

# User Guide for the Bi-Monthly Primary and Metastatic Peer Review Quality Assurance Report

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## Background

During the Provincial Radiation Treatment Program Committee (PRTPC) November 2020 meeting, the committee underwent a consensus exercise to determine provincial targets for **primary** and **metastatic** peer review indicators. The committee agreed on the following provincial targets:

Fiscal Year	Primary Peer Review Provincial Performance Target	Simple Metastatic Peer Review Provincial Performance Target	Complex Metastatic Peer Review Provincial Performance Target
2022/2023	80%	20%	80%

Effective April 2022, the metastatic (Simple and Complex) and primary peer review quality assurance reports will be available to all regional cancer centres (RCCs) via the centre's designated MFT folder.

The purpose of this user guide is to help users navigate through the Metastatic (Simple and Complex) and Primary Radiation Peer Review Quality Assurance Report.

This peer review quality user guide can be accessed via the RTP resource hub, using the following link:

<https://www.cancercareontario.ca/en/radiation-treatment-program-resource-hub> . Any questions about the reports or the user guides can be directed to the Radiation Treatment Program at [oh-cco\\_rtp@ontariohealth.ca](mailto:oh-cco_rtp@ontariohealth.ca).

## Introduction

The Primary/Metastatic (Simple and Complex) Peer Review report contains 5 sections:

- **Title Page** - contains administrative information.
- **Methodology Notes** - contains background information around the user-interactive sheets and how the numbers are calculated.
- Five user-interactive sheets:
  1. Percentage of Funded Protocols with Primary/Metastatic (Simple and Complex) Intent Peer Reviewed - Selected Time Period Trend
  2. Comparison of Peer Review by Protocol Intent Across RCCs
  3. Last 18-Month Trend of Peer Review Performance for Selected Centre
  4. Comparison of Peer Review Timing in a Protocol Across RCCs
  5. Trend of Peer Review Timing for a Selected Centre

# How to Use the Spreadsheet

*\*Click on clear filter button (highlighted) to clear all selections in each box before you start (Figure 1)*

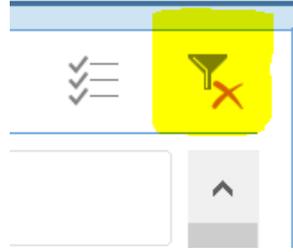


Figure 1

# Percentage of Funded Protocols with Primary/Metastatic Intent Peer Reviewed (Tab 1)

## A. Content Overview

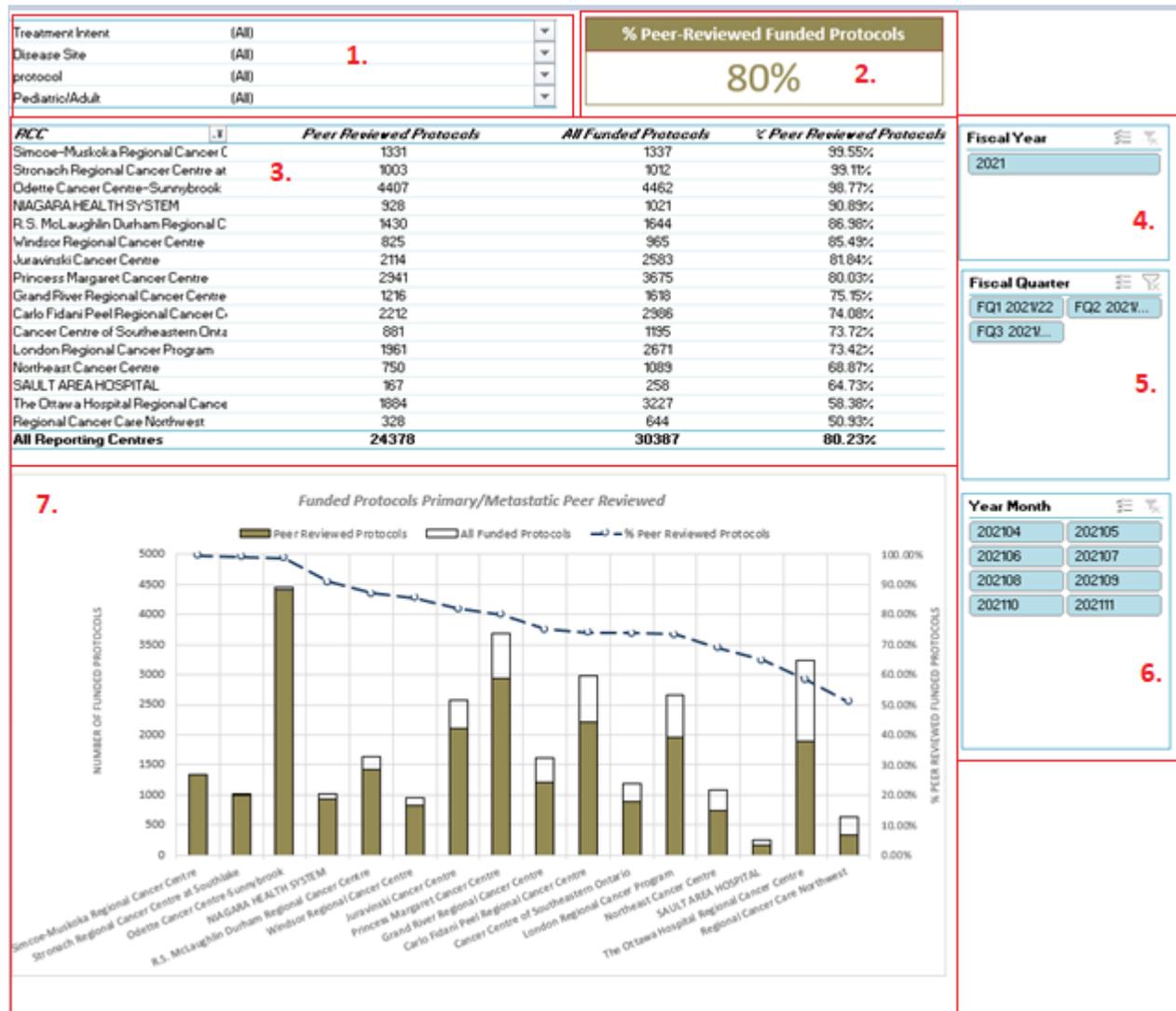


Figure 2

The “Percentage of Funded Protocols with Primary/Metastatic Intent Peer Reviewed - Selected Time Period Trend” (tab 1) is displayed in Figure 2 above.

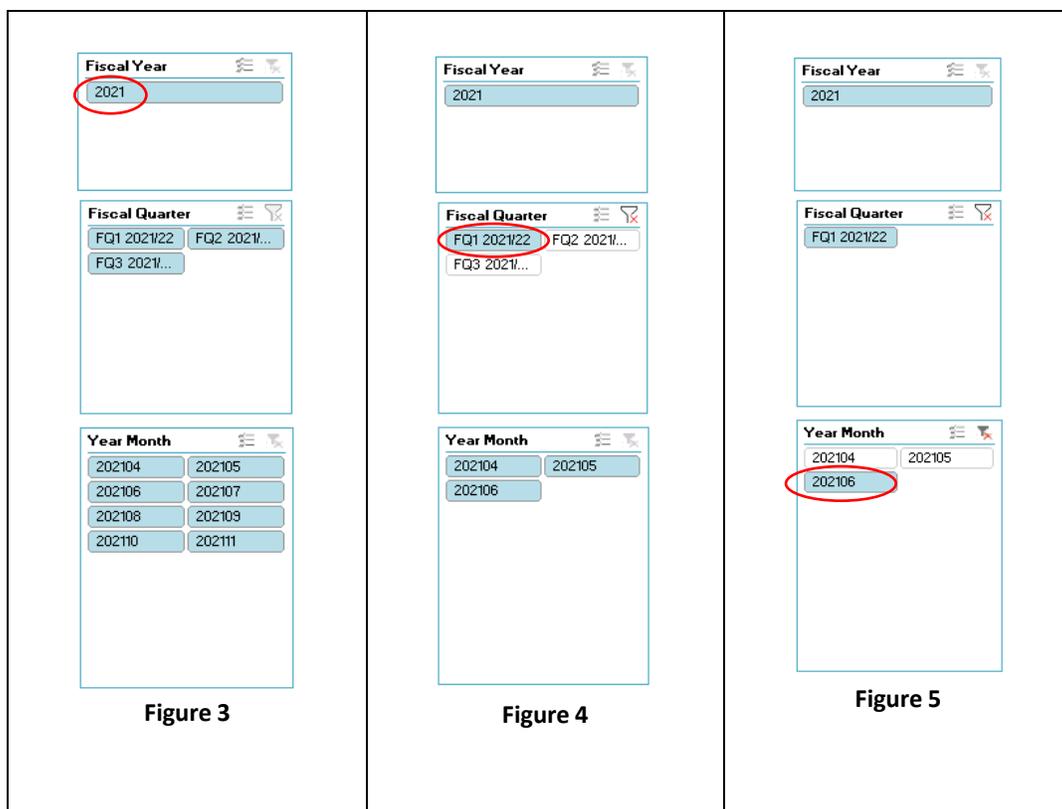
- Panel 1: Slicers to select Treatment Intent, Disease site, Protocol, and Pediatric/Adult;
- Panel 2: Call out box to indicate the overall percentage of peer reviewed Funded protocols, which changes based on slicer settings;
- Panel 3: Presents the PRQA performance for all funded metastatic/primary peer review protocols;

- Panels 4, 5, 6: Slicers to select data by Fiscal Year, Fiscal Quarter and Fiscal Month;
- Panel 7: Graph for PRQA performance for all funded metastatic/primary peer reviewed protocols, if filters are selected.

## B. How to Use Slicers in Panel 1

### l) Select time frame

With all filters cleared at onset, select the time frame of interest. For instance, if you want to see data for the month of June, you can select “202106” in the “Year Month” slicer and ensure nothing is selected in the other slicers. Please note that the year and a month in the “Year Month” slicer is the calendar year and month (i.e., 202106 is June of 2021 and not the 6<sup>th</sup> month of FY 2021/22). An example of **Fiscal Year**, **Fiscal Quarter** and **Year Month** selections are shown in Figure 3, Figure 4, and Figure 5, respectively.



Remember to click on the **Clear Filter** (highlighted) button within all time period boxes before selecting another time period. A new time period will be available for choosing when all of the selections become blue (Figure 6).

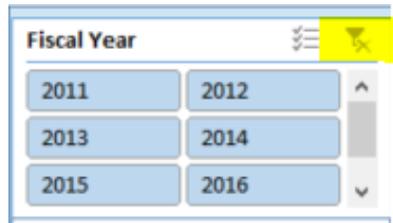


Figure 6

In addition, the user can choose to select a specific year, quarter, or month. To select a whole year, leave the quarter and month boxes with clear filters as shown in Figure 3. To select a whole quarter, leave the month filter clear as shown in Figure 4.

II) Select Treatment Intent, Disease site, Protocol, and Pediatric/Adult

After selecting the time period, you can select the Treatment Intent, Disease site, Protocol, and whether you are looking at Pediatric and/or Adult patients. For instance, selecting *Metastatic Simple* as the **Treatment Intent**, *Lung* as the **Disease Site**, *BONE\_MET\_CON\_MULTI* as the **Protocol**, and *Adult* as the **Pediatric/Adult** (Figure 7).

Treatment Intent	Metastatic Simple	⌵
Disease Site	LUNG	⌵
protocol	BONE_MET_CON_MULTI	⌵
Pediatric/Adult	Adult	⌵

Figure 7

Now that the desired time frame, disease site and body region are selected, panels 2, 3, and 7, will be updated accordingly based on the slicer selection.



### Comparison of Peer Review by Protocol Intent Across RCCs (Tab 2)

#### A. Content Overview

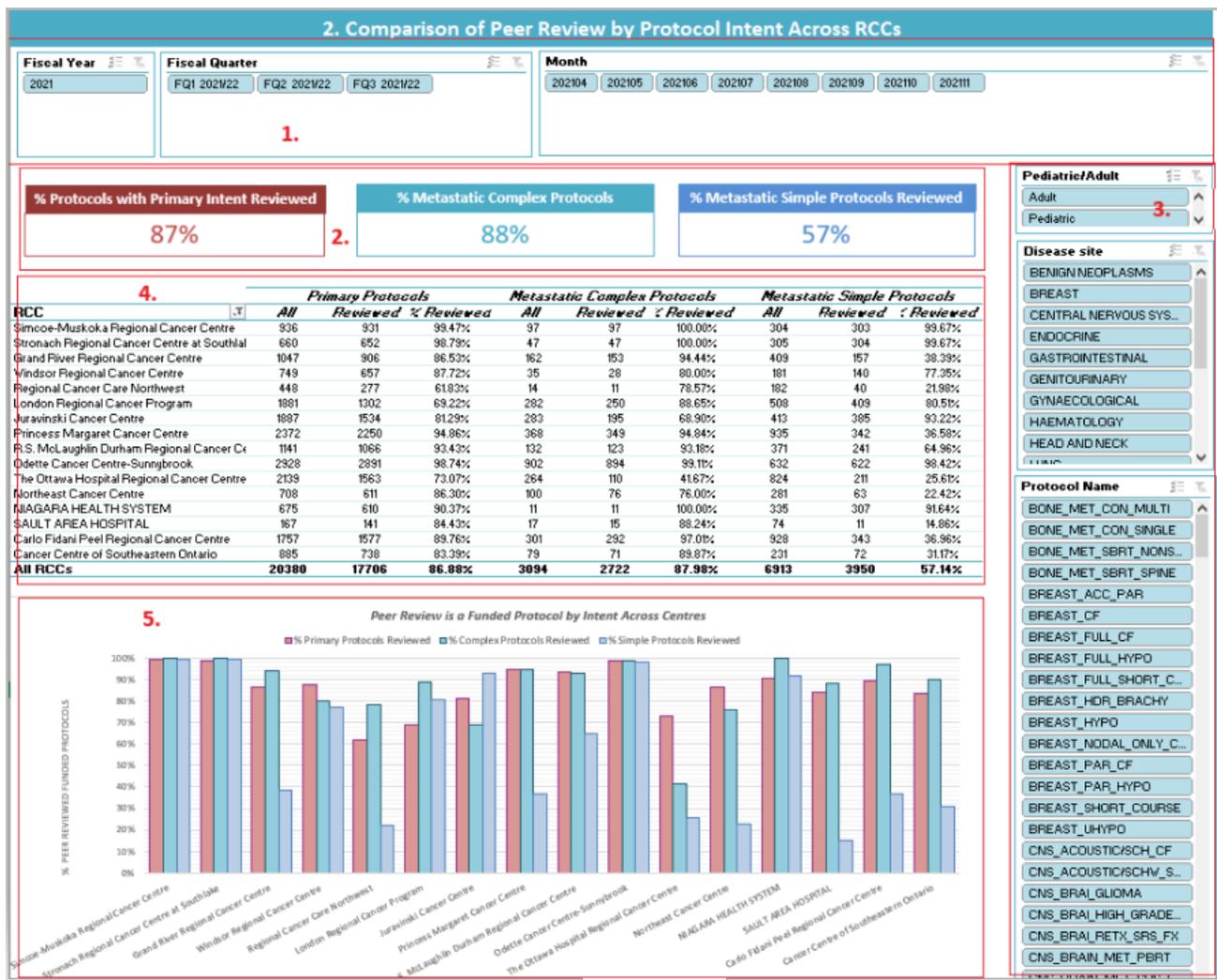


Figure 8

The "Comparison of Peer Review by Protocol Intent Across RCCs" tab is displayed in Figure 8 above.

- 
- Panel 1: Slicers for Fiscal Year, Fiscal Quarter, and Month;
  - Panel 2: Call out boxes highlighting the % of peer review for: Protocols with Primary Intent, Metastatic Complex protocols, and Metastatic Simple protocols, which change depending on slicer settings;
  - Panel 3: Slicers for Pediatric/Adult, Disease Site, and Protocol name;
  - Panel 4: Peer review performance for primary protocols, metastatic complex protocols, and metastatic simple protocols for all RCCs;
  - Panel 5: Graph for PRQA performance for all funded metastatic/radical peer reviewed protocols, as per each RCC.

## Last 18-Month Trend of Peer Review Performance for Selected Centre (Tab 3):

### A. Content Overview

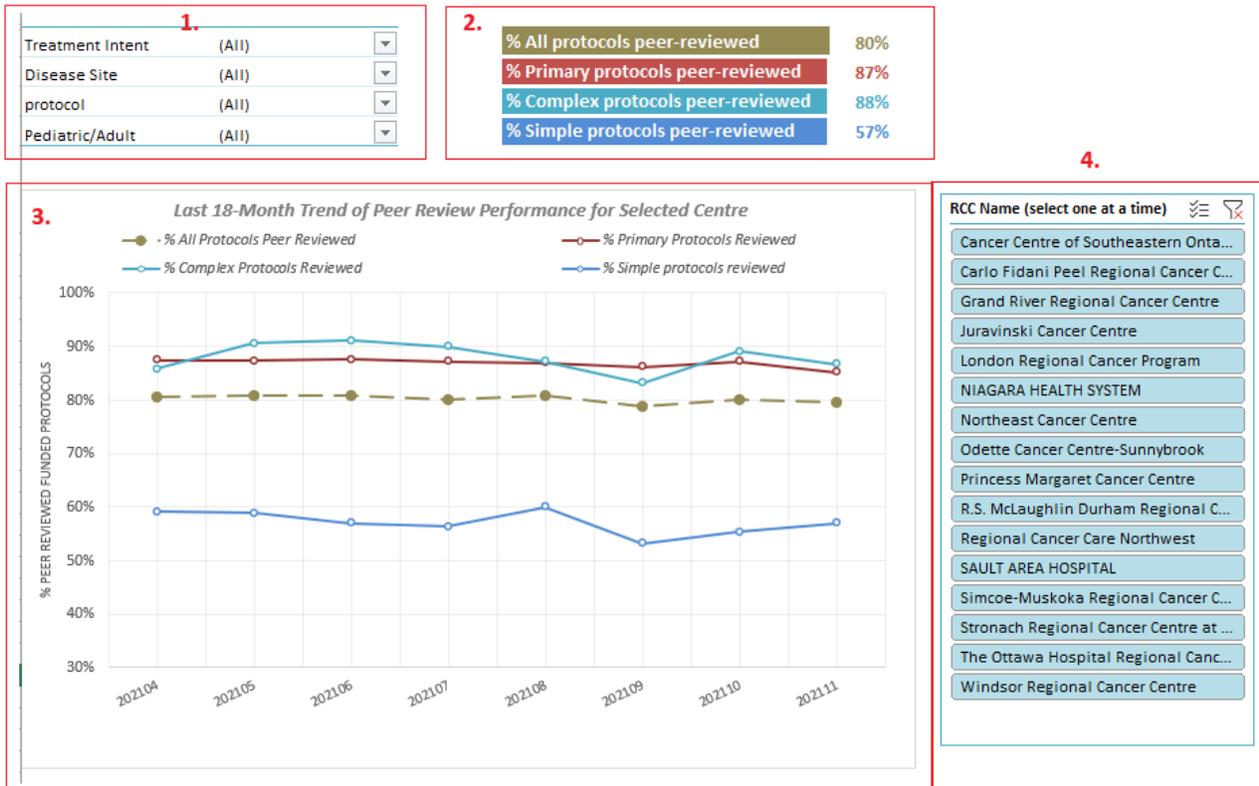


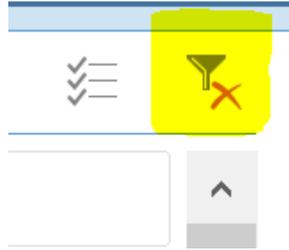
Figure 9

The “Last 18-Month Trend of Peer Review Performance for Selected Centre” tab is displayed in Figure 9 above.

- Panel 1: Slicers (Treatment Intent, Disease site, Protocol, Adult/Pediatric);
- Panel 2: Call outs indicating the: % of All protocols peer reviewed, % Primary Protocols peer reviewed, % Complex protocols peer-reviewed, and % Simple Protocols peer reviewed, which will change depending on slicer settings;
- Panel 3: Graph depicting the last 18-Month Trend of Peer Review Performance for Selected Centre;
- Panel 4: Slicer for RCC, which must be selected one at a time.

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*\*Ensure to click on the clear filter button (highlighted) to clear the selected RCC, if you wish to look up another centre.*



**Figure 10**

# Comparison of Peer Review Timing in a Protocol Across RCCs (Tab 4):

## A. Content Overview

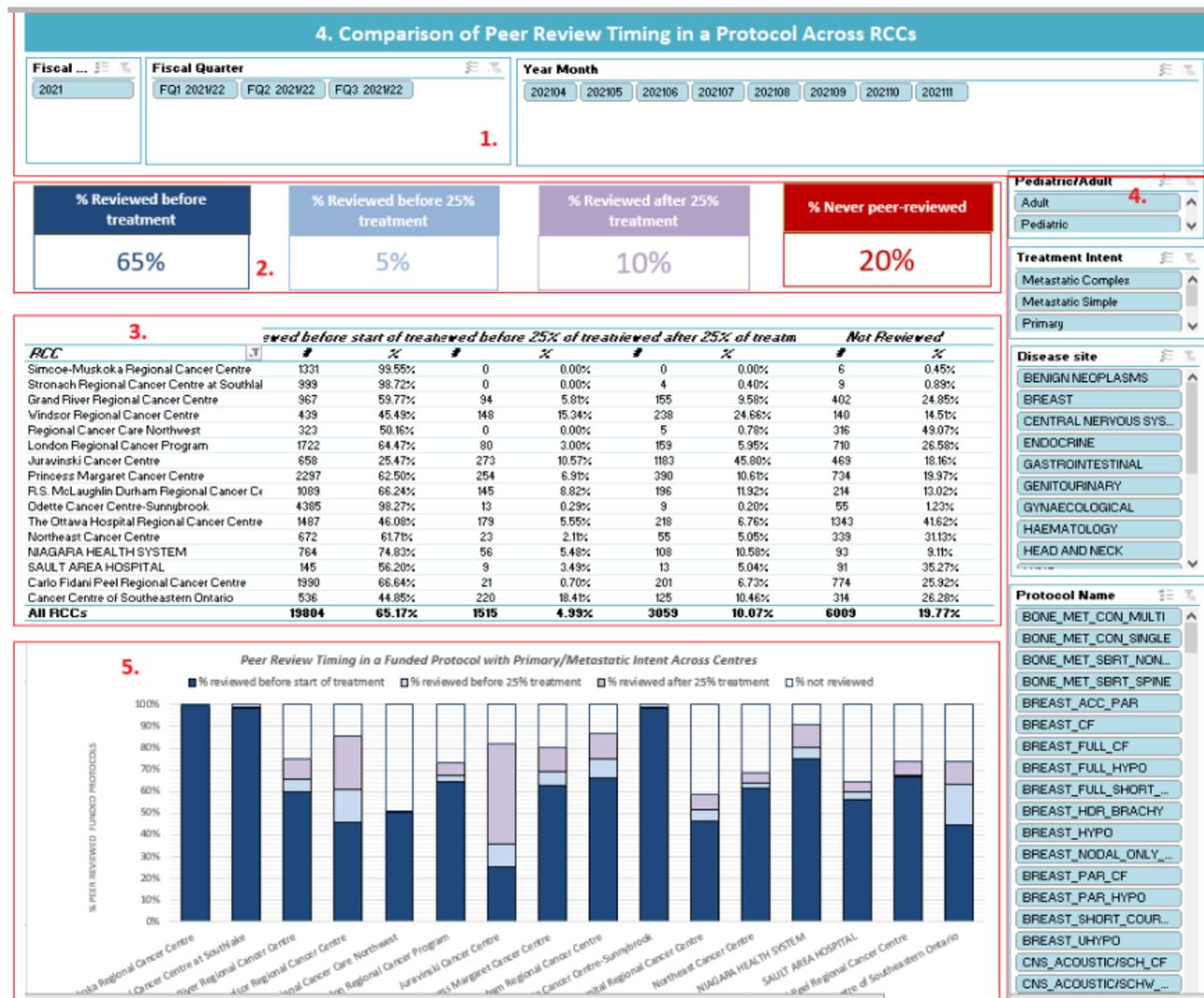


Figure 11

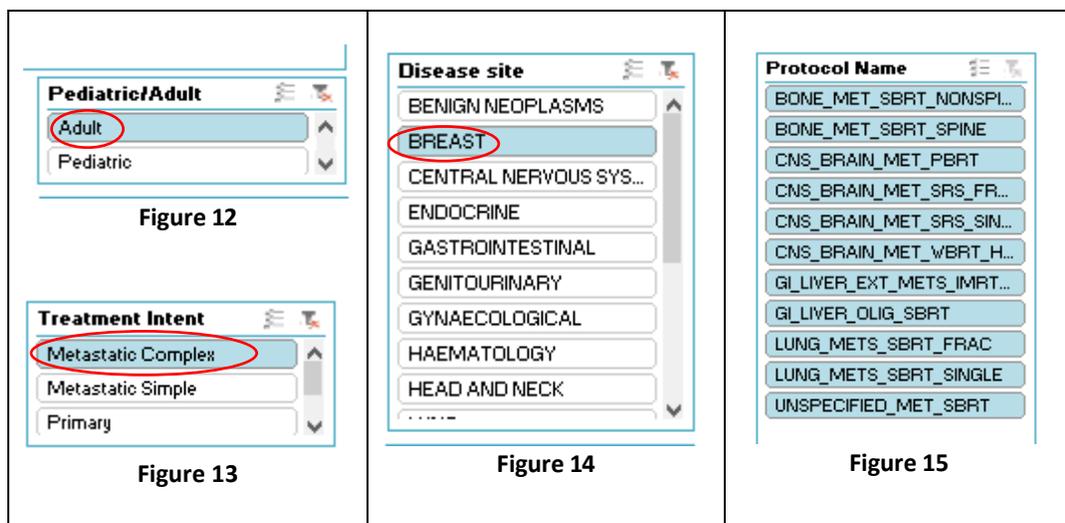
The “Comparison of Peer Review Timing in a Protocol Across RCCs” tab is displayed in Figure 11 above.

- Panel 1: Slicers (Fiscal Year, Fiscal Quarter, Year Month);
- Panel 2: Call outs indicating the: % protocols reviewed before treatment, % reviewed after 25% treatment, % reviewed after 25% treatment, and % never peer-reviewed, which will change depending on slicer settings;

- Panel 3: Peer review timing for funded protocols with primary/metastatic intent;
- Panel 4: Slicers (Pediatric/Adult, Treatment Intent, Disease Site, Protocol Name);
- Panel 5: Graph depicting Peer Review Timing in a Funded Protocol with Primary/Metastatic Intent Across Centres.

#### A. How to Use Slicers in Panel 4

With all filters cleared at onset, select the patient population of interest (Figure 12). Following this, select the Treatment Intent of interest (Figure 13). Select the Disease site of Interest (Figure 14). Once the Disease Site is selected, this will narrow down the applicable protocols, as depicted in Figure 15.



Remember to click on the **Clear Filter** (highlighted) button in all of the boxes before selecting another patient population, treatment intent, disease site, and/or protocol. They will be available to choose when all the selections become blue (Figure 16).

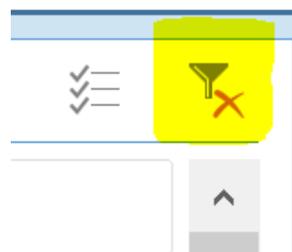
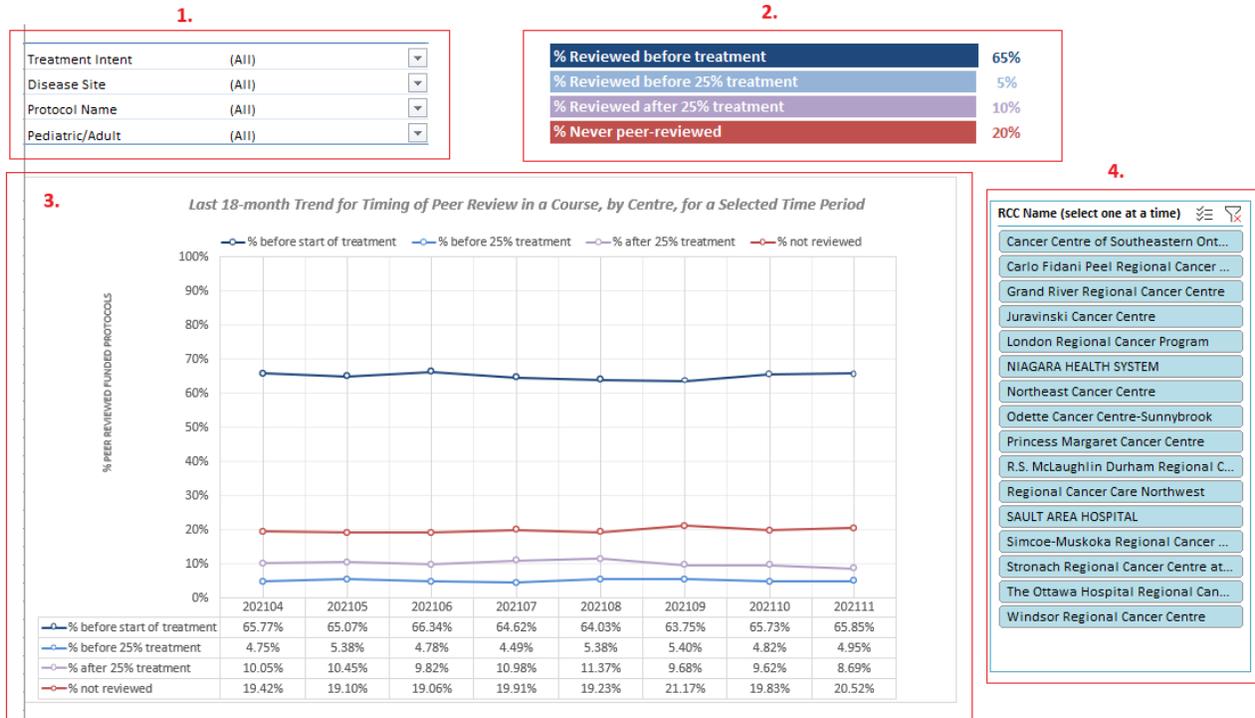


Figure 16

# Trend of Peer Review Timing for a Selected Centre (Tab 5):

## A. Content Overview

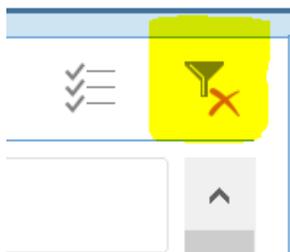


**Figure 17**

The “Trend of Peer Review Timing for a Selected Centre” tab is displayed in Figure 17 above.

- Panel 1: Slicers (Treatment Intent, Disease site, Protocol, Adult/Pediatric);
- Panel 2: Call outs indicating the: % Reviewed before treatment, % Reviewed before 25% treatment, % Reviewed after 25% treatment, and % Never peer reviewed;
- Panel 3: Graph depicting the Last 18-month Trend for Timing of Peer Review in a Course, by Centre, for a Selected Time Period;
- Panel 4: Slicer for RCC, which must be selected one at a time.

*\*Ensure to click on the clear filter button (highlighted) to clear the selected RCC, if you wish to look up another centre.*



**Figure 18**