**Name of Policy:**  Weekly Chart Checks by Physics  

**Policy Number:**  3364-134-80  

**Department:**  Radiation Oncology  

**Approving Officer:**  Chief Executive Officer - UTMC  
Professor & Chairman, Radiation Oncology  

**Responsible Agent:**  Technical Manager, Radiation Oncology  

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| ☐ | New policy proposal  
| ☐ | Minor/technical revision of existing policy  
| ☒ | Major revision of existing policy  
| ☒ | Reaffirmation of existing policy  

**Effective date:**  7/1/2020  
Initial Effective Date: 5/2008  

(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.

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<th>Approved by:</th>
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<tbody>
<tr>
<td>/s/ Changhu Chen, MD</td>
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<tr>
<td>Professor &amp; Chairman, Radiation Oncology</td>
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<tr>
<td>/s/ Richard P. Swaine, CPA</td>
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<td>Chief Executive Officer - UTMC</td>
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Review/Revision Date:
8/2006
5/2008
7/1/2011
9/1/2014
9/1/2017
7/1/2020

Review/Revision Completed By:
Michelle Giovanoli

Next Review Date: 7/1/2023

Policies Superseded by This Policy: 38-94