



IAC Accreditation Checklist for Carotid Stenting

A guide to applying for IAC Carotid Stenting accreditation.

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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/programs/carotid-stenting/standards. These *Standards* define the complete, minimum requirements for which an accredited facility is held accountable.
- Perform a Thorough Facility Self-Assessment**
Prior to beginning the accreditation application, applicant facilities should review current policies, protocols and final reports to ensure compliance with the *IAC Standards*.
- Create or Access Existing IAC Online Accreditation Account**
To access the IAC Online Accreditation application, login to your existing account (iaconlineaccreditation.org) **or** create a new IAC Online Accreditation account (if you're a first-time applicant). To learn more about accessing or creating an Online Accreditation account, please visit iaconlineaccreditation.org/webdriver/AcctAssistance.aspx.

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 ([Download](#))** - 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.
- Outcome Data Analysis Chart ([Download](#))** - Complete and submit the required outcomes data chart and analysis for carotid stenting procedures meeting the clinical criteria as outlined in the *Standards*.
- 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)



Helpful Resource – Continuing Education (CE/CME) Finder

Looking for CE/CME? Visit the [CE/CME course calendar](#) on the IAC website to search through a robust calendar of in-person, virtual and on-demand courses.

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.



Helpful Resource – Sample Document Repository

Sample versions of policies and protocols listed above can be found in the [IAC Sample Document Repository](#)
>> Select Carotid Stenting under modality or use the search bar.

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.

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 5 days to upload the selected case study documentation, IAC Accreditation Agreement* (if modified) and fee** (if paid by check).
**It is important to have the appropriate personnel at your facility review the IAC Agreement and decide if changes are needed prior to application submission.*
***The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at www.intersocietal.org/programs/carotid-stenting/program-fees.*

Step 5: Case Study / Supporting Documentation Submission & Review

Required 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 which cases have been selected, the case study documentation listed below must be uploaded to the Online Accreditation account within 30 days.

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-up 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).

Required Case Study Images

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

Instructions to 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:** The requested case study images must be uploaded to our secure server. Instructions for this process will be e-mailed to your facility once the application is submitted. **Effective January 1, 2021, shipped case study materials are no longer accepted.**

Case Study Review Process

Once the case study documentation and images have been received, 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.*



Helpful Resource – Quick Links

[Upcoming Webinars](#) | [On Demand Webcasts](#) | [Marketing Your IAC Accreditation](#)