Patient Name: [   ] RT#: [   ]

SIM_HEAD

	Therapist

Setup	Zero lasers before setting up patient	
	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	
Planning CT Prescription	Scan prescription includes air superiorly through C7	
	Superior/Inferior slice coverage extends GTV+10cm	
	Prescription does not extend outside topograms (otherwise, re-acquire topograms)	
	Adjust button clicked for CAREDose	
Planning CT Reconstruction	Set iMAR preset based on Table 1 (below)	
	If rescan CT, append text "RESCAN" to reconstucted series description	
OPT: IV Contrast Scan Prescription	Contrast delay	240 sec
	Set contrast volume and injection rate based on Table 2 (below)	
	Adjust button clicked for CAREDose	
	Clicking Adjust button did not alter contrast delay	
IV Contrast Reconstruction	Confirm iMAR preset off	
Post-Scanning	Do we have what we need? If not, resolve or repeat if necessary	
	Reconstructed planning CT images screened for clipping	
	Scan reference set using "FH CT Sim" MIM workflow	
	Initials/Date:	

Table 1 *: iMAR Presets*

Implant	iMAR Preset
Dental fillings	Dental
Neurostimulator	Pacemaker
Aneurism coils	Neuro coils
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	
Mosaiq	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:	

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