

ACQSim Scheduling and Patient Instructions

Policy:

The department will provide staff with guidelines regarding procedures for scheduling CT simulations and providing patients with specific instructions prior to procedure. Physicians will instruct nurses to schedule CT simulation with or without contrast and will prescribe treatment plan prior to simulation. Ct Technologist or Therapist will be responsible for obtaining documentation of prescription, lab results and radiation therapy chart.

Procedure:

1. Patient seen on consultation and physician make treatment recommendation will have a CT simulation. The physician can elect to have clinical set-up instead and waiver CT simulation.
2. The physician will instruct nurse to schedule CT simulation with or without contrast. If contrast is needed, the nurses will schedule patient for necessary lab work.
3. The nurse will contact the Simulator technologist or Therapist to schedule CT.
4. The nurses will provide patient with appointment time, sent patient for lab work if needed, instruct patient on procedure and provide CT Simulation Patient Instruction Sheet.
5. The physician will complete treatment prescription prior to the simulation. This will instruct Simulator Technologist or Therapist on area to get treated, special set-up instructions, and area to be included in the scan.

SEE ATTACHMENT

Written: 2007
Revised:
Reviewed;

**LSU Health Science Center
Department of Radiation Oncology**

CT Simulation Patient Instructions

Your doctor has scheduled you for a CT Simulation. This procedure is done prior to beginning radiation therapy treatment.

Patient Preparation

For this procedure, you may eat and drink as normal unless given special instructions. Take all of your prescribed medications unless your doctor instructs you not to. If you are a woman of childbearing age, you will be asked if you could possibly be pregnant. Before beginning the simulation, the technologist will explain the procedure and answer any questions. Family members are not allowed to be in the room for the simulation due to the fact that radiation is being used. Family members will have the opportunity to ask questions after the procedure is complete.

Procedure

Before this procedure, you may be asked to change into a hospital gown. The technologist will then position you on the CT scan table. Depending upon the type of treatment you will receive, positioning devices may be made at this time. These are used to assure you are positioned in the same manner throughout your radiation treatments. The simulation usually takes a minimum of thirty minutes. It is important that you hold very still throughout this procedure. If you are in a position that you feel you will not be able to maintain, inform the technologist before the procedure begins.

After the CT scan is completed, it is still important that you do not move. Your doctor will review your scan to decide what area to target during your radiation treatment. This will take approximately 10 to 15 minutes. After your doctor has completed reviewing your scan, the technologist will adjust the table and mark certain areas on your skin. These marks are used as guidelines for your radiation treatment. The technologist will then place permanent ink on your skin to create small tattoos. The tattoos will look similar to freckles on your skin. Clear dressings will be placed over these marks. You may shower or bathe as normal, but do not wash over these marks with a washcloth. Also, do not use any type of oil or lotion in the area surrounding your marks.

Your CT simulation is now complete, and you may leave for the day.

LSUHSC-Shreveport
Radiology Department
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After your CT simulation, your doctor will plan a radiation treatment schedule for your specific case. **A radiation therapist will then contact you to schedule a date and time for your radiation treatments to begin. It may take at least a week after your simulation is complete for your radiation therapy treatment to begin.**

Your appointment is scheduled for:

DATE _____ **TIME** _____

If you are not able to keep your simulation appointment for any reason, please call 318-675-8935 to reschedule.