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 |

IR(ME)R requires all duty holders to comply with their local Employers procedures.

This “pause and check” poster does not replace these procedures but represents a shortened summary of the main checks.

You must adhere to your local procedures at all times.