

ECOG-ACRIN EA3191

Checklist for Submission of Radiation Therapy Quality Assurance Materials

Patient Initials: _____ Registration #: _____ RT Start Date: _____

Sender's Name: _____ 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.

This study uses **TRIAD** for RT data and Imaging submission but sFTP and QARC SUBMIT will also be accepted as an alternative method of data submission on this study. Documents can also be emailed to datasubmission@qarc.org.

For data sent via sFTP or QARC SUBMIT, a notification email should be sent to datasubmission@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).

The following materials must be submitted within 3 days of the start of radiotherapy for interventional review:

DATE
SUBMITTED

Pretreatment imaging studies and/or post-induction chemotherapy imaging used to define the initial extent of disease and CTVs are required. Corresponding radiology reports are also required.

Pathology and operative reports, exam notes, clinical information.

Digital RT Treatment Plan that includes the CT, structures, dose and plan files. (DicomRT format is required)

Treatment planning system summary report that includes the monitor unit calculations, beam parameters, calculation algorithm, and volume of interest dose statistics.

Prescription sheet for entire treatment.

[RT-1 Dosimetry Form www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf](http://www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf)

If available, previous radiation records including dosimetry/DVH

Final RT 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 Radiotherapy Total Dose Record Form www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf](http://www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf)

If any revisions were made subsequent to the initial submission, the revised digital RT plan and corresponding Treatment Planning System Summary Report must be submitted.

If there are any changes in the patient's status (i.e. early discontinuation of protocol therapy, delay in starting radiotherapy, or break in radiotherapy) these should be communicated via email to IROC Rhode Island/QARC.

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

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