

RAPID CITY REGIONAL HOSPITAL
PROSTATE SEED BRACHYTHERAPY ACTION PLAN

Action Item	Items identified during Root Cause Analysis	Steps to correction
1	Treatment Planning Computer defaults	Review study configurations
		Rename and reorganize configurations
		create default configuration with zero dose
		Include revisions in new Policy and Procedures below
This will remove the proximal cause of the medical event and will provide a methodology to prevent future occurrences of this sort.		
2	Treatment Planning process for Prostate Seed Implants	Review current process
		Identify any additional weaknesses
		Create new Written Directive form including second part to be completed in OR at end of implant
		Create checklists to be used by dosimetrists during volume study to verify planning data is correct.
		Create checklists to be used by physicists, during treatment planning to verify planning is correct and complete.
		Create checklists to be used by physicians during treatment planning to verify planning is correct and complete.
		Determine locations for new forms and checklists in paper chart during transition to Electronic Medical Record (EMR)

		Determine locations for new forms and checklists in EMR
		Include revisions in new Policy and Procedures below
<p>This revises and updates our procedure which had become weak over time. It incorporates checklists to ensure each person who works on the plans reviews relevant parameters versus the written directive and physician dosimetric goals. It removes the likelihood of approving a plan without review and relying on others to not make a mistake or approve without review also.</p>		
3	Complete move of physics and dosimetry offices	Move physics equipment to new offices
		determine location for brachytherapy planning systems
		Setup systems and activate on network
		Determine locations for paper charts during transition to electronic chart
		Include revisions in new Policy and Procedures below
<p>Settles the physics and dosimetry operations and returns the charts and other relevant documentation to specific places where they are to be kept. It allows easy access to review the written directive and other dosimetric parameters.</p>		
4	Transition to Electronic Medical Record (EMR)	Determine methods to transfer plans electronically to EMR
		Determine proper integration of transferred plans into EMR
		Include revisions in new Policy and Procedures below
<p>Brings brachytherapy into harmony with the rest of the department's work flow and simplifies the overall planning process.</p>		
5	Review and rewrite Prostate Seed Implant treatment planning Policy and Procedures	review Policy and Procedures
		revise policy if necessary

		<p>rewrite procedure to take into account:</p> <ol style="list-style-type: none"> 1) new default setting 2) new method of choosing correct configuration 3) use of new forms and checklists 4) locations of paper chart during transition to EMR 5) location of new forms and checklists in paper chart 6) new transfer to EMR 7) location of documentation in EMR
		<p>present new P&P to administration and physicians for review and revise if necessary</p>
		<p>present to staff and train in the proper use of new P&P</p>
<p>Formalize all changes and incorporates them into official Policy and Procedure manuals. Also introduces them and provides training in their use to other members of the staff who handle brachytherapy cases. This includes dosimetrists, physicists and physicians.</p>		
6	<p>Train dosimetrists to plan and review permanent implants</p>	<p>Present new Policy and Procedures to dosimetrists</p>
		<p>Explain the use of the Written Directive</p>
		<p>Explain the use and necessity of checklists</p>
		<p>Discuss theory and use of Treatment Planning Computer</p>
		<p>Perform a "Standard" plan together to illustrate planning process</p>
		<p>Trainee completes a "Standard" plan on own to be reviewed by Trainer.</p>
		<p>Physicist signs off on dosimetrist when all points completed successfully.</p>

<p>Provides additional training to the dosimetrists so that their role can be expanded. This will allow for second checks by an independent reviewer when one of the physicists is out of the office or on vacation.</p>		
7	Review and rewrite HDR Policies and Procedures	Review HDR Policies and Procedures
		Revise policy if needed
		rewrite procedure to take into account: 1) use of new forms and checklists 2) locations of paper chart during transition to EMR 3) location of new forms and checklists in paper chart 4) new transfer to EMR 5) location of documentation in EMR
		present new P&P to administration and physicians for review and revise if necessary
		present to staff and train in the proper use of new P&P
<p>Expands the review from a prostate seed specific objective, to encompass all brachytherapy procedures that are performed at RCRH.</p>		
8	Compliance check	Track checklist compliance on a Monthly basis for one year, then as part of annual program review thereafter
		Track EMR compliance Quarterly for one year, then as part of annual program review thereafter.
<p>Creates a review process to ensure that changes are followed after implementation. Integrates the compliance checks into the annual brachytherapy program review.</p>		
9	New employee training	Present Policy and Procedures to new employee
		Explain the use of the Written Directive

		Explain the use and necessity of checklists
		Discuss theory and use of Treatment Planning Computer
		Perform a "Standard" plan together to illustrate planning process
		Trainee completes a "Standard" plan on own to be reviewed by Trainer.
		Physicist signs off on employee when all points completed successfully.
<p>Ensures that new employees are properly trained in the Policy and Procedures of RCRH and are not left to chance. It will help to prevent a slow relaxing of the methods introduced to maintain a quality and safe program over time and staff turnover.</p>		



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