



IAC Accreditation Checklist for Cardiovascular Catheterization

A guide to applying for IAC Cardiovascular Catheterization accreditation.

Step 1: Getting Started

Review the *IAC Standards and Guidelines for Cardiovascular Catheterization Accreditation*

The *Standards* are the basis for the IAC Cardiovascular Cath accreditation program and can be downloaded at www.intersocietal.org/cath/seeking/cath_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) 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.

For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation (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

Facility Procedure Log – The facility must submit a procedure log consisting of 30 consecutive cases/procedures for each testing section listed in the online application. (If applying in 'Valve Interventions', please add the most recent 5 consecutive cases for each of the valves treated in your facility [e.g., TAVR, TMVR, TTVR, TPVR].) The data for this log can come from appointment scheduling reports or compiled into our sample logs. **The information in the log MUST include the following: patient id, patient date of birth, indication for the procedure, procedure type, date of procedure, operator, department or specialty of operator and procedure complications.** Pre- and post-procedure patient assessment, outcomes of the procedure are optional.

Staff Information – Enter only staff members who perform the following cardiovascular catheterization procedures in the online application: adult diagnostic catheterization; percutaneous coronary intervention (PCI); valve interventions, structural heart interventions, complex adult congenital heart disease (ACHD); and/or pediatric cardiovascular catheterization. Comment: Documentation of all staff training and experience must be kept on file and available for review upon request, audit or site visit.

Protocols (All procedures that are performed outlining what is done pre, during and post-procedure):

- | | |
|---|---|
| <ul style="list-style-type: none">• Adult Diagnostic Catheterization• Percutaneous Coronary Intervention (PCI)• Valve Interventions | <ul style="list-style-type: none">• Structural Heart Interventions• Complex Adult Congenital Heart Disease (ACHD)• Pediatric Cardiovascular Catheterization |
|---|---|

Quality Improvement Policy

Quality Improvement Meeting Minutes

PLEASE NOTE: Other documentation (policies, protocols, licenses, etc.) **MUST BE KEPT ON FILE** for review at the time of the site visit. For a complete list of what will be reviewed during the site visit, download the Site Visit Checklist at www.intersocietal.org/cath/seeking/sample_documents.htm»

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/cath/seeking/fees.htm.

Step 5: Case Study / Supporting Documentation Submission & Review

Case Study Supporting Documentation

Once the application is submitted via the Online Accreditation account, four cases from the submitted procedure log will be randomly selected by the IAC for review if the facility is applying in either Adult Diagnostic Catheterization or Pediatric Cardiovascular Catheterization only (if applying in both areas, four Pediatric Cardiovascular Catheterization cases and four Adult Diagnostic Catheterization cases will be required.) If the facility is applying in both Adult Diagnostic Catheterization and PCI, two Adult Diagnostic Catheterization case studies and four PCI case studies will be required. If applying for any additional testing areas (Valve Interventions, Structural Heart Interventions, Complex Adult Congenital Heart Disease (ACHD), the IAC will randomly select two cases from each additional testing area from the submitted procedure log. The Medical Director, Nurse manager and Technical manager identified in the application 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 which cases have been selected, the case documentation listed below must be uploaded to the Online Accreditation account within 30 days.

- Cardiovascular assessment pre-procedure documentation
- Cardiovascular assessment post-procedure documentation
- Consent for the cardiovascular catheterization procedure

- Case documentation (all hemodynamic and other measures captured during the performance of the procedure)
- Patient history and physical documentation
- Nurse/technical monitoring report(s) during the procedure
- Anesthesia monitoring report during the procedure
- When appropriate, most recent pertinent reports from testing performed prior to the Cardiovascular Catheterization procedure
- Physician procedural report
- Discharge instructions
- Representative imaging to include angiography and/or ultrasound demonstrating all pre-, intra- and post-intervention imaging performed within the procedure room.

Upload Supporting Documentation

- 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:** To upload images online, please e-mail Frank Vermeiren (fvermeiren@intersocietal.org) for instructions. **OR** Mail 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 Cardiovascular Catheterization, 6021 University Blvd., Suite 500, Ellicott City, MD 21043.

Case Study Review Process

Once the case study documentation has been received in the IAC office, the IAC Cardiovascular Catheterization 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/cath/seeking/sample_documents.htm)
- Upcoming Webinars (www.intersocietal.org/cath/main/upcoming_events.htm)
- On Demand Webcasts (www.intersocietal.org/cath/main/on_demand.htm)
- Frequently Asked Questions (www.intersocietal.org/cath/main/FAQ.htm)
- CME Resources (www.intersocietal.org/cath/main/cme_resources.htm)
- Quality Improvement (QI) Self-Assessment Tool (www.intersocietal.org/QITool)

New! Looking for ways to market
your IAC accreditation?

Visit our website at
www.intersocietal.org/marketing
to learn more.

