


<b>Name of Policy:</b> <u>Weekly Chart Checks by Physics</u>		 <b>THE UNIVERSITY OF TOLEDO</b>  <b>Effective date:</b> 9/1/2017 Initial Effective Date: 5/2008	
<b>Policy Number:</b> 3364-134-80			
<b>Department:</b> Radiation Oncology			
<b>Approving Officer:</b> Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology			
<b>Responsible Agent:</b> Technical Manager, Radiation Oncology			
<b>Scope:</b> Radiation Oncology			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

**(A) Policy Statement**

All patients under treatment will have weekly chart checks done by the physics staff.

**(B) Purpose of Policy**

Per ASTRO standards regarding weekly chart checks by physics:

Per 3.6 A Qualified medical physicist performs periodic checks of:

3.6.1

The accuracy of treatment delivery in relation to both the formal treatment prescription and plan at least every five treatment fractions.

3.6.2

The accuracy of treatment set up parameters in relation to both the formal treatment prescription and plan at least once every five treatment fractions.

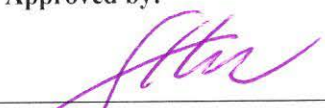
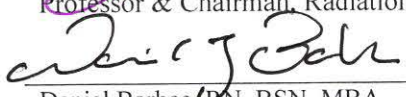
**(C) Procedure**

Once a week the charts of the patients who are under treatment are checked, by a qualified medical physicist. The items that are to be checked are:

1. Any ordered in-vivo dosimetry
2. SSD recorded
3. Patient specific plan verification
4. Field Size matches plan
5. Modifiers match plan
6. Delivered MU's match plan
7. Planning system calculation
8. Secondary Mu calculation

- 9. Recorded dose conforms to prescription
- 10. Prescription matches plan in record and verify system, dose changes/boosts are prepared/in progress.

The physicist performing the chart check will record the check in the record and verify system with a note initialing the continuing medical physics review was performed under the direct supervision of a staff medical physicist.

<p><b>Approved by:</b></p> <p> _____ Changhu Chen, MD Professor &amp; Chairman, Radiation Oncology</p> <p> _____ Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC</p> <p><i>Review/Revision Completed By:</i> Michelle Giovanoli</p>	<p><b>Review/Revision Date:</b> 8/2006 5/2008 7/1/2011 9/1/2014 9/1/2017</p> <p><b>Next Review Date:</b> 9/1/2020</p>
<p><b>Policies Superseded by This Policy:</b> 38-94</p>	