Name of Policy: Patient protection and care THE UNIVERSITY OF TOLEDO MEDICAL CENTER **Policy Number:** 3364-134-39 **Department:** Radiation Oncology Chief Executive Officer - UTMC **Approving Officer:** Professor & Chairman, Radiation Oncology **Effective Date:** 7/14/2023 Technical Manager, Radiation Oncology **Responsible Agent:** Scope: **Radiation Oncology** Initial Effective Date: 10/1/1989 New policy proposal Minor/technical revision of existing policy Major revision of existing policy 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.

Approved by:		Review/Revision Date:
•		10/9/1990 7/14/2023
		11/1992
/s/	7/14/2023	10/1993
Mersiha Hadziahmetovic, MD	Date	2/1995
Associate Professor & Chair, Radiation Oncology		2/1996
		3/1997
/s/		4/1999
Richard P. Swaine	Date	3/2002
Chief Executive Officer - UTMC Review/Revision Completed By: Michelle Giovanoli		5/2008
		7/1/2011
		7/1/2014
		7/1/2017
		12/1/2017
		7/1/2020
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licies Superseded by This Policy: 38-37B		