

Pre-Virtual Site Survey Facility Checklist

Practice Name:

FML:

Date:

Point of Contact:

- Signed ACR Business Associate Agreement (BAA)
- A quiet area located within the radiation oncology department
- Must be able to initiate/Launch/Run a Zoom Meeting with our surveyors. (Minimum of two separate accounts)
- Two virtual navigators (prefer radiation oncologist, medical physicists and or administrator)
- Two Computers, each with a monitor, camera and microphone and access to the following:
 - 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 (*if applicable*)
- Verify capabilities of virtual walkthrough tour (*need portable cameras or laptop with video capabilities*)
 - If unable, please provide a slide show that includes photos of the department (i.e., treatment area + machine(s), waiting area, HDR units, etc.)
- 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)
- Completed ROPA toolkit