

# Research Medical Center

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Subject: Ensuring that post plans for radioactive seed implants are completed in a timely manner

Because the person responsible for generating the post plan for a radioactive seed implant is a member of the medical staff, we have worked with the Medical Staff Office and utilized their procedures to ensure timely completion of the evaluation of the treatments.

1. When a post plan has not been completed 30 days after an implant, the dosimetrist will notify the Medical Staff Office and the Chief of Clinical Operations of Radiation Oncology.
2. When the tardy post plan is completed, the dosimetrist will notify the Medical Staff Office and the Chief of Clinical Operations of Radiation Oncology.
3. Every second Wednesday, the Medical Staff Office reviews records of physicians who have failed to complete required medical records. The radiation oncology physician (authorized user) will get one free review per case and then be fined \$50.00 for each late record still incomplete at the next review. After four cycles of review, the matter is referred to the Medical Executive Committee.
4. Each month the Chief of Clinical Operations of Radiation Oncology will compile a written report of seed implant cases and their completion for review by the Radiation Safety Committee.

This action plan will be reviewed at the next meeting of the Radiation Safety Committee where it may be strengthened, but not weakened.

Should you need any further information, please feel free to contact me.

Sincerely,

Stephen T. Slack, Ph. D,  
Radiation Safety Officer

Copy: Suzanne Schultz, Chief of Clinical Operations, Radiation Oncology