

EXPLAINING THE CHECK, REVIEW AND REPORT PROCESS

INDIVIDUAL CHECKS

As part of the time-out procedure, all team members should ask these questions:

- » Correct Patient?
- » Correct Prescription?
- » Correct Plan?
- » Correct Site?
- » Correct Set-up?



TEAM REVIEW

The Team Review process requires timely and continuous communication among all of the radiotherapy team members that are involved, especially when changes are required. Team reviews comprise a follow-up process that should be established in the course of radiotherapy to assess appropriateness of treatment plans, dose calculations, and treatment delivery for individual patient.

REPORT

Know the policies for reporting any unacceptable activity to other team members. Internal or external reporting on near misses or incidents is encouraged. Through evaluating information in the reports, the radiotherapy team can derive valuable lessons that can lead to a stronger safety culture and improved patient outcome.

MORE RESOURCES

Safety in Radiation Oncology (SAFRON) is IAEA's web-based learning and voluntary reporting system. SAFRON helps you to improve patient safety by allowing you to share and learn about safety-related events. It provides users with opportunities to share their information with radiotherapy facilities worldwide and gain useful resources for preventing future incidents — for free!

For more information, please visit:
<https://rpop.iaea.org/SAFRON/>



FOR MORE INFORMATION VISIT:

<https://rpop.iaea.org>

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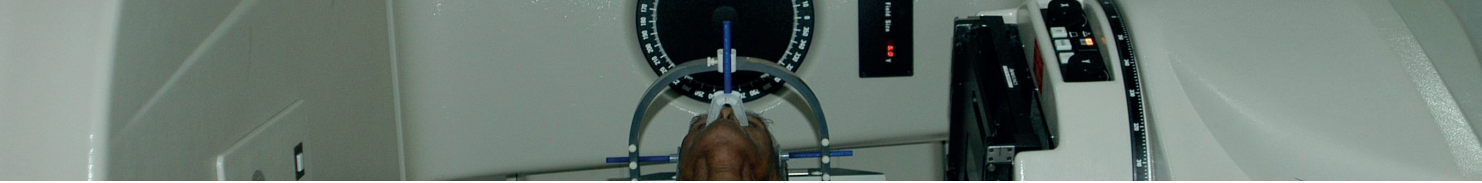


60 Years

IAEA Atoms for Peace and Development

CHECK, REVIEW AND REPORT

Delivering safe radiotherapy is in your hands



DID YOU KNOW?



14 million new cancer cases occur every year.



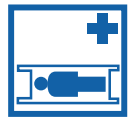
8.2 million cancer-related deaths every year.



7000 radiotherapy centres exist in the world.



5.1 million courses of radiotherapy treatments administered yearly between 1997-2007.



50 % of all cancer patients would benefit from the use of radiotherapy if it was available to them.

3000 patients have been affected by radiotherapy incidents and accidents over the last 3 decades.

CHECK, REVIEW AND REPORT



DURING PATIENT CARE, HAVE YOU...

- Explained treatment procedures to patients?
- Described the possible side effects of treatment and management of these to the patients?
- Monitored, assessed and recorded the changes in patients throughout treatment?
- Provided support to patients to help them cope with any physical and emotional effects of treatment?
- Notified the radiation oncologist whenever you discovered an unusual response to treatment or other health condition?
- Encouraged your patients to speak up about their health conditions and treatment and listened to them?

DURING EQUIPMENT MANAGEMENT, HAVE YOU...

- Ensured that all new planning systems and treatment equipment is commissioned and acceptance testing is performed and independently verified prior to clinical use?
- Confirmed that the planning systems and treatment equipment is routinely calibrated and independently verified?
- Performed comprehensive quality assurance on all planning and treatment equipment?
- Reported and investigated any unusual equipment faults or failures?

WHO IS RESPONSIBLE FOR ENSURING PATIENT SAFETY?

Patient safety is an essential and vital component of quality care. Each radiotherapy professional is encouraged to commit to patient safety as part of their professional responsibilities.

The team approach toward patient safety is critical. Each team member must be fully aware of their responsibilities individually and within the team to achieve the ultimate goal of safe and effective radiotherapy.

Build patient safety into every system of care by using the CHECK, REVIEW AND REPORT method.

DURING TREATMENT PLANNING, HAVE YOU...

- Checked that you are using correct images for correct patient when developing treatment plans?
- Ensured the appropriateness of the treatment prescription and organ dose, balancing the treatment of target volume to the irradiation of normal tissue?
- Confirmed the medical history such as co-morbidities and concurrent treatments of the patient?
- Established evidence-based protocols for treatment and verification?
- Calculated and independently checked all dose calculations with an approved method?
- Verified that the treatment plans of patients who need special care have been approved and communicated to the treatment team?

DURING TREATMENT DELIVERY, HAVE YOU...

- Ensured that the correct treatment plan and the correct treatment setup are used for the correct patient?
- Ensured that the daily quality checks have been performed and are within tolerance before clinical use?
- Checked the treatment plan been authorised and agreed?
- Assessed the patient is fit for treatment prior to set-up?
- Maintained daily treatment records for each patient?
- Performed time-out to assure the correct set up prior to machines switch on?

