



# IAC Accreditation Checklist for Vascular Testing

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*A guide to applying for IAC Vascular Testing accreditation.*

## Step 1: Getting Started

Review the *IAC Standards and Guidelines for Vascular Testing Accreditation*

The *Standards* are the basis for the IAC Vascular Testing accreditation program and can be downloaded at [www.intersocietal.org/vascular/seeking/vascular\\_standards.htm](http://www.intersocietal.org/vascular/seeking/vascular_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

**Equipment Information** (manufacturer, model and year)

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

**Training/Experience Qualification Pathways for Physicians and Technologists**

**Credential Information** (i.e., RVT, RVS, RT(VS), RPhS, CRVS [Canada only] for technical staff, RPVI for medical staff [including dates and certificate/registry numbers]): Additional credentials may be accepted for specific testing areas, refer to the *Standards* for complete details.

**CME Information for All Staff:** All staff members are required to have 15 CME relevant to noninvasive vascular testing every three years. Physicians must document 15 CME with 10 listed as AMA Category I. Yearly accumulated CME must be kept on file and available for submission to the IAC upon request.

### Policies and Protocols

**Primary Source Verification Policy:** A policy for verifying all medical and technical staff member credentials through the applicable issuing agencies.

**Patient Complaint Policy:** A policy that outlines the process for patients to issue a complaint/grievance about the care/services they received at your facility.

- Personnel Safety Policy (Ergonomics):** A policy must be in place to address technical staff safety, comfort and avoidance of work-related musculoskeletal disorders (MSD).
- Patient Safety Policy:** A policy to ensure patient safety.
- Patient Confidentiality Policy:** A policy that all facility personnel must ascribe to professional principles of patient confidentiality as legally required by federal, HIPPA, state, local or institutional policy or regulation.
- Quality Improvement (QI) Policy:** A written policy regarding QI that reflects the current Standard requirements.
- QI Meeting Minutes:** Prepare minutes from a minimum of two QI meetings per year.
- Facility-Specific, Step-by-Step Technical Protocols:** For all modalities the facility is applying for accreditation.

Sample versions of policies and protocols can be found at [www.intersocietal.org/vascular/seeking/sample\\_documents.htm](http://www.intersocietal.org/vascular/seeking/sample_documents.htm).

### Case Study Requirements

Case studies are required to assess the interpretative and technical quality of the facility. Must submit three abnormal cases and must be selected from within the previous 12 months from the date of submission. Only one case from each patient can be submitted in the application.

- Extracranial Cerebrovascular:**  
Submit three representative abnormal case studies.
  - All must be bilateral testing and demonstrate >50% ICA stenosis.
- Intracranial Cerebrovascular:**  
Submit three representative case studies.
  - Must submit one abnormal complete physiologic or duplex intracranial examination assessing MCA, ACA, PCA, TICA, siphon vertebral and basilar arteries
  - If performed, must submit one abnormal vasospasm examination.
  - Additional abnormal representative case studies must be chosen from the options above or those listed below:
 

<ul style="list-style-type: none"> <li>○ Emboli detection examination</li> <li>○ Vasomotor reactivity examination</li> </ul>	<ul style="list-style-type: none"> <li>○ Right-to-left shunt examination</li> <li>○ Assessment of cerebral circulatory arrest</li> </ul>
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- Peripheral Arterial:**  
**Submit three representative abnormal case studies.**
  - If performed: Must submit one lower extremity arterial duplex examination (bilateral or unilateral) that must demonstrate >50% stenosis and include bilateral ABI. The case can include a stent or bypass graft.
  - If performed: Must submit one complete bilateral lower extremity non-imaging multilevel waveform physiologic examination
  - Additional abnormal representative case studies must be chosen from the options above or those listed below.
 

<ul style="list-style-type: none"> <li>○ Native AAA examination (without previous repair) <i>Comment: This examination is only an option in one testing area and cannot be submitted if already submitted in peripheral arterial.</i></li> <li>○ Upper extremity arterial duplex examination (bilateral or unilateral) that demonstrates &gt;50% stenosis.</li> </ul>	<ul style="list-style-type: none"> <li>○ Dialysis access graft/AVF duplex <i>Comment: This examination is only an option in one testing area and cannot be submitted if already submitted in peripheral venous.</i></li> </ul>
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- Peripheral Venous:**  
Submit three representative abnormal case studies, all can be unilateral.
  - If performed: Must submit one lower extremity venous patency/DVT examination.
  - If performed: Must submit one lower extremity venous reflux examination (must be pre-intervention).
  - Additional abnormal representative case studies must be chosen from the options above or those listed below. Only one case may be vein mapping.
 

<ul style="list-style-type: none"> <li>○ Dialysis access graft/AVF duplex examination</li> <li>○ Upper extremity patency/DVT examination</li> </ul>	<ul style="list-style-type: none"> <li>○ Upper or lower extremity vein mapping</li> </ul>
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- Visceral Vascular:**  
Submit three representative abnormal case studies.
  - If performed: Must submit one complete bilateral renal artery examination with >60% stenosis, can include a stent.
  - If performed: Must submit one complete mesenteric artery examination with >50% stenosis, can include a stent.
  - Additional abnormal representative case studies must be chosen from the options above or those listed below. Only one case may be native AAA examination (without previous repair).
 

<ul style="list-style-type: none"> <li>○ Hepatoportal duplex</li> <li>○ Renal transplant duplex</li> <li>○ Liver transplant duplex</li> </ul>	<ul style="list-style-type: none"> <li>○ Native AAA examination (without previous repair) <i>Comment: This examination is only an option in one testing area and cannot be submitted if already submitted in peripheral arterial.</i></li> </ul>
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- Screening:**  
One case study for each type of Screening performed: Extracranial, ABI, AAA and CIMT. These cases studies can be normal.
  
- Multiple Sites:**  
Primary Examination (for each testing section the facility is applying in) | 1 abnormal case study

For details on case study submission, please visit [www.intersocietal.org/vascular/seeking/case\\_studies.htm](http://www.intersocietal.org/vascular/seeking/case_studies.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 (detailed above in Step 2). For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation feature retains and copies previous application data into your reaccreditation application.
  
- When the questionnaire is completed, the [Begin Pre-submission Check] button is presented on the Conclusion screen. Once the pre-submission case requirements check is initiated, changes to the application are not permitted unless the IAC staff find errors in the case selection.

## Step 4: Pre-Submission Case Study Requirements Check

- About two weeks prior to the expected final submission date, the pre-submission case study requirements check must be initiated. IAC staff will review case study documentation in the application to ensure accurate case study selection, staff and site representation.
- Facilities will receive an e-mail from the IAC within two business days to update their case study documentation as requested, or proceed to final submission.
- The check is performed to provide a more efficient application submission and review process for the facility. **Case study images should not be uploaded until the pre-submission case study check is complete.**
- Once the pre-submission case study requirements check has been completed and any errors rectified, you will proceed to final submission via the conclusion screen of the online application (see Step 5).

## Step 5: Submitting the Application

- During final submission, the payment method will be selected, and you will be instructed to upload the case study images and fee\* (if paid by check) within 5 business days.
- Effective January 1, 2021, shipped case study materials are no longer accepted.** Facilities are now required to upload all materials through IAC's HIPAA-compliant, secure medical imaging sharing service. [View Instructions»](#)  
  
For more details on uploading cases, please visit [www.intersocietal.org/case-uploads](http://www.intersocietal.org/case-uploads).

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

## Step 6: After You Submit

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

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