



# IAC Accreditation Checklist for Carotid Stenting

---

*A guide to applying for IAC Carotid Stenting accreditation.*

Improving health care through accreditation® | [intersocietal.org/carotid](https://intersocietal.org/carotid) | 800.838.2110

©2020 Intersocietal Accreditation Commission. All Rights Reserved.

## Step 1: Getting Started

Review the *IAC Standards and Guidelines for Carotid Stenting Accreditation*

The *Standards* are the basis for the IAC Carotid Stenting accreditation program and can be downloaded at [www.intersocietal.org/carotid/seeking/carotid\\_standards.htm](http://www.intersocietal.org/carotid/seeking/carotid_standards.htm).

Perform a Thorough Facility Self-Assessment

Prior to completing the online application, facilities should ensure policies, protocols, images and final reports comply with the *IAC Standards*.

Create or Access Existing IAC Online Accreditation Account

To apply for IAC accreditation, login to your existing account ([iaconlineaccreditation.org](http://iaconlineaccreditation.org)) or create a new IAC Online Accreditation account. To learn more about accessing or creating an Online Accreditation account, please visit [iaconlineaccreditation.org/webdriver/AcctAssistance.aspx](http://iaconlineaccreditation.org/webdriver/AcctAssistance.aspx).

For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation ([www.intersocietal.org/QuickFill](http://www.intersocietal.org/QuickFill)) feature retains previous application data (answers and attachments) and copies the information into your reaccreditation application, making reaccreditation easier than ever.

## Step 2: Gather Information for Submission

**Procedure Volumes** (estimated annual staff and facility procedure volume information)

**Training/Experience and Certificate/Credential Information for Medical and Technical Staff** (must be kept on file and available for review)

**Physicist's Surveys** (only submit the surveys for the equipment in which Carotid Stenting procedures are performed)

**Carotid Stent Procedure Log** - The facility must collect data on all Carotid Artery Stenting procedures performed in the facility. A copy of the procedure log must be uploaded or submitted in the application. You may submit your own procedure log but ensure that all information requested in the optional procedure log provided is included. To access the log, visit [intersocietal.org/carotid/seeking/required\\_items.htm](http://intersocietal.org/carotid/seeking/required_items.htm).

**Outcome Data Analysis Chart** - Complete and submit the required outcomes data chart and analysis for carotid stenting procedures meeting the clinical criteria as outlined in the *Standards*. To access the chart, visit [intersocietal.org/carotid/seeking/required\\_items.htm](http://intersocietal.org/carotid/seeking/required_items.htm).

**Equipment Information** (department, manufacturer, model number, serial number, mobility and date of most recent PM)

**CME/CE Information for Medical and Technical Staff** (must be kept on file and available for review)

### Policies and/or Protocols

**Patient Confidentiality Policy** - A policy that all facility personnel must ascribe to professional principles of patient confidentiality as legally required by federal, state, local or institutional policy or regulation.

- Patient Complaint Policy** - A policy that outlines the process for patients to issue a complaint/ grievance in reference to the care/services they received at your facility
- Primary Source Verification Policy** - A policy for verifying all medical and technical staff member credentials through the applicable issuing agencies.
- Quality Improvement (QI) Program** - The facility must have a QI Program and conduct internal quality assessment and improvement at regular intervals that are appropriate for the facility's stated purpose and include carotid artery stenting. Refer to *Standards, Section C: Quality Improvement*.
- Physicist Report** (if fluoroscopy performed) – A physicist report must be attached for all pieces of equipment used for the purposes of fluoroscopy.

### Step 3: Complete Online Application

- IAC Online Accreditation has two major aspects: an account profile and an application questionnaire.** After completing required fields and sections of the account profile (Manage Staff, Manage Sites and Manage Equipment), proceed to the questionnaire by clicking the *Applications* tab.
- It is within the questionnaire that applicant facilities will provide detailed information about the facility and upload the supporting documentation. For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation feature retains and copies previous application data into your reaccreditation application.

### Step 4: Submitting the Application

- Once you have completed the appropriate sections of the Account Profile, the accreditation questionnaire and required uploads, you will submit your facility's application using the submit button indicated. After submission, the application is locked and becomes your final application submission. A read-only copy of the submitted application questionnaire is accessible by using the Applications link (click on Online Application Tools icon) in your Online Accreditation account.
- First-Time Applicants - The Medical Director(s) identified in the application will be notified within 10 days that the application and log were received, and which procedures have been selected for submission. Case study information must be entered into the online application questionnaire.  
Reaccreditation Applicants: Case study information must be entered into the online application questionnaire.
- Facilities will have three days to submit the selected case study documentation and fee\* (if paid by check).

*\*The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at [www.intersocietal.org/carotid/seeking/fees.htm](http://www.intersocietal.org/carotid/seeking/fees.htm).*

## Step 5: Case Study / Supporting Documentation Submission & Review

### Case Study Supporting Documentation

Once the application is submitted via Online Accreditation, five case studies from the submitted procedure log will be randomly selected by the IAC. The Medical Director and Technical/Administrative Director will be notified that the application was received and which procedures have been selected for submission. Once your facility has been notified by the IAC of the five randomly selected case studies, upload all requested case study documents (reports) in the online application; then, upload the requested case study images in a DICOM format with the DICOM viewer to ImageShare. Refer to the information below that outlines the requested materials for each case study:

- Log into the [Online Accreditation account](#).
- Proceed to the Applications tab and scroll to the applicable application.
- Beneath the application there will be a 'Case Information' section listing all required case studies; click the [Start] button to the left of each case study to begin uploading the required documentation.
- First Time Applicants:** Send the requested complete diagnostic peripheral venous duplex case study images within three days to the IAC office via a traceable carrier (i.e., UPS, FedEx). It is required that all case study images be sent in a single shipment. Mail to: IAC Carotid Stenting, 6021 University Blvd., Suite 500, Ellicott City, MD 21043.

### Pre-Carotid Artery Stent Procedure

- Report(s) of noninvasive diagnostic imaging test(s) performed (e.g., duplex, CTA, MRA)
- Report(s) of invasive diagnostic imaging test (carotid/cerebral angiography)
- NIHSS neurologic assessment results
- mRs neurologic assessment results
- Patient history and physical documentation

### Carotid Artery Stent Procedure

- CAS procedure report
- Nurse / anesthesia monitoring report during the procedure
- NIHSS neurologic assessment results performed post procedure (within ~24 hours)
- mRS neurologic assessment results performed post procedure (within ~24 hours)

### Follow- within 60 days)

- NIHSS results performed within 60 days

- mRS results performed within 60 days
- Report(s) from diagnostic imaging test(s) (e.g., duplex ultrasound) performed within 60 days

*If a selected case study is for a patient who had a post stenting complication (stroke/death), include an explanation of the complication, the follow up procedures, and procedural CAS procedure changes to prevent reoccurrence of this specific complication (if applicable).*

Case Study Images (submitted on a CD, DVD, or flash drive):

**Pre-Stent Placement**

- image(s) of the arterial stenosis that best demonstrate the degree of stenosis and display the measurement of the degree of stenosis using electronic calipers
- intracranial arterial phase frontal (AP) and lateral digital subtracted angiography (DSA) images

**Post-Stent Placement**

- intracranial arterial phase frontal (AP) and lateral digital subtracted angiography (DSA) images
- image(s) of the stented arterial region that best demonstrates the degree of stenosis

Case study materials must be uploaded and submitted within 30 business days following notification by the IAC of which procedures were selected.

Case Study Review Process

Once the case study documentation has been received in the IAC office, the IAC Carotid Stenting staff will continue the review process and evaluate the submitted case studies.

Step 6: After You Submit

- Upon submission of the application and case studies the IAC will begin the internal review process. The internal review, peer review and board review are conducted prior to a decision being rendered.
- The application review process takes approximately 8 to 10 weeks\* to complete. The accreditation decision will be provided to the facility via a notification letter that may be downloaded from the Online Accreditation account.

*\*For expedited applications, ensure that the case study images are received by the IAC within two business days after final submission of the application.*

## Quick Links

- Sample Documents ([www.intersocietal.org/carotid/seeking/sample\\_documents.htm](http://www.intersocietal.org/carotid/seeking/sample_documents.htm))
- Upcoming Webinars ([www.intersocietal.org/carotid/main/upcoming\\_events.htm](http://www.intersocietal.org/carotid/main/upcoming_events.htm))
- On Demand Webcasts ([www.intersocietal.org/carotid/main/on\\_demand.htm](http://www.intersocietal.org/carotid/main/on_demand.htm))
- Frequently Asked Questions ([www.intersocietal.org/carotid/main/faq.htm](http://www.intersocietal.org/carotid/main/faq.htm))
- CME Resources ([www.intersocietal.org/carotid/main/cme\\_resources.htm](http://www.intersocietal.org/carotid/main/cme_resources.htm))
- Quality Improvement (QI) Self-Assessment Tool ([www.intersocietal.org/QITool](http://www.intersocietal.org/QITool))

New! Looking for ways to market  
your IAC accreditation?

Visit our website at  
[www.intersocietal.org/marketing](http://www.intersocietal.org/marketing)  
to learn more.

