

**Information Notice Number 21
(October 1998)**

For Florida Radiation Machine Registrants

Department of Health, Bureau of Radiation Control

TECHNIQUE CHARTS

Rule 64E-5.502(1)(a)(3) of the Florida Administrative Code requires registrants with radiation machines used in the healing arts to have a chart specifying techniques and procedures for all examinations performed by that system. An up-to-date technique chart will assist operators, especially those who are new or infrequent users of the system for the examination, in consistently producing high quality images.

I. Format and Location

Traditionally technique charts were precisely that, charts listing setup information mounted on a nearby wall. Other acceptable variations include information found on a computer, in a book or notebook, and set by preprogrammed control panel selectors. Key requirements for technique charts are availability at the control panel and common knowledge of what form they are in and where they may be found.

II. Multiple Technique Charts

On occasion a system may have multiple technique charts. An example of this is when two physicians require different techniques to obtain radiographs for the same examination type. In such cases it should be clear how to choose between the technique charts present.

III. Contents

The technique chart must contain all parameters varied on the system. The knowledgeable operator may adjust these parameters based on body habitus and pathology. Parameters include but are not limited to:

- examination and view;
- kVp;
- mA and time OR mAs OR for AEC machines, optical density and the photocell(s) to be selected (a separate chart or chart entry is needed when back-up manual techniques are used);
- whether or not a grid is used (including grid ratio when the grids are interchangeable);
- film/screen combination;
- patient or body part size;
- focal spot size;
- source to image distance; and
- the use of patient shielding.

If you have questions or need guidance, please contact this office at:

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