Data Supplement Appendix A: Sample Head and Neck Quality Assurance Conference Agenda

**Head and Neck Radiation Therapy Quality Assurance Conference**

**Location**: Webex Virtual Meeting (subject to change)

**Attendees**: Radiation Oncology (faculty and trainees), WFBH satellite practices

**Patients**: [those simulated in the weeks prior to meeting date]

**Information Presented**

* Medical record number
* Primary disease site
* AJCC 8th Edition TNM Stage
* Indication: Definitive/Adjuvant/Neoadjuvant/Palliative
* Clinical examination findings, as indicated
* Staging imaging: CT, MR, PET/CT

**Discussion Order**

* Primary target
	+ Primary tumor delineation
	+ Selection of target and expansion
* Neck target
	+ Grossly involved LN delineation, if applicable
	+ Selection of LN levels to include in at-risk CTVs
	+ Adherence to consensus guidelines: Y/N
* Prescription Dose/Fractionation
	+ High-risk PTV
	+ Intermediate-risk PTV, if applicable
	+ Low-risk PTV, if applicable
* Image Guidance: PET, MR, CT
* Special considerations: nerve path for PNI, bolus, OSL, IMRT/VMAT v. 3D technique, etc

**Recommendations**

Definitions of Major/Minor Recommended Changes

* Major Change: a change to at least 1 of the following
	+ GTV primary (GTVp)
	+ GTV nodes (GTVn)
	+ High-dose PTV
	+ Prescribed dose and fractionation
* Minor Change: a change to at least 1 of the following
	+ Intermediate-dose PTV
	+ Low-dose PTV
	+ Any organ at risk (OAR)
* Require re-plan or plan change (if already planned): Y/N
* Recommended Change Made: Y/N

**Learning Objectives**

* Time permitting, learning objectives assigned at the prior meeting will be discussed and new objectives set for next upcoming meeting. These may include topics including
	+ Consensus guideline determination/discussions
	+ Target and OAR definitions (basic or advanced, tailored to trainee level of training)
	+ Neuroanatomy high-yield for HN RT considerations