

Right patient, Right anatomy and Right plan

Treatment

Have you “Paused & Checked”?

A radiotherapy IR(ME)R checklist for Operators about to Treat a patient

P	Patient	Confirm that the prescription is authorised Confirm patient consent Confirm patient ID (3-point check) Ensure patient has been given adequate information, understands and agrees to treatment.
A	Anatomy	Ensure correct anatomical area to be treated Ensure correct laterality / orientation Perform sense check of reference marks Ensure the reference image for verification imaging is fit for purpose
U	User Checks	Confirm no contra-indications for treatment Ensure correct moves undertaken with FSD check Confirm correct energy Perform sense check of MU (unplanned) Confirm timing of imaging and exposure factors
S	System & Settings	Cross check patient ID in unlinked databases Confirm positioning of image panel and treatment couch where appropriate Ensure Linac in treatment mode Check for system warnings & ensure any messages recorded & acted upon Perform sense check of isocentre moves Ensure overrides are appropriate
E	Exposure	Confirm bolus positioned correctly Perform verification imaging where necessary Take corrective action following imaging and record results Treat – watching and listening to patient at all times
D	Document & Data	Complete verification imaging and treatment documentation Complete activity coding Ensure further actions taken and recorded Confirm on-treatment review / follow up Ensure last day chat completed where appropriate Ensure patient documentation/data complete Ensure any radiotherapy errors or near miss events are reported locally