

RADIATION QUALITY BASED PROCEDURES (RT QBP) – GUIDE TO DATA INVESTIGATION

- The purpose of this document is to provide radiation treatment programs resources to triage common errors found in the operational reports
- The document also provides links to additional resources and a tool to identify the most appropriate contacts to address program concerns

Please Ctrl+Click the Link of the Most Relevant Operational Report Error and Additional Resources

1.	<u>Invalid Protocol Name Submitted</u>
2.	<u>Miscoded or Unknown Disease</u>
3.	<u>Metastatic Protocol Not Funded: Imaging Missing</u>
4.	<u>Miscoded Primary Protocol Intent or Unknown Intent</u>
5.	<u>Miscoded Metastatic Protocol Intent</u>
6.	<u>Miscoded Ready to Treat (RTT) Date</u>
7.	<u>Additional Resources</u>

1. Invalid Protocol Name Submitted

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Is the submitted protocol is on the [approved list of RT Protocols](#)?

Yes to 1 - Contact the [Radiation Treatment Program QBP Mailbox](#)

Else - Correct and resubmit through Databook

2. Miscoded or Unknown Disease

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Was the correct protocol selected for the appropriate disease site? (Verify that the protocol and disease information in your PHI level file matches your local data in MOSAIQ® or ARIA®)
2. Was the correct disease information submitted to Databook?

Yes to 1 and 2 - Contact the [Radiation Treatment Program QBP Mailbox](#)

Else - Correct and resubmit through Databook

3. Metastatic Protocol Not Funded: Imaging Missing

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Was *approved imaging activity* completed within 30 days of the protocol start date? (Beginning 2023/24)
2. Was the *approved imaging activity* (NHPIP) submitted to Databook? (Verify using your Radiation Databook .csv file)
3. Was the *approved imaging activity* linked to the correct disease and course number?
4. Were any records rejected in Databook? (please verify your Databook QA reports)
5. Was the *approved imaging activity* submitted under a previously completed course number

[Click to Review Approved Imaging Activities](#)

Yes to 1,3 and No to 4 - Contact the [Radiation Treatment Program QBP Mailbox](#)

Else - Correct and resubmit through Databook

4. **Miscoded Primary Protocol Intent or Unknown Intent**

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Was a **primary intent protocol** submitted **with metastatic intent**, please investigate if the right protocol was selected?

Yes to 1 - Correct the intent and resubmit through Databook

No to 1 - Correct the chosen protocol and resubmit through Databook

Else - If Intent was not submitted, please correct in your source system and resubmit through Databook

5. **Miscoded Metastatic Protocol Intent**

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Was a **metastatic intent protocol** submitted **with primary intent**, please investigate if the right protocol was selected?

Yes to 1 - Correct the intent and resubmit through Databook

No to 1 - Correct the chosen protocol and resubmit through Databook

Else - If Intent was not submitted, please correct in your source system and resubmit through Databook

6. **Miscoded Ready to Treat (RTT) Date**

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Using the information contained in the PHI level file on MFT, investigate the following:

1. Are all courses linked to Primary Protocol and all RTT dates are the same? RTT date is a critical date used to link multiple courses to a specific protocol.

No to 1 - Correct the chosen protocol and resubmit through Databook

Else - Contact the [Radiation Treatment Program QBP Mailbox](#)

Additional Resources

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Please explore these additional resources when reviewing operational report errors

1. [RT-QBP Frequently Asked Questions](#)
2. [Summary of Radiation Treatment Protocol Changes](#)
3. [RT-QBP 2023-24 Technical Specifications*](#)
4. [RT-QBP Funding Guide FY 2023-24*](#)
5. [Request a New or Modified Protocol](#)
6. [Clinical Trials](#)
7. [Appendix 1.46 - Approved list of RT Protocols](#)

**Previously distributed*

Appendix I - Approved Imaging Activities

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NHPIP Code	Description
369	Treatment Planning CT scan with IV Contrast
370	TPCT-Simulation
373	RX Planning CT Stereotactic
388	4DCT Image Acquisition
371	Treatment planning CT scan with GI Contrast
372	TPMR-Simulation
379	TPPET-CT
396	Brachy CT Guidance
398	Brachy MRI Guidance
368	TPOBI-Sim on Tx Unit - Tx Planning On Board Imaging (kV/MV) Simulation on Tx Unit
730x	Diagnostic imaging for planning treatment on clinical trial
370X	CT Sim at another centre
394	Brachy Xray Guidance