


Name of Policy:	Verification Simulations	 THE UNIVERSITY OF TOLEDO Effective Date: 9/1/2017 Initial Effective Date: 1/2007
Policy Number:	3364-134-85	
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 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

A verification simulation will be performed on every patient prior to starting Radiation treatments

(B) Purpose of Policy

To ensure that the radiation treatment field that is X-rayed/and or clinically set is as planned by the Radiation Oncologist

(C) Procedure

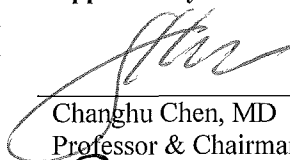
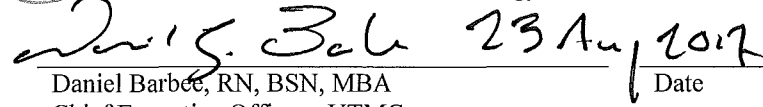
1. Patient will be called and scheduled for a Verification simulation prior to starting Radiation
2. Will be scheduled on the Reception/Simulation schedule.
3. The planned films will be taken on the patient (CBCT, MV or KV as prescribed).
4. The films will be in Aria for the physician to review.
5. The physician will approve or disapprove in Aria.
6. When KV or MV images are approved, the radiation fields will be drawn on and photographed with the digital camera.
7. Complete verification simulation document in Aria if no CBCT done. Physician will document IGRT if CBCT was performed.

BREAST VERIFICATION SIMULATIONS:

- Procedure above as outlined
- Physician is to come into room to verify that the set up radiation field prior to treatment.
- Complete appropriate documentation in electronic chart.

ELECTRON VERIFICATION SIMULATIONS:

- Procedure above as outlined
- X-rays are not required
- Physician to check setup prior to treatment/bill and document electron V-Sim form appropriately
- Therapist to document and photo appropriately

<p>Approved by:</p> <p> Changhu Chen, MD Professor & 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>Review/Revision Date: 5/2008 7/1/2011 9/1/2014 9/1/2017</p> <p>Next Review Date: 9/1/2020</p>
<p>Policies Superseded by This Policy: 38-102</p>	