Pre Treatment QA Checklist

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| QA Item | Description |
| Care Plans | * Reviewed and Approved
* Correct Ready to Treat Date
 |
| Consent | * Present
* Complete (signed by Patient or SDM and DRO)
* Correct Date
 |
| Patient Specific Criteria | * Photo ID
* Pregnancy  status
* Other Factors: Inpatient / Contact Precautions / DNAR
* Others: Falls Risk, Smoking Status, Need for translator, Pacemaker
 |
| Prescription | * RAD RX Approval - energy & fractionation
* Site - Site, Laterality, correct 4 NHPIP code, Course Number
* RO Notes - Bolus, Prep or Special Instructions
 |
| Schedule | * Ready To Treat Date
* Number of Treatment, Review/RN appointments
* Activity Code
* Appropriate time booked
* Chemo / Lab work
* Appropriate statuses have been assigned
 |
| Dose Action Points | * Ensure appropriate dose action points are programmed
 |
| Calculation | * Hand/ Computer Second Calc
* Scanned and Approved
 |
| Plan Specific Criteria (Site Setup) | * Confirm isocentres consistent with plan
* Confirm correct CT data set
* Patient orientation correct
 |
| Physics QA | * Physics documents entered and approved (e.g. DQA, Dose Check, MU Check, Map / Arc Check)
* TLDs (Documented and Ordered)
 |
| Document Approval | * Confirm Tx Plan Document(s) have been approved
* RO approval is seen from the Plan Document
* Confirm Patient ID and Document ID match
 |
| Treatment Field Check | * Treatment Fields Correct and Approved  (field parameters)
* Imaging section complete
 |
| Peer Review | * Completed, or appended to be completed
 |
| Treatment Delivery | * Treatment calendar created and verified
* Images pre-programmed
 |
| Imaging | * Patient Registered in imaging software
* DRRs Reviewed & Approved
* Images Prepared - CBCT field created, kV / MV fields created
* Reference images
 |
| Setup Documentation | * Setup Instructions Reviewed ( immobilization, TTH, SSDs, bolus and treatment accessories)
* Images: skin views, bolus views, setup photos, tattoo diagram
 |
| Documentation | * Review all Tabs in Chart
 |
| Chart Check / Review QCLs | * Ensure Chart Check completed
* Ensure enough weekly chart QA scheduled
* Ensure QCL items completed for Pre-TMT QA and QA form complete
 |
| Code Capture | * Check correct code (body region and activity) and quantity captured
 |
| Accessories | * Accessories checked, labelled, and delivered
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