

# ALLIANCE A021501

## Checklist for Submission of Radiation Oncology Quality Assurance Materials

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

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

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

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

Please note that after patient **pre-registration** baseline imaging and reports should have been sent to the **IROC Ohio Alliance Imaging Core Lab (ICL)** for central review (see study section 6.4 for details). The ICL forwards this data to IROC Rhode Island (QARC) when appropriate.

**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.**

Submission of treatment plans in digital format as DICOM RT is **required**. This digital data must include treatment planning CT, structures files, and plan and dose files. Any items on the list below that are not part of the digital plan submission may be included with this transmission.

**This study allows the use of TRIAD for RT data submission.** In the event that a site has not completed all steps required for TRIAD data submission in time to meet the timeline for pre-treatment review, data submitted via SFTP will also be accepted.

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)).

Non DICOM RT data not sent via Triad or sFTP may be sent by 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.

**The following materials must be submitted one week prior to the start of radiotherapy for the required pre-treatment review.**

DATE  
SUBMITTED

- \_\_\_\_\_ Digital RT Treatment Plan (DICOMRT format) that includes the treatment planning CT, structure, dose and plan files
- \_\_\_\_\_ Treatment planning system summary report that includes the MU calculations, beam parameters, calculation algorithm, and volume of interest dose statistics
- \_\_\_\_\_ DRRs of each treatment field, showing collimator and beam aperture (one with and one without target volume and organs at risk)
- \_\_\_\_\_ Prescription sheet for the entire treatment
- \_\_\_\_\_ RT-1 Dosimetry Summary Form [www.qarc.org/forms/IROC\\_RT-1DosimetrySummaryForm.pdf](http://www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf)
- \_\_\_\_\_ Motion Management Reporting Form [www.qarc.org/forms/IROC\\_MotionManagementForm.pdf](http://www.qarc.org/forms/IROC_MotionManagementForm.pdf)
- \_\_\_\_\_ Explanation if recommended doses to organs at risk are exceeded

**Final Review materials must be submitted within 21 days of the completion of radiotherapy:**

- \_\_\_\_\_ Copy of the Radiotherapy Daily Treatment Chart, including prescription, daily and cumulative doses
- \_\_\_\_\_ RT-2 Radiotherapy Total Dose Record [www.qarc.org/forms/IROC\\_RT2RadiotherapyTotalDoseRecord.pdf](http://www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf)
- \_\_\_\_\_ Documentation of any modifications made subsequent to the review of the original treatment plan

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

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