

Patient Name:  RT#:

**SIM\_HEADNECK**

		Therapist
<b>Setup</b>	Prior images reviewed in PACS (MIM if rescan) to determine GTV extent	
	Zero lasers before setting up patient	
	Re-zero couch coordinates at scan reference point	
<b>Localizers</b>	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
<b>Planning CT Prescription</b>	Scan prescription includes eyes through carina	
	Superior/Inferior slice coverage extends GTV+10cm	
	Prescription does not extend outside topograms (otherwise, re-acquire topograms)	
	Adjust button clicked for CARE Dose	
<b>Planning CT Reconstruction</b>	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	
<b>OPT: IV Contrast Scan Prescription</b>	Contrast delay	40 sec
	Set contrast volume and injection rate based on Table 2 (below)	
	Adjust button clicked for CARE Dose	
<b>IV Contrast Reconstruction</b>	Clicking Adjust button did not alter contrast delay	
	Set and position reduced FOV over target volume	
	Confirm iMAR preset off	
<b>Post-Scanning</b>	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
Port	Pacemaker
Pacemaker	Pacemaker
Pacemaker leads	Pacemaker
Unilateral shoulder prosthesis	Shoulder
Bilateral shoulder prosthesis	Hip Implants
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	
<b>Pertinent Info</b>	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		
<b>Mosaic</b>	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		
	<b>EPIC</b>	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			
<b>Post-Scan Info</b>	Bladder, rectum prep instructions (same for MR sim, if ordered)		
	MRI safety questionnaire		
		Initials/Date:	