


Name of Policy:	<b>Patient Protection and Care</b>	 <b>HEALTH</b> <hr/> THE UNIVERSITY OF TOLEDO  <b>Effective Date:</b> 12/1/2017 Initial Effective Date: 10/1/1989
Policy Number:	3364-134-39	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
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

### Policy Statement

1. All patients of reproduction potential shall have gonads shielded, if this area is near the field of treatment and if clinically indicated.
2. All patients will have a medication history maintained in an updated format in their radiation oncology record. This includes all prescription and over-the-counter drugs. Any known drug allergies will also be noted.
3. All treatments shall be carried out in a manner consistent with accepted safety procedures to maintain radiation exposure to patients and personnel to an absolute minimum.
4. All patients receiving external beam radiotherapy shall be under direct or indirect visual monitoring at all times.
5. Each treatment room shall be equipped with a means of communicating with the patient during therapy.
6. Each procedure will be explained fully and written consent will be obtained prior to initiation of treatment.

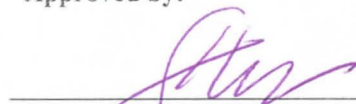
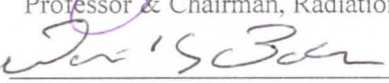
### Purpose of Policy

To maintain radiation exposure at an absolute minimum for the protection of patients and personnel, and to provide a safe treatment environment.

### Procedure

1. Individual treatment plan using MLC and/or patient-specific shielding blocks will be made to conform with the appropriate delineated tumor area to protect sensitive or unaffected tissue.
2. At the time of initial consultation a medication history will be obtained by the R.N. and updated as appropriate. This information will be recorded in patient's EMR.
3. Two therapists shall be assigned to each treatment machine. The patient's setup notes will be recorded in ARIA. R&V patient management system, and will be used to verify all parameters on every treatment delivery.

4. Direct view, via visual monitor, is maintained on all patients during treatment delivery.
5. Audio contact via intercom system is maintained with all patients during treatment delivery.
6. All patients shall be treated with consideration and confidentiality irrespective of gender, age, race, sexual orientation, ethnic or religious affiliation.
7. Each patient shall have their procedure explained fully and written consent will be obtained prior to initiation of treatment for patient/family understanding.
8. Appropriate educational materials regarding reaction to treatments, nutrition, etc., will be given to the patient/family members.

<p><b>Approved by:</b></p> <div style="margin-top: 20px;">   <hr style="width: 100%;"/> <p>Changhu Chen, MD          Professor &amp; Chairman, Radiation Oncology</p> </div> <div style="margin-top: 20px;">   <hr style="width: 100%;"/> <p>Daniel Barbee, RN, BSN, MBA          Chief Executive Officer - UPMC</p> </div> <div style="margin-top: 20px;"> <p><i>Review/Revision Completed By:</i>          Michelle Giovanoli</p> </div>	<p><b>Review/Revision Date:</b></p> <p>10/9/1990          11/1992          10/1993          2/1995          2/1996          3/1997          4/1999          3/2002          5/2008          7/1/2011          7/1/2014          7/1/2017          12/1/2017</p> <hr style="width: 100%;"/> <p><b>Next Review Date:</b> 12/1/2020</p>
<p><b>Policies Superseded by This Policy:</b> 38-37B</p>	