

Pre-treatment CT

Have you “Paused & Checked”?

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

P	Patient	Ensure the referral is complete and authorised Check previous RT history details available Confirm patient ID (3-point check) & consent Confirm pregnancy / allergy status & if pacemaker in place Explain procedure to patient (IV contrast / hydration / tattoos / photo) Confirm there is no clinical reason this scan should not proceed Ensure patient has been given adequate information and understands and agrees to examination
A	Anatomy	Ensure correct anatomical area / laterality to be scanned Confirm immobilisation / in reproducible position Confirm scan levels / limits Perform sense check of isocentre position Ensure markers are in place
U	User Checks	Re-confirm patient ID Ensure correct setting up sheet being used (HFS/FFS etc) Document immobilisation / treatment position Check bladder / rectal status
S	System & Settings	Confirm correct patient details in scanner Confirm correct scanning protocol Ensure IV / PGD prepped correctly Check FOV / all parameters included
E	Exposure	Confirm safe to expose Scan patient – looking / watching / listening
D	Data & Document	Ensure correct labelling of images & document the number of slices taken Confirm PACS images stored correctly Confirm documentation has all the information recorded correctly Ensure patient is given post-scan advice Ensure patient has appointment details for treatment