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, GoTo 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, please provide a PowerPoint including 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)