


Name of Policy:	<u>Peer Review/Training and Chart Rounds</u>	
Policy Number:	3364-134-30	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
Responsible Agent:	Technical Manager, Radiation Oncology	Effective Date: 2/1/2018
Scope:	Radiation Oncology	Initial Effective Date: 9/1/1980
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy		
<input checked="" type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

Radiation Oncology plans will be reviewed prospectively, concurrent and/or retrospectively.

(B) Purpose of Policy

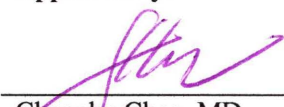

A peer review process:

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.
2. In addition to second check of treatment plan by a Qualified Medical Physicist (QMP), all new treatment plans are peer reviewed during weekly chart rounds attended by multiple QMPs', and board certified Radiation Oncologists, therapists, and nurses.
3. 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
 - 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.
4. The clinical physicists' have an annual peer review performed by the medical staff office.
5. Each patient receiving radiation treatment will be assessed via review of their treatment record and all imaging performed during the course of treatment.
6. Copies of the sign-in sheets and list of patients reviewed during chart rounds will be kept on file at the Nurses Station.
7. All patients reviewed will have a journal note indicating their case was reviewed.

8. Any adjustments or changes ordered by the physician as a result of peer review will be recorded as a journal note in the Radiation Oncology patient chart in Aria and new plan documents printed as deemed necessary.
9. Physicists have scheduled different clinic days to oversee clinical activities. This enforces review of patients' treatment plan and delivery documented by other peers.
10. Therapists have scheduled rotation times through CT simulation and treatment machines for the purpose of continuous competency on all equipment and peer review.
11. Various other trainings available through manufacturer webinars, national meetings and on-site training are available to all staff and information for continuing education is disseminated verbally and through departmental meetings.
12. A quarterly meeting among faculty and staff is held to discuss these trends and patients' morbidity/mortality and to use examples for further education, feedback, and learning.

<p>Approved by:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Changhu Chen, MD Professor & Chairman, Radiation Oncology</p> </div> <div style="text-align: center;"> <p style="font-size: 1.2em; color: purple;">2/28/2018</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC</p> </div> <div style="text-align: center;"> <p style="font-size: 1.2em; color: purple;">2/28/2018</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div> <p style="margin-top: 20px;"><i>Review/Revision Completed By: Michelle Giovanoli</i></p>	<p>Review/Revision Date:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">10/1981</td><td>2/1995</td></tr> <tr><td>1982</td><td>1996</td></tr> <tr><td>1983</td><td>3/1997</td></tr> <tr><td>1984</td><td>10/1997</td></tr> <tr><td>1985</td><td>4/1999</td></tr> <tr><td>1986</td><td>3/2002</td></tr> <tr><td>1987</td><td>1/2007</td></tr> <tr><td>1988</td><td>4/22/2010</td></tr> <tr><td>1989</td><td>11/1/2014</td></tr> <tr><td>2/1990</td><td>10/1/2017</td></tr> <tr><td>11/1992</td><td>2/1/2018</td></tr> <tr><td>10/1993</td><td></td></tr> </table> <p style="margin-top: 20px;">Next Review Date: 2/1/2021</p>	10/1981	2/1995	1982	1996	1983	3/1997	1984	10/1997	1985	4/1999	1986	3/2002	1987	1/2007	1988	4/22/2010	1989	11/1/2014	2/1990	10/1/2017	11/1992	2/1/2018	10/1993	
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<p>Policies Superseded by This Policy: 38-30</p>																									