



**UNIVERSITI KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
FACULTY OF PHARMACY & HEALTH  
SCIENCES**

**ORDERING OF PERSONAL RADIATION  
MONITORING DEVICE  
(RADIOGRAPHY)**

|                 |                        |
|-----------------|------------------------|
| Doc. No:        | UniKL/RCMP/<br>FPHS-02 |
| Revision<br>No: | 02                     |
| Date:           | 04 Sep 2017            |
| Page No:        | 1 of 5                 |

Prepared by:

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Date: 04/09/2017


Approved by:

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Position: Head of Programme,  
Diploma in Radiography  
Faculty of Pharmacy and Health Sciences

Date: 04/09/2017

#### AMENDMENT RECORDS

| No. | Date         | Remarks       | Revision<br>No. | Approved by                 |
|-----|--------------|---------------|-----------------|-----------------------------|
| 1   | 09 May 2014  | Establishment | 00              | Dean, FPHS                  |
| 2   | 01 July 2017 | Amendment     | 01              | HoP, Dip. in<br>Radiography |
| 3   | 04 Sep 2017  | Amendment     | 02              | HoP, Dip. in<br>Radiography |

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|   |   | Page No:     | 2 of 5             |

## 1.0 OBJECTIVE

The objective of this procedure is to provide guideline on ordering the personal radiation monitoring device (PRMD) for radiography's clinical placement.

## 2.0 SCOPE

The scope of this procedure only for Diploma in Radiography Program, Faculty of Pharmacy & Health Sciences, UniKL, RCMP.

## 3.0 REFERENCES

Contract Terms from APM Nuclear Technology SDN BHD.

## 4.0 DEFINITIONS/ABBREVIATIONS

|       |   |   |
|-------|---|---|
| FAC   | : | Faculty Academic Committee              |
| FPHS  | : | Faculty of Pharmacy and Health Sciences |
| HoC   | : | Head of Committee                       |
| HoP   | : | Head of Programme                       |
| PRMD  | : | Personal Radiation Monitoring Device    |
| RPO   | : | Radiation Protection Officer            |
| UniKL | : | Universiti Kuala Lumpur                 |

## 5.0 RESPONSIBILITY

**5.1** The head of radiography programme is responsible to ensure that this procedure is adhered to the guideline from APM Nuclear Technology SDN BHD and FPHS.

**5.2** HoP are responsible to ensure that this procedure is adhered to at programme level.

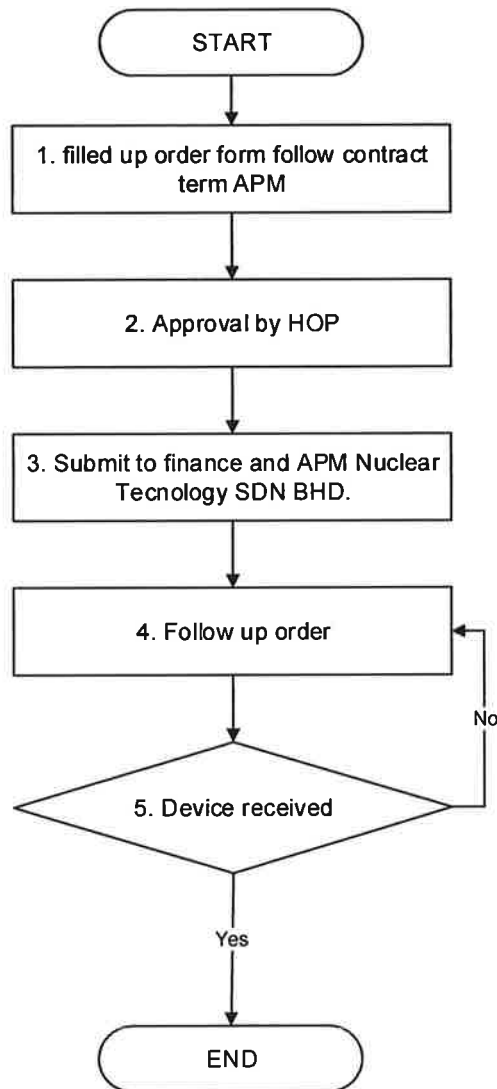



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| Page No:        | 3 of 5                 |


**6.0 PROCEDURE**



|   |   |              |                    |
|---|---|--------------|--------------------|
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|   |   | Date:        | 04 Sep 2017        |
|   |   | Page No:     | 4 of 5             |

## 7.0 DESCRIPTION

| No | Description  | Person in Charge | Document  | Duration  |
|----|--|------------------|---|---|
| 1  | Filled up order form follow contract term APM        | RPO 1/<br>RPO 2  | <ul style="list-style-type: none"> <li>• Purchased requisition (PR) form, finance RCMP</li> <li>• Contract term, APM Nuclear Technology SDN BHD.</li> <li>• Name list of students clinical and staffs.</li> </ul> | After pre-registration of clinical subject for every semester |
| 2  | Approved by HoP                                      | HoP              | -   | After pre-registration of clinical subject for every semester |
| 3  | Submit to finance and APM Nuclear Technology SDN BHD | RPO 1/<br>RPO 2  | <ul style="list-style-type: none"> <li>• Purchased requisition (PR) form, finance RCMP</li> <li>• Contract term, APM Nuclear Technology SDN BHD.</li> <li>• Name list of students clinical and staffs.</li> </ul> | Before clinical placement                                     |
| 4  | Follow up order                                      | RPO 1/<br>RPO 2  | Email / through telephone   | 1 week before clinical placement                              |
| 5  | PRMD received  | RPO 1/<br>RPO 2  | Delivery order statement  | Before clinical placement                                     |

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|   |   | Page No:        | 5 of 5                 |

## 8.0 RECORDS

| No | Titles/Records                  | Location/Responsibility | Retention Period |
|----|---------------------------------|-------------------------|------------------|
| 1  | Requisition form                | Programme/HoP           | 3 years          |
| 2  | Name list of staff and students | Programme/HoP           | 3 years          |