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 |