

**HACKETTSTOWN REGIONAL MEDICAL CENTER
JOAN KNECHEL CANCER CENTER
RADIATION THERAPY TREATMENT & SAFETY**

Effective Date: January 2005

Policy No: ROC TECH 15

Cross Referenced:

Origin: Radiation Oncology

Reviewed Date: 6/09, 12/11, 8/13

Authority: Medical Director

Revised Date: 6/09, 12/11, 8/13

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SCOPE:

The focus is on all patients receiving radiation therapy treatment

DEFINITIONS:

N/A

PURPOSE

To ensure that all staff are familiar with the process and procedures adopted for the delivery of radiation treatments.

POLICY

All staff members must follow established protocol for providing radiation treatment to ensure the safety of patients prior to treatment, during treatment, including weekly checks and post treatment.

PROCEDURE

1. Pre-Treatment:

Prior to the initial radiation treatment for the patient, the following must be in place:

- a. A prescription by the Radiation Oncologist designating the type of treatment, energy, technique, dose per fraction and number of fractions must be electronically signed in Aria.
- b. The Treatment Plan and Rad Calculations should be electronically signed and approved by the Dosimetrist, Radiation Oncologist and Physicist.
- c. IMRT cases need to have IMRT QA performed by the physicist and signed by the Radiation Oncologist and Physicist. IMRT QA should be electronically scanned into Aria for proper documentation.
- d. The patient's Initial Chart Checks need to be completed by an initial and second radiation therapist.

2. Treatment:

- a. There will be a Time out before each treatment delivery to ensure that it is the right patient, the right dose and the right region, every time.
- b. All patients are identified by their last name, face photo, and date of birth on every visit.
- c. On the first day of treatment, Verification Films are taken to verify the treatment plan is correct.
- d. Radiation treatments are electronically recorded and verified in Aria. Each radiation therapist must electronically sign off on each treatment procedure.
- e. Patients prescribed 3 or more fractions must have a Physics Chart Check completed by the third fraction.

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- f. Patients prescribed 3 or fewer fractions must have their Physics Chart Check completed PRIOR to the first treatment.
- g. Misadministration must be promptly reported to both State and Federal regulating bodies, as appropriate
- h. The Radiation Therapist appropriately bills charges to the patient's account.

3. Weekly Checks

- a. Patients are seen by the Radiation Oncologist and Nurse weekly throughout the course of treatment or as needed.
- b. Physics Chart Checks are performed by the Physicist to verify that all treatment parameters are in accordance with the prescribed treatment plan.
- c. All patients are discussed in Chart Rounds to (among other things) evaluate patient status and possible Cone Down/Boost Treatments.
- d. The Radiation Oncologists also participate in weekly Peer Review Conference.

4. Post Treatment:

- a. Patients meet with the Radiation Oncologist and Nurse after final radiation treatment.
- b. Receptionist schedules patient for follow-up appointments according to Radiation Oncologist's request.
- c. End of treatment (EOT) final physics checks will be done within one week.
- d. Follow up plans must be documented in the patient's chart if he / she is going to be followed up by another physician and why.