the Quality Manager is to monitor the activities of all working within the QMS and bring to the attention of the manager any non-compliance with the QMS.

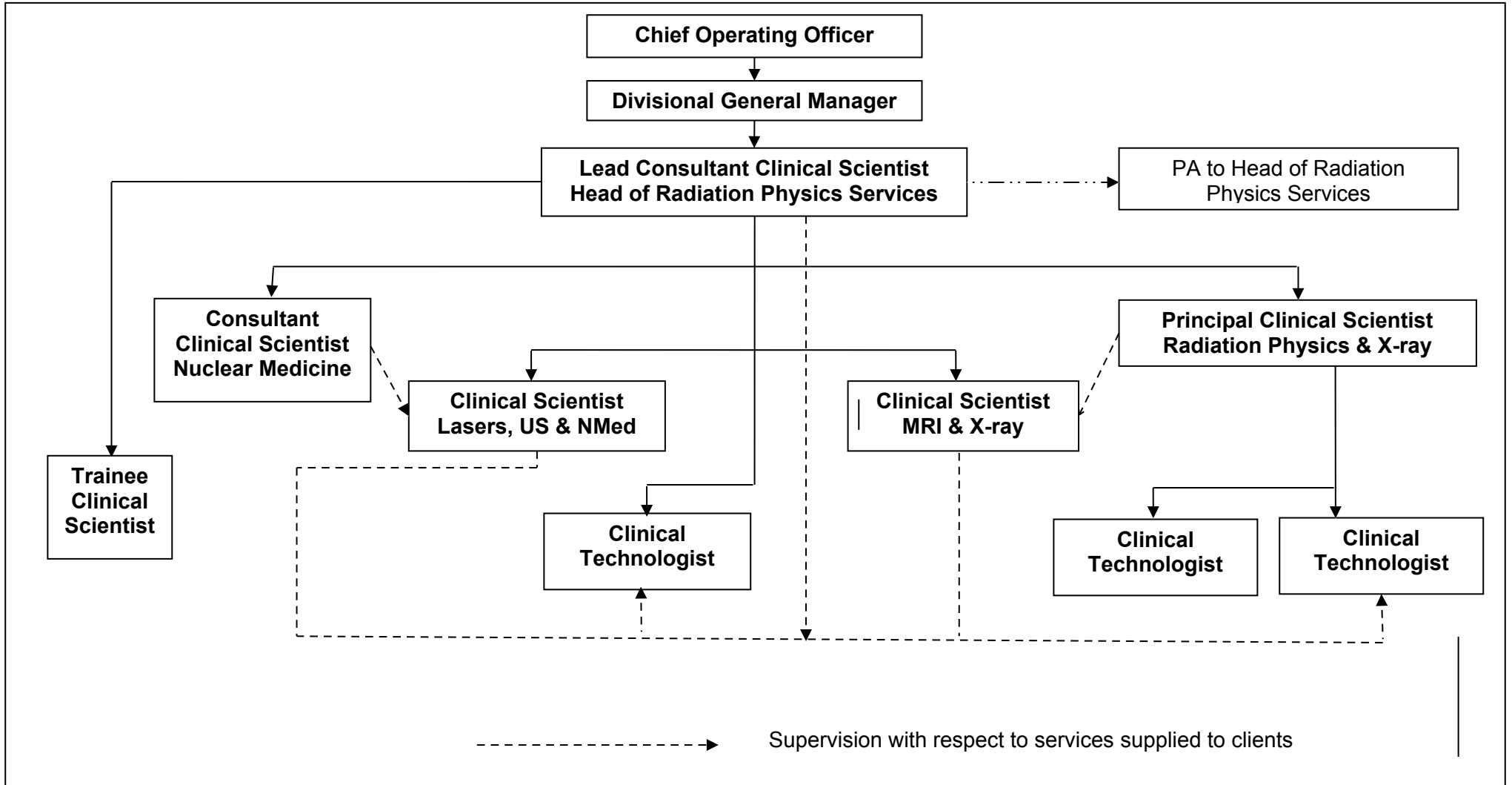
The role of the Audit Manager is to arrange the internal audit programme and report results of audits to the Quality Manager and Manager.

The role of the Internal Auditors is to carry out audits as assigned by the Audit Manager, produce audit reports and issue non-compliance notices.

The role of the EQMS computer system administrators is to maintain the EQMS system and provide training in EQMS.

All Radiation Physics Services staff have a responsibility to actively support the QMS and deliver a high quality service. Participation in training and continual professional development are essential for all staff.

Bradford Radiation Physics Services Organisational Chart



Quality Management Chart

