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

**1st 2nd Pre-Tx**

Electronic planning requisition submitted

Treatment consent signed and scanned

**Patient Manager**

**1. Registration**

Ensure correct Radiation Oncologist has been selected

**2. Care Path**

Appropriate patient care path has been attached and appointment scheduled

Verify the Decision to Treat & Ready to Treat

Patient has been contacted for start date

Assign weekly Q.A. & **complete 4DTC mode up**

Care path updated with correct workload codes

**3. Diagnosis**

Correct diagnosis has been interfaced from PCS and attached to the treatment course

**4. Dynamic Document**

Author a CMU Whole Brain calc page

Calc page approved

**“**Treatment setup worksheet” authored

Create “**Beam Geometry for Clinical Mark-up**” dynamic document (Copy & paste screenshot of field parameters in RT Chart)

**RT Chart**

**1. Prescription**

New treatment course created and select “**Palliative**” as treatment intent in RT chart

Create **Physician’s Intent** and set to **Reviewed** status

Treatment plan and reference point created

Dose prescription added as per protocol

Check approval status under **Plan Properties** (**Plan Approval and then Treatment Approval**)

**2. Parameters**

Treatment fields and field parameters (including couch and imager parameters)

Select “**whole brain**” tolerance table

Create an artificial image and add field aperture

Convert graticule to contour

**3. Reference Point**

Enter MU and field dose with appropriate dose limits

**4. Scheduling Workspace**

Schedule the treatment sessions and add a “**Single Before**” image template for portal imaging

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

2nd check done by  **M.R.T. (T)**

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

Pre-Tx Q.A. done by  **M.R.T. (T)**

**Weekly Q.A.**

Treatment Setup worksheet completed and approved

All PI(s) approved

Care path updated

Documentation completed & acknowledged

RT Chart – # fractions remaining = # of appointments left = Remaining Dose

**Comments:**