

**HACKETTSTOWN REGIONAL MEDICAL CENTER
JOAN KNECHEL CANCER CENTER
VERIFICATION FILMS**

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Effective Date: January 2005

Policy No: ROC TECH 29

Cross Referenced:

Origin: Radiation Oncology

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

Authority: Medical Director

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SCOPE:

All patient receiving radiation treatment

DEFINITIONS:

N/A

PURPOSE

To ensure all patients have verification films of the intended treatment portal, its parameters and blocking prior to the commencement of treatment.

POLICY

A portal verification film shall be taken with the portal imager on each patient prior to the commencement of treatments. These films shall be electronically approved by the Radiation Oncologist.

PROCEDURE

1. Digital Verification Films are taken on the Linear Accelerator prior to the patient's initial treatment and every 5th day of treatment or once per week. The Radiation Oncologist must approve and electronically sign all films in Aria. Initial Verification Films must be approved prior to initial treatment.
2. If a Verification Film is not approved, additional films must be taken with the appropriate changes and approved by the Radiation Oncologist before treatment.
3. At the initiation of a new treatment port or any modification in the original treatment ports, new Verification Film(s) must be taken and approved by the Radiation Oncologist before treatment.
4. Digital Verification Films may also be taken at the discretion of the Radiation Oncologist and/or Radiation Therapist if treatment parameters are in question. All changes must be approved and electronically signed off in Aria by the Radiation Oncologist.
5. Once Verification Films are approved by the Radiation Oncologist, the Radiation Therapist will acquire table longitudinal, lateral and vertical values on the 4D Treatment Console.
6. Such values must be signed off by a Radiation Therapist in Aria at the 4D Treatment Console after initial acquisition and again at "Mode Up" prompt prior to the initial treatment.
7. Once acquired and approved, the treatment parameters will automatically be applied on a daily basis as a record and verify check.