

**HACKETTSTOWN REGIONAL MEDICAL CENTER
JOAN KNECHEL CANCER CENTER
EQUIPMENT DOWNTIME**

=====

Effective Date: April 2013

Policy No: ROC AD 08

Cross Referenced:

Origin: Radiation Oncology

Reviewed Date:

Authority: Executive Director

Revised Date:

Page: 1 of 1

=====

SCOPE:

Department of Radiation Oncology Staff

DEFINITIONS:

N/A

PURPOSE

To establish guidelines for all staff to utilize during down time of treatment equipment and or software systems required to operation the linear accelerator.

POLICY

Patients' shall be contacted and appointments canceled and re-scheduled should the linear accelerator and / or the software system needed to operate the equipment is inoperative.

PROCEDURE

- 1) The Radiation Therapists will contact all patients on treatment to advise them of the downtime and reschedule the patient's appointments.
- 2) Any downtime lasting more than two (2) DAYS MUST BE REASSESSED WITH THE Radiation Oncologist to determine if alternative treatment sites should be explored.