

Pre-Virtual Site Survey Facility Checklist

Practice Name:

FML:

Date:

Point of Contact:

- ☐ Signed ACR Business Associate Agreement (BAA)
- ☐ Completed ROPA toolkit (***Strongly recommended***)
- ☐ Two quiet areas located within the radiation oncology department
- ☐ Must be able to perform the survey via your platform of choice (Zoom, Go to Meeting, Teams, etc.) on a date stipulated by ACR.
- ☐ Two virtual navigators (prefer radiation oncologist, medical physicists, and or administrator)
- ☐ Two computers, each with a monitor, camera, and microphone that you can utilize for the ACR virtual site visit
- **Access to the following documentation on your IT network to screen share with the ACR surveyors:**
 - ☐ CVs, documentation of initial qualifications, continued education, and continued experience for the radiation oncologist(s) and medical physicists (Self-documentation is unacceptable)
 - ☐ Electronic medical record (EMR)
 - ☐ Record and Verify System
 - ☐ Treatment Planning System
 - ☐ Policy and Procedures
 - ☐ Physics Quality Assurance Documents
 - **Continuous Quality Improvement Documents:**
 - ☐ Chart Rounds
 - ☐ Quality Assessment and Improvement meeting minutes
 - ☐ Focus study and internal outcome documentation
 - ☐ Physician Peer Review documentation
 - ☐ Physics Peer Review
- ☐ Verify capabilities of virtual walkthrough tour (*need portable cameras or laptop with video capabilities*)
 - ☐ If unable, you may provide a PowerPoint presentation with department photos such as treatment area + machine(s), waiting room, HDR units, including entrances and relevant signage (i.e., pregnancy, danger | radiation room)
- **Available staff during the virtual interview:**
 - ☐ Medical Director of Radiation Oncology
 - ☐ Chief Physicist
 - ☐ Chief Therapist/Department Manager
 - ☐ Dosimetrist
 - ☐ Nurse
 - ☐ Any other key personnel
- ☐ Paper documents must be available in digital format (i.e., films, paper charts, physics QA)