

SWOG S1206

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@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).

Data not sent via sFTP may be sent via email to datasubmission@qarc.org with the **protocol # and registration # in the subject line**. Data may also be sent via courier to the address below.

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

DATE
SUBMITTED

_____	Copy of baseline diagnostic CT scan and PET/CT scan (include reports)
_____	Copy of digital RT Treatment Plan (DicomRT or RTOG format)
_____	Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics
_____	DRRs of each treatment field(3D) or orthogonal isocenter images (IMRT)
_____	Explanation if recommended doses to organs at risk are exceeded
_____	RT-1 Dosimetry Form www.qarc.org/forms/IROC_RT-1DosimetrySummaryForm.pdf
_____	Motion Management Reporting Form http://www.qarc.org/forms/IROC_MotionManagementForm.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 Form www.qarc.org/forms/IROC_RT2RadiotherapyTotalDoseRecord.pdf

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

Version date: 02/13/2015