



800 NE Oregon Street, Suite 465, Portland OR 97232

Voice: (971) 673-0540

Fax: (971) 673-0556

TTY: (971) 673-0372

Facilities Planning & Safety Unit

http://www.healthoregon.org/fps

mailbox.fps@state.or.us

Site Inspection Check List for:

Radiation/Oncology Facility/Department - OAR 333-535-0105

PR# \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Provider: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Present at Site Inspection: \_\_\_\_\_

Intended Occupancy Date: \_\_\_\_\_

Required PRIOR to Approved Inspection:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

SITE INSPECTION:

INTERIOR = Verify that the facility has installed:

OVERALL:

YES NO NA

All radiation oncology installations must comply with provisions of the Department of Human Services, Public Health Division, Regulations for Control of Radiation, OAR Chapter 333, Divisions 100 - 123 and be licensed by Radiation Protection Services of the Division.

TREATMENT ROOMS:

YES NO NA

- Rooms and control areas shall be provided as necessary to accommodate the radiation oncology functional program. Equipment manufacturer's recommendations should be sought and followed. 333-535-0105 (1)(a)
- Any radiotherapeutics (i.e. cobalt linear accelerators, high dose rate after loading, etc.) treatment room shall be sized in accordance with manufacturers' recommended standards and shall accommodate a stretcher. 333-535-0105 (1)(a)
- Control areas shall have visual and audio contact with the patient in the treatment room as appropriate to the radiation protection needs of the equipment. 333-535-0105 (1)(b)
- If invasive procedures take place in the treatment room, the room must also meet the rules for surgery facilities 333-535-0105 (1)(c)
- Hyperthermia room, when provided, shall be of adequate size to accommodate equipment, stretcher, and a hand-washing station. This may be combined with an examination room. 333-535-0105 (1)(d)

## TREATMENT SUPPORT AREAS:

- Simulator room and control area shall be sized to accommodate equipment and stretcher per the manufacturers' recommendations. A hand-washing station shall be provided within the room. 333-535-0105 (2)(a)
- The control area shall have visual and audio contact with the simulator room 333-535-0105 (2)(b)
- Darkroom or film processing area shall be convenient to the treatment rooms<sup>9s</sup>) and simulator area, and shall include a utility sink in or convenient to this area. Film storage for unprocessed film shall be provided. 333-535-0105 (2)(c)
- Block fabrication, when provided, shall have seamless flooring and integral covered base. Non-porous counter tops shall have back splash, and a hand-washing station shall be provided. Exhaust hoods shall be provided. 333-535-0105 (2)(d)
- Treatment planning, if provided, shall be sized to accommodate manufacturers' dosimetry system requirements. 333-535-0105 (2)(e)

## HOT LAB:

Seamless flooring and integral covered base 333-535-0105 (3)(a)

Non-porous counter tops with backsplash 333-535-0105 (3)(b)

Adequate storage and work area: 333-076-0710 (4)

For multiple types of radioactive material

Adequate shielding

Security including additional support areas for cobalt room for hot lab storage

Handwashing station shall be accessible and have filtration trap  
333-535-0105 (3)(d)

If radiopharmaceutical preparation is performed on site, an area adequate to house a radio pharmacy shall be provided with appropriate shielding.  
333-535-0105 (3)(e)

Space requirement shall include the following: 333-535-0105 (3)(A)(i) - (iii)

Adequate space for storage of radionuclides, chemicals for preparation, dose calibrators, a film file area, and recordkeeping

If pre-pared materials are used, storage and calculation area may be considerably smaller than that for on site preparations

Space shall be adequately provided for dose calibration, quality assurance, and record-keeping.

Radiation protection requirements. The area may still require shielding from other portions of the facility: 333-535-0105 (3)(B)

Construction requirements shall include the following:  
333-535-0105 (3)(C)(i) - (iii)

Floors and walls constructed of materials that are easy to decontaminate

Vents and traps for radioactive gases shall be provided if such are used

Hoods for pharmaceutical preparation shall be in accordance with mechanical requirements of OAR 333-535-0300 and other applicable standards.

## PATIENT SUPPORT AREAS:

YES NO NA

Examination rooms equipped with: 333-535-0105 (4)(a)

A hand washing station

At least one examination room shall accommodate stretcher patients

Patient reception and waiting area shall be: 333-535-0105 (4)(b)

- Out of traffic
- Under staff control
- Both shall have seating capacity in accordance with anticipated needs.
- If the suite is routinely used for outpatients and inpatients at the same time, separate waiting areas shall be provided with screening for visual privacy between the waiting areas.
  
- Patient toilet rooms shall provided accessible to the waiting rooms and shall be equipped with an emergency call station. 333-535-0105 (4)(c)
  
- Patient dressing rooms shall be provided in accordance with the anticipated needs, shall be accessible to the waiting areas within the provision for safe storage of valuables and clothing. At least one space shall be large enough for staff assisted dressing. 333-535-0105 (4)(d)

## GENERAL SUPPORT AREAS:

YES NO NA

Shall have provisions for:

- Storage of clean supplies and linens, in or closely available to the department 333-535-0105 (5)(a)
  
- Handling and separately holding contaminated items. 333-535-0105 (5)(b)
- If toxic chemicals are used, exhaust shall be provided. 333-535-0105 (5)(b)
- If soiled items are handled, a hand-washing station. 333-535-0105 (5)(b)
  
- Housekeeping closet shall be equipped with service sink or floor receptor. The closet shall be large enough for equipment or supplies storage 333-535-0105 (5)(c)
  
- Toilets shall be convenient for staff use. Staff lounge with lockers is required if not available elsewhere. 333-535-0105 (5)(d)
  
- Film and radiation oncology patients record file area 333-535-0105 (5)(e)