Radiopharmaceutical Therapy Toolkit Checklist

Hospital or Clinic Preparation

☐ Coding/Reimbursement
☐ Prior authorization procedures
☐ Pharmacy and therapeutics approval
☐ New agent(s) in the electronic medical record
☐ Referral source

Department Preparation

☐ Radiation Safety
  ☐ Radioactive Materials License
  ☐ Shielding (syringes, infusion methods, rooms)
  ☐ Room preparation
  ☐ Contamination procedures
  ☐ Misadministration procedures
  ☐ Patient release criteria
  ☐ Waste storage/disposal/contaminants
☐ Dedicated staffing needs during therapy
  ☐ Nuclear medicine technologist
  ☐ Nurse
  ☐ Physician who is an authorized user
☐ Equipment and supplies
  ☐ Determine infusion method and supplies
☐ Space
  ☐ Patient consultation
  ☐ Patient treatment suite or adjacent dedicated restroom
  ☐ Nurse workstation
  ☐ Hot lab
  ☐ Radioactive waste storage
  ☐ Family waiting area
☐ Imaging procedures
☐ Dosimetry procedures, if applicable
☐ New overall workflows and procedures
☐ Communication plan
  ☐ Multidisciplinary team
Patients and caregivers
Handover of care to the Emergency Department or in the event of a code (medical response) call, if needed
Scheduling and appointments
Certain days of the week
Certain times of the day
How long in advance to order the dose
How long in advance for the patient to discontinue certain medications
Length of patient stay in the department

Faculty and Staff Preparation
Physician training
Written directive
Patient consultation
Patient management
Radiation safety
Dose administration
Concomitant medication administration
Patient discharge
Reporting
Technologist training
Radiation safety
Dose ordering
Dose receipt
Dose preparation
Coordination with multidisciplinary teams
Patient care
Nursing training
Medication administration
Medication management
Radiation safety
Patient care

Roles and Responsibilities of the Multidisciplinary Team
Medical Oncology team (referring physician, NP, nurses)
Tumor boards
Referral pattern
Communication with nuclear medicine
Pharmacist
☐ Preparation of pre-medications and concomitant medications
☐ Communication with nuclear medicine

☐ Radiation Safety Officer
☐ Radiation safety training for all teams involved
☐ Presence if needed during room preparation, dose preparation, dose administration, and cleanup
☐ Radioactive waste management

☐ Physicist
☐ Imaging acquisition and reconstruction protocols
☐ Dosimetry measurements, if applicable

☐ Nurse
☐ Medication administration and management
☐ Patient care
☐ Communication with physicians, technologists and pharmacy

☐ Nuclear medicine physician (or radiation oncologist)
☐ Authorized user
☐ Tumor boards
☐ Consultation
☐ Patient assessment and discharge
☐ Dose administration
☐ Patient management
☐ Communication with medical oncology, nurses, and technologists

☐ Nuclear medicine technologist
☐ Dose ordering
☐ Dose receipt
☐ Treatment room preparation
☐ Dose preparation
☐ Patient preparation
☐ Coordination and communication with multidisciplinary team

Patient Education/Preparation
☐ Information sheets
☐ Preparation for treatment day
☐ Radiation safety and discharge instructions
☐ Dose administration card or letter
☐ Instructions for family members accompanying during treatment day
☐ Instructions for caregivers