



Belgian Cancer Registry

**Paediatrics - Late effects (PLE)
Belgium Cancer Registry
V 2.0**



1. Introduction and scope

This document provides instructions for uploading anonymised radiotherapy (RT) data of patients that were included in the Paediatrics - Late effects (PLE) registration project to the EORTC VODCA RTQA platform (<http://www.eortc.be/uploader>). VODCA is the name of an analysis software of RT plans and stands for Visualisation and Organisation of Data for Cancer Analysis. RTQA stands for Radiotherapy Quality Assurance.

More information regarding the PLE project itself can be found via the website of the Belgian Cancer Registry (BCR): www.kankerregister.org/PaediaticsLateEffects.

The EORTC will keep the data long term on behalf of the BCR and provide the submitter with a sequential identification number (termed the **EORTC ID code**). This code should be transferred to the involved registration staff of the paediatric haemato-oncology centres, so that they are able to register the EORTC ID code in the registration forms of the PLE project.

2. Anonymisation of data

Digital patient data must be anonymised prior to submission to the EORTC. All DICOM tags containing sensitive information must be erased.

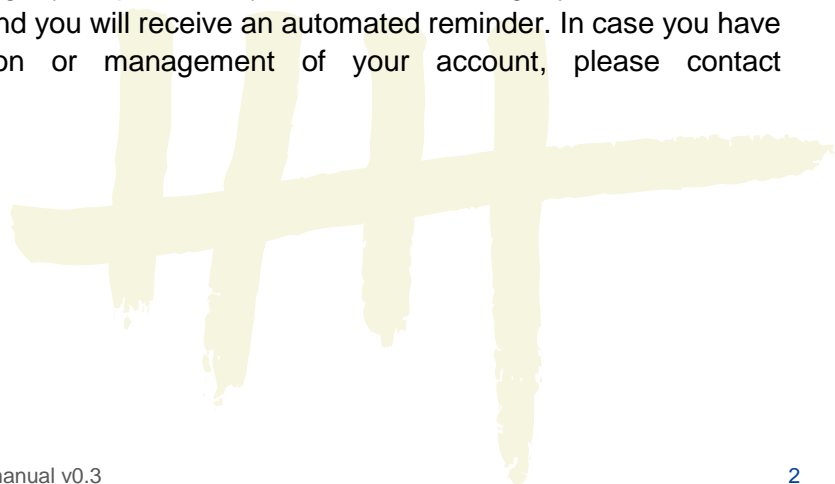
If your institution does not have a DICOM-RT anonymisation solution, the EORTC recommends using the Dicompyler software <http://www.dicompyler.com/>.

3. EORTC account

The requires a valid ORTA/RDC login. For all people who initially requested access to the EORTC VODCA/RTQA platform via the BCR, an account has already been created. Your credentials to access the RTQA uploader (username + password) have been sent to the e-mail address that was communicated to the BCR via an automated e-mail.

If additional people should need access, they can request an account by emailing rtqa1704@eortc.org.

If you already have a login but forget your password you can click on *Forgot your credentials?* in the [EORTC RTQA Uploader](#) and you will receive an automated reminder. In case you have other issues with the creation or management of your account, please contact rtqa1704@eortc.org



Insert your credentials (ORTA/RDC account)

User name

Password

Remember on this computer

LOG IN >

[Forgot your credentials ?](#)

4. Upload procedure

4.1. File preparation: Export and zip the data

All treatment data of a given RT treatment for a patient must be submitted to the EORTC to obtain an EORTC ID code, which is necessary to complete the PLE registration forms for the BCR. For the same patient, multiple EORTC ID codes are thus possible.

Note: The data uploaded to the EORTC should be anonymous. However, within your centre you should still be able to identify which uploaded RT plan belongs to which treatment of which patient. Therefore we suggest that each centre uses an internal sequence ID to identify the separate RT plans of each patient. This sequence ID can be mentioned during the file upload (Seq Id, this should be a number ranging from 1 to **xxx**, letters are not allowed).

The **Full RT plan** is required: CT, Structures, Dose and Plan in DICOM-RT format.

- Export all data in anonymous form (see Section 2 if you need an anonymiser for your data)
- Zip all files into one compressed dataset (.zip)
Please avoid using spaces or special characters in the file name!


4.2. Uploading the data

- Go to the EORTC RTQA Uploader: <http://www.eortc.be/uploader>
- Enter your credentials (see Section 3) and log in
- Select the platform 'RTQA'

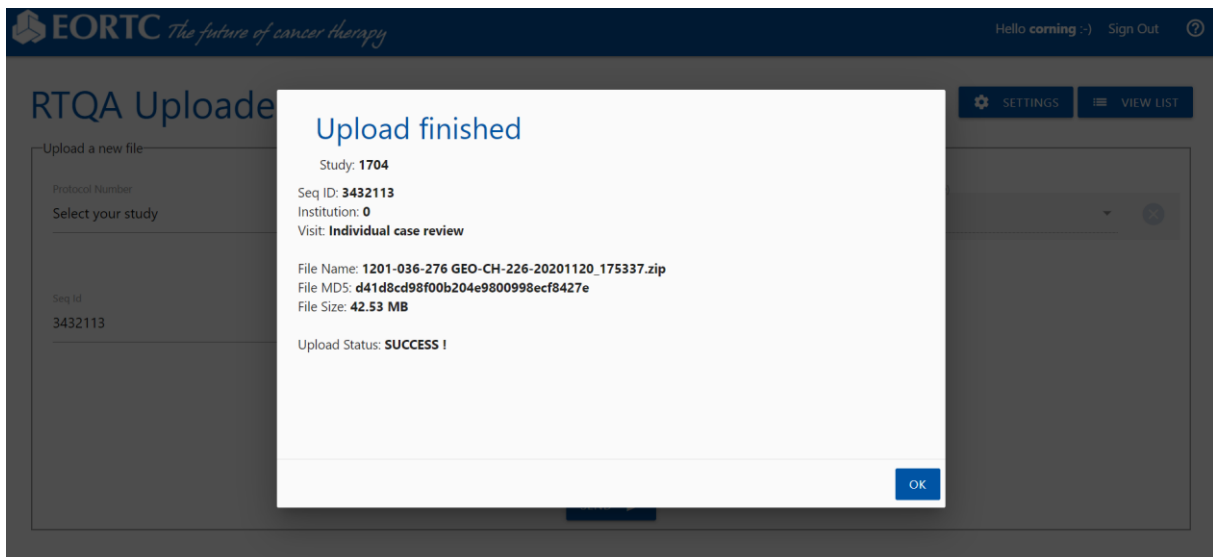
- The following information should be entered per RT plan:

(Note: The platform's main focus is the upload of patients involved in clinical trials. For patient data to be entered for the BCR PLE project, the upload is slightly different and some information is not necessary.)

Protocol Number	Choose the option “ 1704 BCR ” (only this option will be available)
Institution Number	- If you work in several institutions, select the correct number. - If your institution does not have an EORTC number, select “ 0 ” or “ Non EORTC Institution ”
Event (Visit/ Submission type)	Choose the option “ ICR (Individual Case Review) ” (only this option will be available)
Seq Id	As suggested in the note of Section 4.1, a centre-specific sequence ID can be given to each uploaded RT plan. This sequence ID can be filled out here.

- Click on “File” and select your compressed dataset (.zip) at your local computer
- Click 
- A “*Successfully uploaded*” screen will appear summarising information about the upload and file and a confirmation e-mail will be sent to your e-mail address





- All cases will be evaluated by the EORTC RTQA team to check data integrity and anonymity
- Feedback will be provided within **2** business days of submission:
 - If all required data are present and anonymous, you will receive an e-mail containing the identification number of the upload (EORTC ID code)
 - If not, you will be notified of the incompleteness and asked to re-upload the data in the correct format
- The EORTC ID codes of the uploaded RT plans should be transferred to the involved registration staff of the paediatric haemato-oncology centres, so that they are able to register the EORTC ID code in the registration forms of the PLE project

5. Problems

In case of questions or technical issues concerning the EORTC VODCA/RTQA platform, please contact rtqa1704@eortc.be.

