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| Name of Policy: | Ordering Radioactive Isotopes Blanket Order |  Effective Date: 5/1/2016 Initial Effective Date: 8/5/1985 |
| Policy Number: | 3364-134-36 | |
| Department: | Radiation Oncology | |
| Approving Officer: | Chief Operating Officer | |
| Responsible Agent: | Technical Manager, Radiation Oncology | |
| Scope: | Radiation Oncology | |
| <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy | | <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy |

(A) Policy Statement

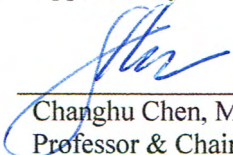
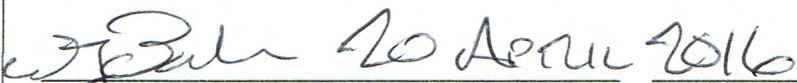
Ordering radioactive isotopes under a blanket order shall be the responsibility of the Physicist or his designee, under the direction of the Radiation Oncologist.

(B) Purpose of Policy

To maintain control over all isotopes ordered.

(C) Procedure

1. Determine the isotope(s) needed. In consultation with the Medical Physics staff, the Radiation Oncologist will give the appropriate (desired) quantity and date needed.
2. Physics staff will call the appropriate vendor and give the following information:
 - a. Isotope name, specific activity, total activity, form (liquid, capsules, wire, seeds, hairpins, etc.) spacing and other data as may be necessary to accurately specify the isotope desired as indicated on order sheet
 - b. Quantity of order
 - c. Date isotope is to be used
 - d. Blanket purchase order number with appropriate release number will be provided by clinical secretary or her designee
 - e. Patient name
3. If the isotope is to be delivered to any department other than Radiation Oncology, i.e., Radiation Safety, notify that department via telephone #4301 and fax Notification of Procedure form to #4282.

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| <p>Approved by:</p> <p> Changhu Chen, MD Professor & Chairman, Radiation Oncology</p> <p> Daniel Barbee, RN, BSN, MBA Chief Operating Officer</p> <p><i>Review/Revision Completed By:</i> Michelle Giovanoli</p> | <p>Review/Revision Date:</p> <table><tr><td>10/22/1985</td><td>4/1999</td></tr><tr><td>10/1986</td><td>3/2002</td></tr><tr><td>1987</td><td>2/2008</td></tr><tr><td>1988</td><td>3/10/2011</td></tr><tr><td>1989</td><td>7/1/2013</td></tr><tr><td>2/1990</td><td>5/1/2016</td></tr><tr><td>11/1992</td><td></td></tr><tr><td>1/1994</td><td></td></tr><tr><td>3/1994</td><td></td></tr><tr><td>2/1995</td><td></td></tr><tr><td>1996</td><td></td></tr><tr><td>3/1996</td><td></td></tr></table> <p>Next Review Date: 5/1/2019</p> | 10/22/1985 | 4/1999 | 10/1986 | 3/2002 | 1987 | 2/2008 | 1988 | 3/10/2011 | 1989 | 7/1/2013 | 2/1990 | 5/1/2016 | 11/1992 | | 1/1994 | | 3/1994 | | 2/1995 | | 1996 | | 3/1996 | |
| 10/22/1985 | 4/1999 | | | | | | | | | | | | | | | | | | | | | | | | |
| 10/1986 | 3/2002 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1987 | 2/2008 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1988 | 3/10/2011 | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2/1990 | 5/1/2016 | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3/1996 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Policies Superseded by This Policy: 38-36B</p> | | | | | | | | | | | | | | | | | | | | | | | | | |