

Checklist for Submission of Radiation Oncology Quality Assurance Materials

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

Sender's Name: _____ Phone #: _____

Email: _____

Radiation Oncologist: _____ Email: _____

All data may be submitted via TRIAD, 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).

Documents may be sent via email to datasubmission@qarc.org with the **protocol # and registration # in the subject line**.

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

DATE
SUBMITTED

- _____ 1. Digital RT Treatment Plan (DicomRT) including planning CT, structures, dose, and plan files
- _____ 2. Prescription for the entire treatment
- _____ 3. Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics
- _____ 4. RT-1 Dosimetry Form (www.qarc.org - Click "Forms" in top menu)
- _____ 5. Pre-treatment diagnostic digital imaging scans in DICOM format
- _____ 6. Post-induction chemotherapy digital imaging scans in DICOM format
- _____ 7. Radiology Reports for all submitted imaging scans
- _____ 8. Pathology Report
- _____ 9. Operative Report (if available)
- _____ 10. Exam notes and clinical information
- _____ 11. If available, previous radiation records including dosimetry/DVH

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

- _____ 1. Completed RT Daily Treatment Chart, including prescription, daily and cumulative doses
- _____ 2. RT-2 Total Dose Record (www.qarc.org - Click "Forms" in top menu)
- _____ 3. If any revisions were made subsequent to the initial approval, submit revised digital RT plan(s) and corresponding treatment planning system summary report(s).

Questions? Contact QARC via datasubmission@qarc.org or **(401) 753-7600**. Thank you for your ongoing co-operation.

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