Name of Policy: Reporting of Errors
Policy Number: 3364-134-23
Department: Radiation Oncology
Approving Officer: Chief Operating Officer
Responsible Agent: Technical Manager, Radiation Oncology
Scope: Radiation Oncology

Effective Date: 5/1/2016
Initial Effective Date: 8/20/2003

Policy Statement
To report any errors on the treatment machines.

Purpose of Policy
To insure the proper steps have been taken in reporting and resolving errors on the treatment machines.

Procedure
In the event of an error on the treatment machines, therapist will:

1. Fill out Occurrence Report
2. Give to Physics/Dosimetry for Assessment
3. Make copies, give one to Dr. Parsai, one to physician
4. After review and signatures, place one in binder in Physics

Approved by:
Changhu Chen, MD
Professor & Chairman, Radiation Oncology

Review/Revision Date:
8/20/2007
5/2008
7/1/2011
5/1/2016

Next Review Date: 5/1/2019

Policies Superseded by This Policy: 38-95