

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.

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 prefers the use of TRIAD for RT data submission. Data submitted via sFTP will also be accepted. For data sent via sFTP, a notification email should be sent to sFTP@garc.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).

Non DICOM RT data not sent via Triad or sFTP may be sent by email to datasubmission@garc.org with the protocol # and registration # in the subject line.

The following materials must be submitted at the completion of radiation:

DATE
SUBMITTED

_____ Operative & pathology reports for lumpectomy/mastectomy/SLN/ALND/re-excision/ARM

_____ Copy of digital RT Treatment Plan (DicomRT format)

_____ Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics

_____ DRRs of each 3D treatment field

_____ Prescription sheet for the entire treatment

_____ RT-1 Dosimetry Summary Form www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf or Proton Dosimetry Summary Form http://www.qarc.org/forms/Radiotherapy/IROC_ProtonReportingForm.pdf

_____ Completed RT Daily Treatment Chart, including prescription, daily and cumulative doses

_____ RT-2 Total Dose Record www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf

Please contact IROC Rhode Island CRA by email (DataSubmission@garc.org) or phone: **(401) 753-7600** for clarification as necessary. Thank you for your ongoing co-operation.