Monitoring Patients for Prescribed Dose Distribution, and Treatment Of Appropriate Anatomic Site

Policy Number: 3364-134-30
Department: Radiation Oncology
Approving Officer: Chief Executive Officer - UTMC
Professor & Chairman, Radiation Oncology
Responsible Agent: Technical Manager, Radiation Oncology
Effective Date: 10/1/2017
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(A) Policy Statement
Radiation Oncology plans will be reviewed prospectively, concurrent and/or retrospectively.

(B) Purpose of Policy
A peer review process:
To assure appropriate and accurate prescribed dose delivery to appropriate anatomic site.

(C) Procedure
1. Appropriate assigned professional and technical members of the Department attend weekly Chart Rounds.

2. Each chart will be reviewed weekly by Physics prior to chart rounds to confirm accurate chart doses and accurate dose accumulation by checking the following:
   - Prescription as written by Radiation Oncologist
   - Therapists’ initials
   - Treatment date
   - Field # MU’s
   - Treatment fraction
   - Elapsed days
   - Daily dose
   - Accumulated dose
   - If accumulated dose is close to prescription total dose, a possible boost will be discussed with MD.

3. Each patient receiving radiation treatment will be assessed via review of their treatment record and all imaging performed during the course of treatment.

4. Copies of the sign-in sheets and list of patients reviewed during chart rounds will be kept on file at the Nurses Station.
5. All patients reviewed will have a journal note indicating their case was reviewed.

6. Any adjustments or changes ordered by the physician will be recorded in the Radiation Oncology patient chart in Aria.