

**Checklist for Submission of Radiation Oncology Quality Assurance Materials**

Patient Initials: \_\_\_\_\_ Registration #: \_\_\_\_\_ RT Start Date: \_\_\_\_\_

Sender's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Radiation Oncologist: \_\_\_\_\_ Email: \_\_\_\_\_

**Please enclose a copy of this Checklist together with the RT materials you submit. All materials must be labeled with the protocol and assigned registration number.**

Digital treatment plan, screenshots of other RT data and diagnostic imaging may be submitted via sFTP or on CD. For data sent via sFTP, a notification email should be sent to [sFTP@qarc.org](mailto:sFTP@qarc.org) with the **protocol # and registration # in the subject line**. Please refer to IROC Rhode Island website for instructions on sending digital data ([www.QARC.org](http://www.QARC.org)).

Data not sent via sFTP may be sent via email to [datasubmission@qarc.org](mailto:datasubmission@qarc.org) with the **protocol # and registration # in the subject line**. Data may also be sent via courier to the address below.

**Rapid Review materials must be submitted within the first 3 days of the start of radiotherapy:**

DATE  
SUBMITTED

- \_\_\_\_\_ Copy of Pre chemo and Post chemo diagnostic CT scans, PET scan (include reports)
- \_\_\_\_\_ Digital RT Treatment Plan (DicomRT or RTOG format) (recommended)
- \_\_\_\_\_ Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics
- \_\_\_\_\_ Color Isodose Distributions in axial, sagittal and coronal planes – if digital submission of RT plan not possible
- \_\_\_\_\_ Color DVHs -- if digital submission of RT plan not possible
- \_\_\_\_\_ First day portal images (or hard copy of real time portal images) of each treatment field
- \_\_\_\_\_ DRRs (digitally reconstructed radiographs) of each treatment field
- \_\_\_\_\_ RT-1 Dosimetry Form [www.qarc.org/forms/IROC\\_RT-1DosimetrySummaryForm.pdf](http://www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf)

**Final Review materials must be submitted within 1 week of the completion of radiation:**

- \_\_\_\_\_ Completed RT Daily Treatment Chart, including each date of treatment, daily and cumulative doses
- \_\_\_\_\_ RT-2 Total Dose Record [www.qarc.org/forms/IROC\\_RT2RadiotherapyTotalDoseRecord.pdf](http://www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf)
- \_\_\_\_\_ All revised data if modifications made subsequent to initial data submission

Please contact study CRA by email ([alliance@qarc.org](mailto:alliance@qarc.org)) or phone: **(401) 753-7600** for clarification as necessary. Thank you for your ongoing co-operation.