



ACR Accreditation Toolkit for Validation Site Surveys

The ACR performs announced (Non-MIPPA) and unannounced (MIPPA) validation site surveys as part of the accreditation process. Surveys may be virtual or onsite. This checklist is designed to assist you in gathering and maintaining the documentation that is required for accreditation and will be reviewed during the survey. It is recommended you create an electronic binder to keep this information in one place. Facilities will be surveyed by representatives of the ACR or CMS (if applicable) at any time during the 3-year accreditation period.

This checklist can also be used to prepare for a pre-accreditation and/or post-accreditation on-site survey as outlined in the Practice Site Accreditation Survey Agreement.

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Revisions

| Date | Page Number | Description of Revisions |
|----------|---------------------------------|---|
| 7/8/13 | 15,16 | Added the MIPPA requirement of patient record retention/retrieval, primary source verification, Office of Inspector General's exclusion list and consumer complaint policies. Also, the consumer complaint notice must be publicly available. Added the new CT requirements for the medical physicist annual equipment evaluation and technologist QC |
| 3/25/14 | N/A | Removed the decal requirement for each unit and appropriateness/Outcome analysis for CT-guided interventional procedures. |
| 4/30/15 | 3, 11, 18 | Added information for Ultrasound Accreditation and Lung Cancer Screening. |
| 12/10/15 | 7, 8 | Added the checkbox for the XR 29 mandate for CT units and updated MRI Annual Medical Physicist's/MR Scientist's QC Tests that are required testing after July 1, 2016 . |
| 3/18/16 | 7 | Clarification that XR 29 is not an ACR accreditation requirement but must be checked during the site visit per federal regulation requirements. |
| 5/5/16 | 4,5 | Added column for Maintenance of Certification (MOC) and Osteopathic Continuous Certification (OCC) for AOBP to Physician CME and CU requirements. |
| 6/23/16 | 6 | Added column for Maintenance of Certification (MOC) for the medical physicist. |
| 4/9/18 | 4, 9, 8, 11, 15, 18, 19, 21, 22 | Added MOC for ABIM for the interpreting physicians. Removed ACLS from page 9 and moved it to page 18. Updated the equipment evaluation tests for MR and ultrasound. Deleted notices to be posted for pregnant or potentially pregnant patients. Require documentation that peer review is performed and updated exam labeling for CT, MR. |
| 1/8/19 | Numerous | Total revamp – removed many 'recommended' policies, report ID, and streamlined the process. Added XR-29 verification |
| 6/23/21 | Numerous | Combined MIPPA and Non-MIPPA toolkits to one combined toolkit. Made updates for any changes to accreditation programs, links to current information and forms on accrreditationsupport.acr.org |
| 9/15/21 | 1, 20, 21, 24 | Physician QA program updates - page 20 to include peer learning, added page 21 for Peer Learning checklist and page 24 included link to accreditation support information/checklist for peer learning |
| 3/25/24 | Numerous | Updated logo, BMRAP changed to module of MRAP, added Prostate Designation, updated NM/PET QA/QC, Prostate Cancer Designation, Clarified Physician QA, clarified policies and image labeling, added/updated resource links. |

Tab 1

| Facility Information | | | | |
|--|-----------------|-------------|--|------------------------|
| Facility Name: | | | | |
| Facility Address: | | | | |
| Facility Supervising Physician: * | | | | |
| Facility Administrator name: * | | | | |
| Facility Administrator email: * | | | | |
| Accredited Modalities: | Modality | ID # | Modules Accredited In | Contact Person* |
| | CT | | Lung Cancer Screening Designation Y <input type="checkbox"/> N <input type="checkbox"/> | |
| | | | | |
| | MRI | | Prostate Screening Designation Y <input type="checkbox"/> N <input type="checkbox"/> | |
| | | | | |
| | NM | | | |
| | PET | | | |
| UAP | | | | |

*If information is not correct in ACR accreditation database, update to ensure reports and emails are sent to the proper person.

TAB 1

Walk Through Checklist:

The ACR Surveyor will review the following items based on accredited ACR modalities.

- Consumer Complaint Notice
- Radioactive signage (if applicable)
- MRI Zone Signage and controlled access (if applicable)
- MRI Door Signage (if applicable)
- MRI staffing (if applicable)
- MR safe equipment (if applicable)
- Crash Cart/Med Box and checks (if applicable)
- Hot Lab equipment, signage, and controlled access (if applicable)
- Correct units based on what is in ACR Database

TAB 2

Interpreting Physician Personnel Qualifications Sheet

Each site is required to have copies of each physician’s board certification (including modality supervising physicians). Refer to [Solutions: Accreditation Support](#) for a list of the Boards and alternate pathways accepted). **Documentation of primary source verification** must be available. Also, include documentation of continuing experience **and** continuing medical education credits **or** proof of meeting MOC requirements. Facilities **must** also verify that personnel are not included on the Office of Inspector General’s (OIG) exclusion list at <https://exclusions.oig.hhs.gov> (MIPPA sites only)

| Name | Copy of Board Cert/Alternate Pathway | MOC with ABR, ABNM, OCC with AOBR or ABIM | Modalities | Continuing Experience (if not meeting/maintaining MOC/OCC) | | CME (if not meeting/maintaining MOC/OCC) | |
|------|--------------------------------------|---|------------|--|--------------------------|--|--------------------------|
| | | | | Requirements met | Documentation available | Requirements met | Documentation available |
| | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

TAB 3

Medical Physicist/MR Scientist Personnel Qualifications Sheet

Each site is required to have copies of each medical physicist/MR scientist’s board certification (*Refer to [Solutions: Accreditation Support](#) for a list of the Boards and alternate pathways accepted*). **Documentation of primary source verification** must be available. Also, include documentation of continuing experience **and** continuing medical education credits (*there are no qualifications for ultrasound*) **or** proof of meeting MOC requirements. Facilities ***must*** also verify that personnel are not included on the Office of Inspector General’s (OIG) exclusion list at <https://exclusions.oig.hhs.gov>. (MIPPA sites only)

| Name | Copy of Board Cert or alternate pathway | Modalities | Continuing Experience | | CME (If not meeting/maintaining MOC) | |
|------|---|------------|--------------------------|--------------------------|--------------------------------------|--------------------------|
| | | | Requirements met | Documentation available | Requirements met | Documentation available |
| | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | CT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | MRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | NM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | PET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | UAP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

TAB 4

Technologist/Sonographer Personnel Qualifications Sheet

Each site is required to have copies of each technologist's/sonographer's state license (if applicable) and/or certification (Refer to [Solutions: Accreditation Support](#) for the certifications accepted). **Documentation of primary source verification** must be available. Facilities **must** also verify that personnel are not included on the Office of Inspector General's (OIG) exclusion list at <https://exclusions.oig.hhs.gov>. (MIPPA sites only) If the technologist/sonographer meets an alternative pathway from the modality program requirements, documented training/experience must be signed and available for review.

| Name & Certification(s) | Meets ACR Certification Requirements | Copy of Certification(s) | Copy of State License (if applicable) | Copy of additional documented training/Experience (if applicable) | Modalities | |
|-------------------------|--------------------------------------|--------------------------|---------------------------------------|---|------------|--------------------------|
| | | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> |
| | | | | | MRI | <input type="checkbox"/> |
| | | | | | NM | <input type="checkbox"/> |
| | | | | | PET | <input type="checkbox"/> |
| | | | | | UAP | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> |
| | | | | | MRI | <input type="checkbox"/> |
| | | | | | NM | <input type="checkbox"/> |
| | | | | | PET | <input type="checkbox"/> |
| | | | | | UAP | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CT | <input type="checkbox"/> |
| | | | | | MRI | <input type="checkbox"/> |
| | | | | | NM | <input type="checkbox"/> |
| | | | | | PET | <input type="checkbox"/> |
| | | | | | UAP | <input type="checkbox"/> |

TAB 5

Annual Physics Survey/Performance Evaluation Checklist

Site is required to provide the most recent and the prior [CT Annual System Performance Evaluation Summary Form](#) for each unit to be reviewed. Leave blank if modality is not ACR accredited or is a new unit.

CT Unit #: _____

Have available copies of the two most recent annual surveys and XR-29 compliance status for each CT unit to be reviewed.

| | | |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | Date of Most Recent: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Prior (if applicable): | |

Annual Medical Physicist Survey

The medical physicist must evaluate the performance of each CT unit at least annually. Evaluation should include, but not be limited to, tests listed below. A continuous QC program must be established for all CT units with the assistance of a qualified medical physicist utilizing the ACR's CT QC Manual. *Corrective action documentation must be available for deficient tests.*

| Annual Medical Physicist's QC Tests | |
|--|---|
| Review of CT protocols Scout Prescription accuracy and alignment light accuracy Image thickness Table travel accuracy Radiation beam width Low-contrast performance | Spatial resolution CT number accuracy Artifact evaluation Dosimetry CT number uniformity Acquisition display calibration (<i>grey level performance</i>) |

XR 29 Compliance

Per federal regulation, XR 29 compliance must be verified as a part of periodic accreditation of CT facilities. However, compliance with XR-29 is not required for accreditation. **XR-29 certificates are required to be uploaded for each unit.**

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | XR 29 Compliant | <input type="checkbox"/> Certificate of compliance |
| <input type="checkbox"/> | Compliance status updated and certificate uploaded (if applicable) in Accreditation Database | |

TAB 5

Annual Physics Survey/Performance Evaluation Checklist

Site is required to provide the most recent and the prior [MRI Annual Equipment Evaluation Summary Form](#) for each unit to be reviewed. Leave blank if modality is not ACR accredited or is a new unit.

MR Unit #: _____

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Date of Most Recent: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Prior <i>(if applicable)</i> : | |

Annual Medical Physicist Survey

The following is a list of QC tests that must be included in the Annual Medical Physicist Survey and technologist's QC: *Corrective action documentation must be available for deficient tests.*

| Medical Physicist's/MR Scientist's Annual QC Tests | |
|--|--|
| <ul style="list-style-type: none"> • Setup and Table Position Accuracy • Center Frequency • Transmitter Gain or Attenuation • Geometric Accuracy Measurements • High-Contrast Spatial Resolution • Low-contrast Detectability • Artifact Evaluation • Film Printer Quality Control (if applicable) • Visual Checklist | <ul style="list-style-type: none"> • Magnetic Field Homogeneity • Slice Position Accuracy • RF Coil checks <ul style="list-style-type: none"> RF Coil checks: SNR Volume coil percent image uniformity (PIU) RF Coil checks: Percent Signal Ghosting (PSG) • Soft-Copy Displays (Monitors) • MR Safety Program Assessment • Review of Technologist Weekly QC |

TAB 5

Annual Physics Survey/Performance Evaluation Checklist

Site is required to provide the most recent and the prior [Annual Physics Survey/Performance Evaluation](#) for each unit to be reviewed. Leave blank if modality is not ACR accredited or is a new unit.

NM Unit #: _____

| | | |
|--------------------------|----------------------|---|
| <input type="checkbox"/> | Date of Most Recent: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Prior: | |

Annual Medical Physicist Report

The following test results must be reviewed by a qualified medical physicist and documented in an annual survey report. *Corrective action documentation must be available for deficient tests.*

| Annual Medical Physicist's QC Tests |
|--|
| <ul style="list-style-type: none"> • Intrinsic Uniformity • System Uniformity (with all commonly used collimators) • Intrinsic or System Spatial Resolution • System Sensitivity (count rate/unit activity) • Relative Sensitivity • Energy Resolution • Count Rate Parameters • Processing Monitor • Overall System Performance for SPECT Systems <i>(if performed)</i> • Camera Interlocks • Safety Evaluation (mechanical and electrical) • Evaluation of Site's QC Program • Dose calibrator (linearity and accuracy) • Thyroid uptake and counting system(s) <i>(if applicable)</i> |

TAB 5

Annual Physics Survey/Performance Evaluation Checklist

Site is required to provide the most recent and the prior [PET Equipment Evaluation Summary Form and QC Review](#) for each unit to be reviewed. Leave blank if modality is not ACR accredited or is a new unit.

PET Unit #: _____

| | | |
|--------------------------|----------------------|---|
| <input type="checkbox"/> | Date of Most Recent: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Prior: | |

Annual Physics Survey

The following test results must be reviewed by a qualified medical physicist and documented in an annual survey report. Corrective action documentation must be available for deficient tests.

Annual Medical Physicist's QC Tests

- Spatial Resolution
- Count Rate Performance (count rate versus activity), including count loss correction (optional)
- Sensitivity
- Image Uniformity (tested along the full axial extent of the scanner)
- Image Quality Phantom
- Accuracy of CT# (if applicable)
- Accuracy of Standard Uptake Value (SUV) Measurement
- Image Co-registration
- Processing Monitor
- Camera Interlocks
- Safety Evaluation (Mechanical and Electrical)
- Dose calibrator (linearity and accuracy)
- Evaluation of Site's QC Program

TAB 5

Annual Physics Survey/Performance Evaluation Checklist

Site is required to provide the most recent and the prior [Ultrasound/Breast Ultrasound Equipment Evaluation Summary](#) for each unit to be reviewed. Leave blank if modality is not ACR accredited or is a new unit.

UAP Unit #: _____

| | | | |
|--------------------------|----------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Date of Most Recent: | <input type="checkbox"/> | Corrective Action Needed |
| <input type="checkbox"/> | Date of Prior: | | |

Annual Physics Survey

The following test results must be reviewed by a qualified medical physicist or designee. Corrective action documentation must be available for deficient tests.

Annual Medical Physicist's or Designee QC Tests

Mandatory Tests

- Physical and Mechanical inspection
- Image uniformity & artifact survey
- System sensitivity
- Scanner electronic imaging display performance
- Ensure all clinically used transducers are tested

TAB 5

Technologist QC Checklist

Provide the past three months of QC performed on each unit (or the last performed if the frequency of the test is less than three months). Leave blank if modality is not ACR accredited.

CT Quality Control Tests

The continuous QC program must include, but not be limited to the following.

| Technologist's QC Tests | |
|---|---|
| <ul style="list-style-type: none">• Water CT number and Standard Deviation (<i>daily</i>)• Artifact evaluation (<i>daily</i>)• Wet laser QC (<i>weekly – if applicable</i>) | <ul style="list-style-type: none">• Visual checklist (<i>monthly</i>)• Dry laser QC (<i>monthly – if applicable</i>)• Acquisition display QC (<i>monthly</i>) |

MR Quality Control Tests

The following is a list of QC tests that must be performed weekly by technologists:

| Technologist's QC Tests (weekly) | |
|--|---|
| <ul style="list-style-type: none">• Setup and table positioning accuracy• Center (Central) frequency• Transmitter gain or attenuation• Geometric accuracy | <ul style="list-style-type: none">• High contrast (Spatial) Resolution• Low-contrast Resolution (Detectability)• Artifact analysis• Film quality control (<i>if applicable</i>)• Visual checklist |

TAB 5

Technologist QC Checklist

NM Quality Control Tests

The following is a list of QC tests and frequencies that must be performed by technologists:

| Technologist's QC Tests | |
|--|--|
| <ul style="list-style-type: none">• Intrinsic or system uniformity (<i>each day of use</i>)• Daily CT check (<i>if applicable; each day of use</i>)• Intrinsic or system spatial resolution (<i>weekly</i>)• Center-of-rotation (<i>monthly</i>)• High-count floods for uniformity correction (<i>frequency as recommend by medical physicist</i>)• Overall system performance for SPECT systems (<i>Semi-annual; recommend quarterly</i>) | <ul style="list-style-type: none">• Dose Calibrator Tests (daily for each dose calibrator) Daily - Tests are performed to verify that the calibrator is accurate and reliable for the assay of doses administered to patients.• Thyroid Uptake and Counting Systems (each day of use if system at facility) - Standards are measured to verify energy calibration and sensitivity for the measurement of organ function and the assay of patient samples. |

PET Quality Control Tests

The following is a list of QC tests that must be performed by technologists:

| Technologist's QC Tests | |
|--|---|
| <ul style="list-style-type: none">• PET Detector Check (<i>each day of use</i>)• CT Check (<i>if applicable; each day of use</i>)• PET ACR Phantom (<i>Semi-annual; recommend quarterly</i>) | <ul style="list-style-type: none">• Dose Calibrator (daily constancy test) |

TAB 5

NRC and/or State Inspection Report Checklist

Provide the date of the most recent NRC **and/or** State Inspection report (if applicable). Attach copies of each report and ensure to include any corrective action documentation if appropriate. Leave blank if modality is not ACR accredited.

Nuclear Medicine

| | | |
|--------------------------|---------------------------------------|---|
| <input type="checkbox"/> | Date of Most Recent NRC inspection: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Most Recent state inspection: | <input type="checkbox"/> Corrective Action Needed |

PET

| | | |
|--------------------------|---------------------------------------|---|
| <input type="checkbox"/> | Date of Most Recent NRC inspection: | <input type="checkbox"/> Corrective Action Needed |
| <input type="checkbox"/> | Date of Most Recent state inspection: | <input type="checkbox"/> Corrective Action Needed |

TAB 6

Policies and Procedures Checklist

Each site is required to have the policy and procedure manual available for the ACR surveyor to review.

General

Pregnancy

- Identification, management of pregnant, potentially pregnant patients and personnel

Patient/Personnel Safety

- Policy related to radiation protection for patients and personnel including radiation monitoring (if applicable)
- Policy on sedation (if applicable)
- Policy on reducing exposure as much as reasonably possible for pediatric patients (if applicable)
- Policy on safety of patients and personnel that includes attention to the physical environment (disaster preparedness)
- Policy on proper use, storage and disposal of hazardous materials and medications
- Policy on addressing medical and other emergencies
- Policy on infection control
- Policy on monitoring complications and adverse events
- Policy on crash cart/location/check
- Policy on Consumer Complaints
- Complaint Notice Posted (available on our website at [Patient Complaint Notice](#)) Facilities must make publicly available a notification for patients, family members or consumers that they may file a written complaint with the ACR
- Policy on Patient Record Retention/Retrieval (The facility must have a process in place for all patients to obtain copies of their records and images that is HIPAA compliant. Patients should be made aware of this process at the time of examination or if requested by the patient at a later date)

Policies and Procedures Checklist

General continued

Verification of Personnel

- Policy on Licensing Verification

MIPPA Sites Only

- Documentation using the primary source (ARRT, ABR, AOBR, ARDMS, etc.) to ensure personnel are properly licensed
- Verify personnel are not included on the Office of Inspector General's (OIG) exclusion list at <http://oig.hhs.gov>.

Contrast Administration per the ACR Manual on Contrast Media

- Policy on administration of IV sedatives, controlled agents, and contrast agents (if applicable)
- Policy to document adequate resources to manage contrast reactions and potential adverse events
- Contrast is administered under direct supervision (if contrast administered)

Orientation

- Policy on employee orientation

Communication of Diagnostic Findings

- Policy on communication of diagnostic findings

Policies and Procedures Checklist

CT Policies and Procedures

Pediatric Patients

- Specific pediatric examination protocols (*if pediatric (≤ 18 years of age) patients scanned*)

Lung Cancer Screening Designation

- Report includes management recommendations (Lung-RADS™)
- Procedure for referring the patient to qualified health care providers if abnormal findings for self-referred patients

Smoking Cessation

- Mechanism in place to refer patients for smoking cessation counseling or provide smoking cessation materials

Imaging Protocol

- Specific protocols for lung cancer imaging that includes adjusting for patient size

Physician Qualifications (Lung Cancer Screening Designation)

- Physicians interpreting lung cancer imaging meet the continuing experience requirements

Policies and Procedures Checklist

MR Policies and Procedures

MR Safety

- Documentation of medical director/MR safety officer's name and responsibilities
- Policy on MR staffing as it pertains to the ACR Manual on MR Safety

MR Screening

- Screening forms for patients or their representatives

MR Safety education for personnel

- Policy on educating MR staff, non-MR staff and emergency personnel
- Policy on ongoing education (Level 1/Level 2)

Prostate Designation

- Report includes management recommendations (PI-RADS™)

Personnel Qualifications (Prostate)

- Physicians interpreting prostate MRI exams meet the continuing experience requirements
- Technologists meet supervised experience requirements
- Technologist meet the continuing experience requirements (for sites in renewal)

Personnel Qualifications (Breast)

- Physicians interpreting breast MRI exams meet the continuing experience requirements (if not meeting MOC)
- Technologists meet supervised experience requirements
- Technologist meet the continuing experience requirements (for sites in renewal)

Policies and Procedures Checklist

Nuclear Medicine and PET Policies and Procedures

- If accredited in **cardiology module** for nuclear medicine or PET, documentation that at least one staff person is ACLS certified.

TAB 7

Physician Quality Assurance Program Evaluation Checklist

Each site is required to have the policy and procedure manual available for the program or programs the site physicians use to meet the quality assurance requirement, as well as documentation of active participation.

Complete the information below for the program your site uses (RADPEER™, an alternative physician peer review program, or peer learning program). Ensure the peer review information listed in the ACR Accreditation Database is correct.

RADPEER™

- Participates in RADPEER™ # _____
- Last submitted data to ACR during the prior six months

Alternative Physician Peer Review Program (*must include the following*)

- Double reading (2 MDs interpreting the same study) assessment
- Random selection of studies reviewed on a schedule basis
- Exams and procedures representative of the actual clinical practice of each physician
- Reviewer assessment of the agreement of the original report with subsequent review (or with surgical or pathological finding)
- Classification of peer review findings regarding level of quality concerns? (*e.g., 3-point scoring scale*)
- Policies and procedures for action to be taken on significant discrepant peer review findings for the purpose of achieving quality outcomes improvement
- Summary statistics and comparisons generated for each physician by modality
- Summary data for each facility/practice by modality
- Documentation of active participation during the prior six months

Physician Quality Assurance Program Evaluation Checklist

Peer Learning Program (*must include the following*)

Written Policy

Culture

- Program description that emphasizes supporting a culture of learning and minimizing blame

Goal

- The goal of improvement of services by relying on the establishment of trust and free exchange of feedback in a constructive and professional manner

Definition of peer learning opportunities

- Definitions of peer learning opportunities that include submissions and review of peer learning cases that address actual or potential performance issues, including both discrepancies and “great calls”.
- Description of case identification (routine work, case conferences, event reports or other sources) rather than randomly selected cases

Description of program structure and organization

- Definition of the roles of physician and non-physician leader(s)
- Description of responsibilities and the amount of time or the percentage of full-time equivalent (FTE) hours to be dedicated to managing the peer learning program.
- Definition of the workflow of the peer learning opportunity submission including the workflow for review of peer learning submission communication with the interpreting radiologist as appropriate and designation of the peer learning submission for group sharing

Definition of targets

- Definition of targets by defining expectations for minimum participation by radiologists in peer-learning submissions and in learning activity participation
- Minimum standards for peer learning program activities (defined as in-person or other virtual format)

TAB 7

Physician Quality Assurance Program Evaluation Checklist

Quality Improvement

- Outline of the process for coordination with appropriate practice and administrative personnel to translate findings from peer learning activities into dedicated quality improvement efforts

Reporting

- Statement of commitment to sequestering peer learning activity content from individual practitioner's performance evaluation

Annual Documentation

- Total number of case submissions to the peer learning program
- Number and percent of radiologists meeting targets as defined in the facility practice policy
- Determination of whether peer learning activities met the minimum standard as defined by the facility practice policy
- Summary of related quality improvement efforts and accomplishments

Specific Quality Assurance Requirements

- Solo nuclear medicine or PET cardiology only facility – Cardiac catheterization correlation performed
- Breast MRI – maintain a medical outcomes audit program
- Prostate MRI – maintain a medical outcomes audit program

TAB 8

Image Labeling Evaluation

The surveyor will review patient logs to ensure all units are accredited in all approved modules and patient types performed at the site. One exam for labeling from each accredited modality at the facility will be reviewed. Patient and technical data **must** be displayed on the images or be available in the DICOM header.

Patient Demographics for ALL modalities:

- Patient name (first and last)
- Patient age or date of birth
- Patient identification number
- Date of examination
- Institution name

Modality Specific Labeling

CT

- Anatomic orientation label
- mA/kV
- Pitch (*if available*)
- Rotation time
- Reconstructed image thickness (*slice width*)
- Reconstructive filter/kernel
- Display field of view (FOV)
- Table position
- Window level/Window width

TAB 8

Image Labeling Evaluation

Image labeling continued

MRI

- Interslice gap (can be inferred from slice position)
- Slice thickness
- Field of view
- Plan Scan or scout for location of sagittal or axial slices (spine exams)
- Acquired matrix
- Size scale (film only)
- Number that correlates with 'plan scan' or scout identifying the location of each slice
- Laterality, left or right of midline section
- Label that indicates location of slice relative to other slices

Nuclear Medicine

- Image labeling to include orientation and laterality

PET

- Image labeling to include orientation and laterality

Ultrasound

- Image labeling to include organ/anatomy of interest, transducer orientation plane, side (if applicable)

TAB 9

Resources

[CT Program Requirements](#)

[MRI Program Requirements](#)

[Nuclear Medicine/PET Program Requirements](#)

[Ultrasound Program Requirements](#)

[ACR Manual on MR Safety](#)

[Manual on Contrast Media](#)

[Communication of Diagnostic Imaging Findings](#)

[XR-29 FAQs](#)

[Peer Learning](#)

[Peer Learning Checklist](#)

[MR Safety Screening Form](#)

[Lung Cancer Screening Center Designation](#)

[Prostate Cancer MRI Center Designation](#)

[Breast MRI Medical Outcomes Audit](#)

[ACR-SPR Practice Parameter for Imaging Pregnant or Potentially Pregnant Adolescents and Women with Ionizing Radiation](#)

[ACR Position Statement on Quality Control and Improvement, Safety, Infection Control and Patient Education and Improvement](#)

[ACR-SIR Practice Parameter for Sedation/Analgesia](#)