

**HACKETTSTOWN REGIONAL MEDICAL CENTER
JOAN KNECHEL CANCER CENTER
ADMINISTERING PRESCRIBED TREATMENTS**

Effective Date: January 2005

Policy No: ROC TECH 01

Cross Referenced:

Origin: Radiation Oncology

Reviewed Date: 6/09, 12/11, 2/13, 6/14

Authority: Medical Director

Revised Date: 6/09, 12/11, 6/14

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SCOPE

The administration of prescribed radiation treatments

PURPOSE

To establish guidelines for all staff responsible for administering radiation treatments to patients. Careful consideration is given to prescribed dosing.

POLICY

Patient's electronic chart will be checked by an initial and second radiation therapist to ensure that the patient receives his/her treatment as prescribed by the Radiation Oncologist. The prescription and treatment parameters in RT chart will be checked thoroughly to eliminate any errors, thereby insuring the patient the best possible care. The Radiation Therapist has the responsibility to insure the dose delivered to the treatment area each day is exactly as prescribed by the Radiation Oncologist. The Radiation Therapist will complete electronic treatment record.

PROCEDURE

1. The completed Ct/SIM must be pushed from Advantage Workstation to Eclipse for Planning and Calculations.
2. The Radiation Therapist must look over the prescription and check treatment parameters before the patient's first treatment. If the patient has a treatment plan, the therapist must ensure the Radiation Oncologist, medical dosimetrist and medical physicist have electronically signed it.
3. If there is any part of the treatment plan or prescription that is unclear, the therapist must go to the Radiation Oncologist, Physicist/Dosimetrist for clarification. Under no circumstance must a therapist administer a radiation treatment to a patient unless all directives are clear.
4. The Physicist/Dosimetrist will check the treatment plan and make any necessary corrections. The Dosimetrist/ Physicist will inform the therapist who is treating the patient that a correction has been made so the therapist is aware of a change in the treatment plan.
5. A patient must not be treated if the treatment plan has not been checked by a Physicist/Dosimetrist by the third treatment. The plan must be checked before giving the patient his/her third treatment. If the patient is receiving less than three treatments, the calculation must be checked by a Physicist/Dosimetrist before the first treatment is administered. A Radiation Therapist may check this calculation if a Physicist/Dosimetrist is not available that day. A Therapist other than the one who did the original calculation must also check the calculation.

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6. A Physicist will review the patient's electronic treatment chart weekly according to the attached check list in an effort to eliminate any overlooked errors and to ensure that all treatment parameters have been recorded and are free of inaccuracies.

7. Any errors found in the prescription of dose to be delivered and/or treatment of an inaccurate site must be brought to the attention of the Radiation Oncologist and the Physicist and/or Dosimetrist immediately so he/she may decide what action must be taken. It may be necessary to report these errors to various internal and/or external authorities. The patients must not receive any more treatments until the Radiation Oncologist or Physicist has established a course of action.