

Patient Name: RT#:

SIM_CHEST

		Therapist	
Setup	Prior images reviewed in PACS (MIM if rescan) to determine GTV extent		
	Zero lasers before setting up patient		
	If MR Sim ordered, CQUAL board limited to 5 degrees		
	Aktina compression belt placed on table		
	Anzai transducer placed over inferior sternum		
	No respiratory signal saturation at inspiration or expiration		
	Re-zero couch coordinates at scan reference point		
Localizers	Organ shielding removed prior to Topogram		
	LAT Topogram acquired		
	Confirm patient centered vertically in bore (if not, center then re-acquire LAT topogram)		
	AP Topogram acquired		
	FOV Check acquired		
Determine largest patient diameter using "FH CT Sim FOV Check" MIM workflow			mm
SBRT: 4D Scout	Superior/inferior slice coverage extends GTV+3cm		
	Set respiration rate flag (>6, >9, >12)		
	Adjust button clicked for CAREDose		
	MD: Evaluate motion with grid in MIM using 4D sidebar		
OPT: 4D Scout (if motion > 1cm)	Inflate Aktina belt to patient tolerance	min 20	mmHg
	Superior/inferior slice coverage extends GTV+3cm		
	Set respiration rate flag (>6, >9, >12)		
	Adjust button clicked for CAREDose		
	MD: Evaluate motion with grid in MIM using 4D sidebar		
4D-CT Prescription	MD: Determine whether or not to use belt		
	Scan prescription includes brachial plexus through kidneys		
	Superior/Inferior slice coverage extends GTV+10cm		
	Prescription does not extend outside topograms (otherwise, re-acquire topograms)		
	If BMI > 30, set tube potential to 140 kVp		
	Set respiration rate flag (>6, >9, >12)		
	Adjust button clicked for CAREDose		
4D-CT Reconstruction	Sync points at Inspiration phase		
	Sync points at Expiration phase		
	Quality of respiration waveform (breathing consistency)		
	Set iMAR preset based on Table 1 (below)		
	If patient diameter exceeds 50cm, set HD FOV size to <i>diameter</i>		
	If rescan CT, append text "RESCAN" to reconstructed series description		
OPT: IV Contrast Scan Prescription	Contrast delay	35	sec
	Set contrast volume and injection rate based on Table 2 (below)		
	Acquisition time for breath hold image	< 15	sec
	Adjust button clicked for CAREDose		
IV Contrast Reconstruction	Clicking Adjust button did not alter contrast delay		
	Set and position reduced FOV over target volume		
	Confirm iMAR preset off		
Post-Scanning	Do we have what we need? If not, resolve or repeat if necessary		
	Reconstructed 4D-CT images screened for clipping		
	Scan reference set using "FH CT Sim" MIM workflow		
		Initials/Date:	

Table 1 : iMAR Presets

Implant	iMAR Preset
Port	Pacemaker
Pacemaker	Pacemaker
Pacemaker leads	Pacemaker
Sternum staples, wires	Pacemaker
Anzai bellows	Pacemaker
Impaled buck shot	Dental
Spine Rods	Shoulder
Spine screws, pins	Spine
None	Off

Table 2 : IV contrast parameters for Omnipaque 350

Patient Weight	Volume [ml]	Rate [ml/sec]
Up to 100 lbs	72	1.4
101 - 120 lbs	88	1.7
121 - 140 lbs	104	2.0
141 - 159 lbs	120	2.4
Over 160 lbs	128	3.5

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Documentation Checklist

		Therapist	
Pertinent Info	Time out		
	Pregnancy test (if patient female under 50 years of age)		
	Treatment consent		
	IV contrast questionnaire		
	Implanted device info (pacemaker / defibrillator / neurostimulator)		
	Clinical trial or research consent		
Mosaic	Delete duplicate		
	Diagnosis		
	Attending MD (Global)		
	CSN		
	Setup documentation in D&I (Care Plan, Rad Rx, Site Simulation)		
	RTT note of patient time preference		
	Schedule treatments		
	Schedule pre-, mid-, and post-treatment pacemaker interrogations		
	Concurrent chemo flag		
	Code capture (consult charge should be date of consult)		
	Scan and upload documents		
	Upload setup photos		
	Check for MD note		
	Quick Order: 4D sorting		
	Quick Order: Image registration		
	Quick Order: In vivo dosimetry (MOSFET, TLD, OSL)		
	QCL (INITIAL SIM / FT INITIAL SIM / INITIAL SIM 4D)		
	QCL MD: Note		
	QCL MD: Peer Review		
	QCL PHY: SDC - In Vivo Dosimetry		
	QCL: Nursing		
	EPIC	Check in appointment	
		Chief complaint	
Episode of care (radiation treatment/radiation treatment)			
Schedule verification sim (i.e., verification/linac sim)			
Upload face photo			
Charge IV contrast			
Progress note (all contrast info for any and all contrast used)			
Document IV removal (if needed)			
Check out appointment			
Post-Scan Info	Bladder, rectum prep instructions (same for MR sim, if ordered)		
	MRI safety questionnaire		
		Initials/Date:	