

## APPENDIX X - STEPS IN THE CENTRAL RADIOTHERAPY QUALITY ASSURANCE PROGRAM

1. QARC facility questionnaire: treatment centres complete the HN6 facility questionnaire available on QARC website.
2. Credentialing test notification: QARC will notify the treatment centre either to complete the credentialing test case or that they are exempted based on a prior approval status.
3. Credentialing submission: test case provided by QARC; documentation sent from treatment centre to QARC.
4. QARC written credentialing report to treatment centre: sent via email letter from QARC to treatment centre. All centers participating in the study will require credentialing for the delivery of 3D CRT or IMRT or both prior to local activation.
5. QARC written credentialing report to CTG: from treatment centre to CTG as part of the local activation documentation.
6. Rapid review submission to QARC: Radiotherapy Quality Assurance Documentation sent from treatment centre to QARC within one week of starting treatment (Appendices XI and XII).
7. Rapid review results to treatment centers: sent via email letter from QARC to treatment centre within 24 hours of receipt documentation. This will detail whether or not revisions to make the plan compliant with protocol are needed.
8. Submission to QARC of treatment center's rapid review response: If revisions are needed, treatment centre sends comments about changes requested by the reviewer and other supporting documents if requested to QARC within 72 hours of receipt of the rapid review results.
9. Revisions of Treatment center's rapid review response: QARC will decide whether or not the deviations will be reversed within 24 hours of receipt of comments and new supporting documentation. Sent via email letter from QARC to treatment centre.
10. Final review submission to QARC: Radiotherapy Quality Assurance Documentation sent from treatment centre to QARC within one month of treatment completion (Appendices XI and XII).
11. Final review summary report to treatment centers: sent via email from QARC to treatment centre within 24 hours of receipt documentation. QARC indicates if protocol deviations are present and signs form.
12. Final summary review report to CTG: QARC final summary report data transferred to the NCIC CTG.

NOTE: Patients with significant weight loss and/or response in bulky tumours may require replanning if in the opinion of the treating radiation oncologist delivery of the original plan may be compromised. In such cases the new plan will be submitted for QARC review.

