

SWOG S1933

Checklist for Submission of Radiation Therapy 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. Digital data must include CT scans, structures, plan, and dose files. This study uses TRIAD for RT data submission but sFTP will also be accepted as an alternative method of data submission on this study.

For data sent via sFTP, a notification email should be sent to 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).

This study requires the following materials to be submitted at least 5 days prior to the start of Radiotherapy:

DATE SUBMITTED

- _____ Digital RT Treatment Plan (DicomRT format) that includes the treatment planning CT, structures, dose and plan files.
- _____ 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 Summary Form www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf
- _____ Motion Management Form www.qarc.org/forms/IROC_MotionManagementForm.pdf
- _____ Copies (in DICOM format) and reports of all imaging studies used to define the target volume
- _____ Full 4DCT study used to define the target volume

Final RT review materials must be submitted within 1 week of the completion of radiation:

- _____ A copy of the patient's radiotherapy record including the prescription, and the daily and cumulative doses to all required areas.
- _____ RT-2 Radiotherapy Total Dose Record Form
www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf

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

Version: 1.0 (15 JAN 2021)