


Name of Policy:	Ordering Radioactive Isotopes Blanket Order	 Effective Date: 3/10/2011 Initial Effective Date: 8/5/1985
Policy Number:	3364-134-36	
Department:	Radiation Oncology	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement


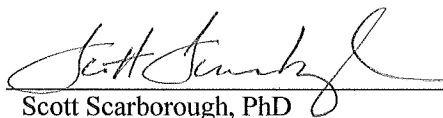
Ordering radioactive isotopes under a blanket order shall be the responsibility of the Physicist or his designee, under the direction of the Radiation Oncologist.

(B) Purpose of Policy

To maintain control over all isotopes ordered.

(C) Procedure

1. Determine the isotope(s) needed. In consultation with the Radiation 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 radioactivity 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. The clinical secretary of the Department will email the Purchasing Department the following information once the radioactive material has been administered:
 - a. Blanket order number and release number
 - b. Patient name
 - c. Isotope name and quantity of order
 - d. Dollar amount, including shipping charges
4. If the isotope is to be delivered to any department other than Radiation Oncology, i.e., Radiation Safety, notify that department via telephone and fax Notification of Procedure form to 4282.

Approved by:  _____ John Feldmeier, DO Professor & Chairman, Radiation Oncology	<u>5/03/11</u> Date	Review/Revision Date: 10/22/1985 4/1999 10/1986 3/2002 1987 2/2008 1988 3/10/2011 1989 2/1990 11/1992 1/1994 3/1994 2/1995 1996 3/1996
 _____ Scott Scarborough, PhD Interim Executive Director and Senior Vice President for Finance & Administration <i>Review/Revision Completed By:</i> Michelle Giovanoli	<u>5/24/11</u> Date	
Policies Superseded by This Policy: 38-36B		Next Review Date: 3/1/2014