

Referral for radiotherapy

Have you “Paused & Checked”?

A radiotherapy IR(ME)R checklist for Referrers about to **Refer** a patient

P	Patient	Ensure correct patient (3-point ID) Ensure patient has been given adequate information and understands and agrees to examination
A	Anatomy	Ensure correct site / laterality specified
U	User Checks	Confirm correct booking documentation Ensure correct protocol requested Ensure additional request stipulated (IV, 4DCT, Shell etc) Ensure consent status is documented Ensure pregnancy status is verified Are additional comments/interventions annotated?
S	System & Settings	Ensure scan limits completed or follow standard protocol Ensure dose/ # / indicated
E	End	Confirm entitled Referrer against IR(ME)R procedures e.g. unique identifier
D	Draw to a Close	Ensure consent completed and submitted