

WEEKLY CHART CHECK QA

The Weekly Treatment QCL list is appended to the patient chart when the Chart Check item shows on the Location QCL. The weekly chart check is not to be performed by the same Therapist two weeks in a row. The following items are added to the patient's QCL list:

Assessments

- Check weekly review assessment. Ensure all orders actioned.

Notes

- Review all notes (tech, pt care, and setup). Ensure all orders actioned. Check that all Clinical Notes are locked.

Documentation (Patient Care)

- Check weekly patient care note documented. Complete if a patient care note has been entered by an MRT(T) within the last week. If not, assign QCL item to the relevant unit for follow up. Patient care will be documented at a minimum of once per week per patient. Refer to *Patient Education Guideline*.

Images (Images and Localization Trend Review)

- Review all images taken and approved. Review rejected items for notation of changes on image. Ensure all orders actioned. Review Localization Trend Review and corresponding documentation for accuracy.

Dose Summary

- Review cumulative dose correct to date.

Schedule

- Check bookings updated for missed appointments/service dates.
- Ensure all appointments are booked.
- Compare schedule to treatment calendar.

Treatment Calendar

- Ensure sessions in Calendar match the dates of the appointments in the patient's schedule.
- Ensure all sessions have appropriate fields scheduled.

Field Delta

- Check field delta in treatment field definition window.

Code Capture

- All activity codes captured
- All workload codes captured (EPIs, chart check, documentation)
- Location included in all codes
- Quantities are correct

MOSAIQ Match

- Link all codes to correct site in MOSAIQ Match (SharePoint).

Chart Check

- Run electronic chart check.