Name of Policy: HDR-DOSE CALCULATIONS
Policy Number: 3364-134-98
Approving Officer: Vice President & Executive Director
Responsible Agent: Technical Manager, Radiation Oncology
Scope: Radiation Oncology

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

Original effective date: 9/2011

(A) Policy statement

Each HDR Plan will have a second physics check prior to initiating treatment. If the treatment plan is only changed for source decay, the second check will not be mandated. Time out will include identification and treatment information including a review of prescribed dose before each treatment.

(B) Purpose of policy

To ensure compliance with Physician dose prescription, treatment plan and dose calculations.

(C) Procedure

1. HDR plans will have a second hand calculation that will be double checked by a physics staff member other than the physicist that did the original plan.

2. If there is not two staff physicists in-house, a senior student (after adequate experience and only after certification by the chief physicist) may do the original plan and a qualified physicist will do the second check.

3. A student cannot perform the second check.

4. For every plan, the hand calculation should have a relevant point checked against the treatment plan. For example in an FSD calc, point A, for vaginal cylinders-surface or prescription point, for Partial Breast Irradiation-prescription point needs to be considered. Other points may be added for comparison.

5. Time out will include a review and confirmation of the prescribed dose before the treatment is initiated. The time out sheet will include documentation of this review jointly by the physician and the physicist who is in attendance at the machine during the treatment.