**APPENDIX E**

**Suggested procedure for IGRT ROUNDS**

Objectives:

* to review challenging online matches and discuss solutions/troubleshooting
* to provide an open forum for Radiation Therapists to discuss pros and cons about current image matching practices and generate new ideas as our treatment techniques change
* to serve as a quality assurance tool to ensure patients receive the best quality care
* to serve as an ongoing opportunity for education

Open attendance to include:

Radiation Therapists (Delivery and Planning) & students

Physicists & residents

Radiation Oncologists

Facilitator & organizer: Radiation Therapist

Meeting Frequency:

Monthly

Process:

* Suggestion of cases to discuss can come from anyone within the Radiation Treatment program.
  + Unique cases to discuss prior to start of treatment
  + Difficult cases
  + Changes seen with CBCT that required Re-CT and replanning/planning validation
  + Unusual circumstances
* Communication to the department to be done prior to rounds as a reminder
* The tracking of patients selected can be done within the electronic health record:
  + Aria: Creating a QA Rounds Task
  + Mosaiq: Creating a IGRT Rounds Location and QCL
* Rounds to take place in a room that will allow projection of plans and CBCTs
* Case by case review including:
  + Patient Summary (reason for selection of discussion, site, prescription, treatment technique/plan)
  + IGRT technique
  + Review acquired CBCTs
  + Discuss difficulties that arose & solutions
  + Open forum for therapist discussion.