


<b>Name of Policy:</b>	<u>Quality and Safety Features of Software</u>	 <b>THE UNIVERSITY OF TOLEDO</b>
<b>Policy Number:</b>	3364-134-110	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
		<b>Effective Date:</b> 12/1/2017
		Initial Effective Date: 12/1/2017
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

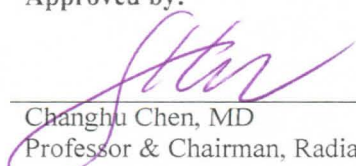
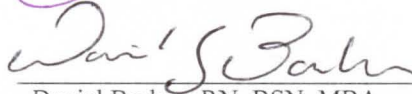
Each software package involved in patient care or quality assurance for the department shall be evaluated for optional features which may be available in the software package, and those deemed reasonable and necessary shall be implemented.

**(B) Purpose of Policy**

Due to the complex nature of software systems in use in the department, there may be ways in which the software can create undesirable outcomes for treatment. It is important that each software package used uniquely by the department be reviewed to evaluate what features it provides to minimize these potential negative outcomes.

**(C) Procedure**

1. At the time that a new software package or application for the exclusive use of department is sought; or,
2. At the time that a new version of a software package is being considered for use by the department, a full detail of the available features of the software package must be reviewed by the QMP (CRE) or their designee, and in consultation with the University department of Information Technology.
3. This review shall be used to inform what features will be enabled when the software package is deployed to the department.
4. As part of the periodic Quality Assurance/Quality Improvement process, changes to the safety/quality features may be considered for implementation under the advice of the QMP (CRE).
5. Those features as recommended by the University department of Information Technology to ensure safe use of the software shall be considered for implementation.

<b>Approved by:</b>  Changhu Chen, MD Professor & Chairman, Radiation Oncology	11/28/2017 Date	<b>Review/Revision Date:</b> 12/1/2017
 Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC	7 Dec 2017 Date	
Review/Revision Completed By: Michelle Giovanoli		<b>Next Review Date:</b> 12/1/2020
<b>Policies Superseded by This Policy:</b> N/A		