

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@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).

Data not sent via sFTP may be sent via email to datasubmission@garc.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 week of the start of radiotherapy:

DATE
SUBMITTED

- _____ Copy of baseline diagnostic CT and/or PET scan (include reports)
- _____ Copy of Treatment Planning CT scan (DicomRT or RTOG format preferred)
- _____ 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 (composite plan) (Only required if Digital RT plan not submitted)
- _____ Dose volume histograms of PTV, CTV, GTV, Lungs, Heart, Esophagus and Spinal Cord. If IMRT is used, a DVH of unspecified tissue. (Only required if Digital RT plan not submitted)
- _____ Portal images of each treatment field
- _____ DRRs (digitally reconstructed radiographs) of each treatment field
- _____ Orthogonal Anterior/Posterior and Lateral Films if not part of portals
- _____ For thoracic IMRT, motion management description required
http://www.garc.org/forms/IROC_MotionManagementForm.pdf
- _____ RT-1 Dosimetry Form www.garc.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 prescription, daily and cumulative doses
- _____ RT-2 Total Dose Record www.garc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf
- _____ All revised data if modifications made subsequent to initial data submission

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