|  |  |
| --- | --- |
| 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**

**Parameters for Eclipse Dose Calculation**

**D P**

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

Body is a closed structure in treated areas. No beams pass through an open area in the body contour.

***Imaging:*** CT image quality, registration, image artifacts acceptable\*\*

Check against start date for the treatment unit in ARIA

Plan isocentre is approximately in the middle of the PTV. Y1/Y2 < 3. Shifts are in 1 cm increments.

Targets and OAR’s are contoured following correct nomenclature.

Margin to PTV as per site policy. PTV’s are 5 mm from the body surface (unless bolus is indicated).

Bolus is contoured correctly- i.e. correct thickness and encompassed within the body contour

All structures are “smooth” i.e. no jagged areas or rapid change in slice-to-slice size.

Optimization “opt\*\*\*” structures are appropriate.

Multiple arcs sweep in alternate directions (ex. CW, CCW, CW)

Field ID’s are correct for arc angle. Range of arc angle should be as per site VMAT policy.

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.

Algorithm, calculation grid size, and inhomogeneity correction is correct.

Calculation volume encompasses all structures needed for DVHs

Optimization parameters (dose constraints, smoothing parameters) are complete and appropriate.

Dose distribution and DVH results satisfy site policy in terms of coverage, OAR limits and hotspots.

Dose and fractionation are correct.

User Origin check.

Reference field DRR’s optimized.

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

**D P**

Plan Approval done.

All signatures present/Treatment Prescription Complete.

Enter time (**2.0 min**) in RT Chart.

Insert graticule / field aperture contour for reference fields.

Ensure OBI set-up fields are created and labeled correctly

Tolerance table correct.

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

Dose limits to Primary ref point (considering round off issues).

Setup notes appropriate.

Isocentre shifts documented properly.

Dynamic Document 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 of document contains patient name, plan name, ID, and date

**Analysis Result** of all fields in table reported is **Passed** (Area Gamma Criteria of 3 mm/3% has a value **≥** 95%). A comment will be written in the comment section if this criterion is not met but the result is acceptable.

****

**Comment**

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

Physics check completed by .

**After Physics QA**

**D P RT**

All physicists signatures present,Treatment Approval done.

Activity capture done in ARIA.

Task Pad updated.

Care path verified and appropriate workload codes assigned.

\*\* Image artifacts are considered to be those that affect the ability to see anatomy correctly or affect the ability to achieve a desirable dose distribution. Depending on the site, these may be due to: 1) air in the rectum, 2) hip prosthesis, 3) dental fillings.

**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**