

Patient Name: RT#:

SIM_PELVIS

		Therapist
Setup	Oral contrast: 15 cc of Omni 350 diluted in 16 oz water (2 servings)	
	Prior images reviewed in PACS (MIM if rescan) to determine GTV extent	
	Re-zero lasers prior to 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	
	FOV+OAR Check acquired	
	Confirm OAR filling (if re-setup required, repeat Topograms and FOV+OAR Check)	
	Determine largest patient diameter using "FH CT Sim FOV Check" MIM workflow	
Planning CT Prescription	Scan prescription includes L1 through mid femur	
	Superior/Inferior slice coverage extends GTV+10cm	
	Prescription does not extend outside topograms (otherwise, re-acquire topograms)	
Planning CT Reconstruction	Adjust button clicked for CAREDose	
	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	80
	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	Set and position reduced FOV over target volume	
	Confirm iMAR preset off	
OPT: Bladder Empty Scan Prescription	LAT and AP Topograms repeated	
	Adjust button clicked for CAREDose	
Bladder Empty Scan Reconstruction	Set iMAR preset based on Table (below)	
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
Hip Prosthesis	Hip Implants
Impaled buck shot	Dental
Penile clamp	Pacemaker
Prostate seeds	Extremity
Syed	Extremity
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:	