



Pre-Virtual Site Survey Facility Checklist

Practice Name:

FML:

Date:

Point of Contact:

- Completed ROPA toolkit (***Strongly recommended***)
- Two quiet areas are located within the radiation oncology department.
- You 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)
- You can utilize two computers with a monitor, camera, and microphone 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)