|  |  |
| --- | --- |
| Patient Name | <Full Name> |
| Patient ID1 (CR Number) | <Patient Id 1> |
| Date of Birth | <Date of Birth> |

**= QA checks done prior to plan approval**

**= QA checks done between plan approval and Physics Check**

**= Physics check prior to treatment approval by Physicist**

= **After Physics check and Treatment Approval**

**4DCT AND PLANNING CT (FREE BREATING)**

**D P**

4DCT binning acceptable (; no jaggedness in the reconstruction)

4DCT and planning CT (free breathing) user origins are consistent

Patient immobilization and its documentation acceptable

Motion of IGTV within acceptable limits

**Contouring**

**D P**

ITV to PTV margin as per policy

All relevant OAR contours are completed as per policy and reviewed by RO

Structure contours generated for SABR Plan Evaluation spread sheet are acceptable

**Parameters for Eclipse Dose Calculations**

**D P**

Check against start date for the treatment unit in ARIA

Labels agree in ARIA: Course type, Plan ID, Field IDs, Reference Point Labels\*

The User Origin is checked

Beam energy is **6MV**.

Plan contains 2 correctly labeled opposing arcs (i.e. **CW & CCW**)

Dose rate 600MU/min. Beams correspond to the same treatment unit;

Arcs do not enter through contra-lateral lung or spinal canal.

Calculation volume encompasses all structures needed for DVH’s.

CalculationGrid size is ≤ 2mm (SABR) and ≤ 2.5 mm (all other), Algorithm chosen is correct.

For **SABR**: COM-PTV reference point is entered, labeled and located correctly.

Inhomogenity correction ON and field normalization is appropriate

Collimator covers PTV with 5mm margin throughout arc rotation. (i.e. Arc Geometry Tool was run properly)

Collimator angles are non zero, and as per VMAT planning procedure.

In Plan properties, the target volume is assigned to the “PTV”

Dose and fractionation are correct.

For **SABR**: **“**SABR Plan Evaluation Sheet” is filled in, approved by RO and dynamic document created.

Previous RT accounted for.

**Physics Plan QA**

Imaging : CT image quality, Registration accuracy, Image artifacts acceptable

Contours : Body ok, OARs ok, bolus ok if applicable, Targets correctly labeled.

Plan Evaluation (**Non SABR**): Dose Prescription / Cumulative DVHs for PTVs and OARs within protocol tolerance.

Plan Evaluation (**SABR**): “SABR Plan Evaluation Sheet” data correct and within tolerances

**After RO Plan Review and Approval (RT CHART)**

**D P**

Plan Approval done.

All signatures present / Treatment Prescription Complete.

Enter time: (**3.0 min for SABR, 2.0 min for OTHER**) in RT Chart

Insert graticule / field aperture contour.

Ensure all reference fields and images are ready. (with correct shifts)

Treatment scheduled on Truebeam TR1 or CL2100D iX unit.

Tolerance table correct (“SBRT” for SABR, “PHOTON” for all other)

Couch information entered. (Long = 100.0, Imager Vrt = 50.0)

Setup notes appropriate

Isocenter shifts documented properly.

Dynamic Documents Created, Approved.

**INDEPENDENT DOSE VERIFICATION BY PORTAL DOSIMETRY - Physicist, Dosimetrist**

**P D**

Portal Dose (PD) verification plan generated correctly.

Plan is in Course: Physics QA & labeled with the plan name and “PD QA”. Imager Vrt = 0.0

PD analysis performed, results ok and dynamic documents generated.

Header contains patient name, plan name, ID, and date. Analysis Result = “Passed” (3%/3mm gamma).

Physicist to write comment if criteria not met but result is acceptable.

****

|  |  |  |
| --- | --- | --- |
| Date: |  | (DD/MMM/YYYY) |

Physics check completed by .

**After Physics QA**

**D P RT**

All physicists signatures present,Treatment Approval done.

Task Pad adjusted.

Care path verfied and appropriate workload codes assigned.

Plans used for Inhomogeneity Correction Factor check have been deleted. (ex MUREF and Temp)

**RT Audit**

**D P RT**

**Exclude from RT Audit (Routine case; constraints met and no other concerns)**

**Note: ONLY those cases with Confidential Quality Assurance Peer Review of “No Changes Recommended will be eligible for exclusion from RT Audit**

**Comment**