<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Monitoring Patients for Prescribed Dose Distribution, and Treatment Of Appropriate Anatomic Site</th>
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<tbody>
<tr>
<td>Policy Number:</td>
<td>3364-134-30</td>
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<tr>
<td>Department:</td>
<td>Radiation Oncology</td>
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</tbody>
</table>
| Approving Officer: | Chief Operating & Clinical Officer  
Professor & Chairman, Radiation Oncology                                                      |
| Responsible Agent: | Technical Manager, Radiation Oncology                                                      |
| Scope:         | Radiation Oncology                                                                         |
| Effective Date: | 11/1/2014                                                                                   |
| Initial Effective Date: | 9/1980                                                                                   |

<table>
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<tr>
<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
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<tbody>
<tr>
<td>X</td>
<td>Reaffirmation of existing policy</td>
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(A) Policy Statement

Radiation Oncology charts and films will be reviewed on a weekly basis at Chart Rounds.

(B) Purpose of Policy

To assure appropriate and accurate prescribed dose delivery to appropriate anatomic site.

(C) Procedure

1. Appropriate assigned professional and technical members of the Department attend weekly Chart Rounds (generally on Friday mornings, 8:00am – 9:00 am).

2. Each chart will be reviewed weekly by Physics prior to chart rounds to confirm accurate chart doses and accurate dose accumulation by checking the following:
   - Prescription as written by Radiation Oncologist
   - Therapists’ initials
   - Treatment date
   - Field # MU’s
   - Wedge additions
   - Treatment fraction
   - Elapsed days
   - Daily dose
   - Accumulated dose
   - If accumulated dose is close to prescription total dose, a possible boost will be discussed with MD.

3. Each patient receiving radiation treatment will be assessed via review of their treatment record and all imaging performed during the course of treatment.

4. Notes will be kept on each patient discussed. Any comments and changes will be noted.

5. Copies of the notes will be given to the therapists, physicists, nurses and physicians to make appropriate interventions.
6. The original copy of notes (see item 5 above) will be maintained in a notebook which will be located in the nurses station.

7. Any adjustments or changes ordered by the physician will be recorded in the Radiation Oncology patient charts or Aria.

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**Approved by:**

Changhu Chen, MD  
Professor & Chairman, Radiation Oncology

Carl Sirio, MD  
Chief Operating & Clinical Officer

**Review/Revision Date:**

10/1981 2/1995  
1982 1996  
1984 10/1997  
1985 4/1999  
1986 3/2002  
1987 1/2007  
1988 4/22/2010  
1989 11/1/2014  
2/1990  
11/1992  
10/1993

**Next Review Date:** 11/1/2017

**Policies Superseded by This Policy:** 38-30