IAC Accreditation Checklist
for Cardiac Electrophysiology

A guide to applying for accreditation.

Step 1: Getting Started

☐ **Review the *IAC Standards and Guidelines for Cardiac Electrophysiology Accreditation***
The *Standards* are the basis for the IAC Cardiac Electrophysiology accreditation program and can be downloaded at www.intersocietal.org/programs/cardiac-electrophysiology/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.

☐ **Facilities Applying for Device Clinic Accreditation**
Complete the application for Device Clinic here.

☐ **Applying for Reaccreditation?**
Facilities applying for reaccreditation should login to their existing IAC Online Accreditation account and verify all their facility details and staff contact information is accurate and current prior to starting a new application. For details and resources related to applying for reaccreditation, visit www.intersocietal.org/reaccredit.

Step 2: Gather Information for Submission

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

☐ **Training/Experience Qualification Pathways for Staff**

☐ **Facility Procedure Log** – The facility must submit a log of all patients seen in the facility for cardiac electrophysiology procedures. The data for this log can come from appointment scheduling reports or compiled into the sample Facility Procedure Log (Excel version | Word version)»

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 and complications are optional.

- If the facility performs at least 100 procedures, or device clinic post-procedural onsite and longitudinal remote monitoring of implantable devices, over 12 months the IAC will request a procedure log from the previous two months, or more, to meet the minimum requirement of the most recent 30 consecutive cases for each procedural area listed in the application.
- If the facility performs fewer than 100 procedures over 12 months but at least one operator has performed at least 50, the IAC will request the procedure log from the previous three months, or more, to meet the minimum requirement of the most recent 30 consecutive cases. (If applying in Chronic Lead Extraction, please add the most recent five consecutive cases.)

☐ **Staff Information** – Enter only staff members who perform the following cardiac electrophysiology procedures, or post-procedural onsite and longitudinal remote monitoring of implantable devices, in the online application: testing and ablation; device implantation and/or chronic lead extraction and/or LAAO and/or Device Clinic. *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): Device Implantation, Chronic Lead Extraction, Left Atrial Appendage Occlusion (LAAO) by Device, Testing and Ablation.

☐ **Continuing Medical Education (CME) Information** (must be kept on file and available for submission to the IAC upon request):

- Medical Director / Staff - Must obtain at least 15 hours of Category I CME credits, relevant to heart rhythm disorders that includes but is not limited to content that is directly related to the performance of cardiac electrophysiology procedures and/or heart rhythm disorders every three years. Radiation safety training must be part of the CME and not be less than one hour of the 15 hours required.
- Nurse Manager and Staff / Technical Manager / Device Clinic Manager and Staff - Must obtain at least 15 hours of accredited CE relevant to heart rhythm disorders that includes, but is not limited to, content that is directly related to the performance of cardiac electrophysiology procedures, heart rhythm disorders, cardiovascular assessment, post-procedural onsite and longitudinal remote monitoring of implantable devices and/or patient management every three years.
- Advanced Practice Provider – Must obtain a minimum of 15 credit hours or dedicated CME for advanced practice providers relevant to heart rhythm disorders that includes, but is not limited to, content that is directly related to the performance of cardiac electrophysiology procedures, heart rhythm disorders, cardiovascular assessment and/or patient management every three years.
- Medical Physicist - Must obtain at least 15 credits hours of CE approved by the Commission on Accreditation of Medical Physics Education Program (CAMPEP) in diagnostic imaging including fluoroscopy, every three years.

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 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.

☐ **Patient Confidentiality Policy**: A policy that all facility personnel must ascribe to professional principles of patient confidentiality as legally required by federal, HIPAA, 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.

Helpful Resource – Sample Document Repository
Sample versions of policies and protocols listed above can be found in the IAC Sample Document Repository >> Select Cardiac Electrophysiology under modality or use the search bar.

Please Note: Other documentation (policies, protocols, licenses, etc.) detailed in the *Standards* should be kept on file and available for review at the time of the site visit. For details, download the Site Visit Checklist (On Site) or Site Visit Checklist (Virtual).

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. For facilities applying for reaccreditation, clicking the purple arrow icon in the *Available Actions* column will load your reaccreditation application and auto-fill a portion of your previous application data into your next application.

☐ 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).

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.

☐ 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/cardiac-electrophysiology/program-fees*.

Step 5: Case Study / Supporting Documentation Submission & Review

Required 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 Device Implantation only. If the facility is applying in Device Implantation + Testing and Ablation, the IAC will randomly select two Device Implantation and two Testing and Ablation cases from the submitted procedure log. If the facility also applies in Chronic Lead Extraction, an additional case will be selected from the log.

For Left Atrial Appendage Occlusion (LAAO) Procedures: The IAC will randomly select two cases for which case documentation and imaging will be required. Imaging must include pre-, intra- and post-intervention imaging performed during the procedure.

For Device Clinic: When applying for Device Clinic only, the IAC will randomly select four cases from the submitted procedure log for which case documentation will be required. When applying for Device Clinic as an add-on procedural area, the IAC will randomly select two cases 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.

For all procedure-based interventions: 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.

- Cardiovascular assessment pre-procedure documentation
- Cardiovascular assessment post-procedure documentation
- Pre-procedural 12 lead ECG
- Documentation of post-procedural rhythm
- Patient history and physical documentation

- Nurse monitoring report during the procedure
- Anesthesia monitoring report during the procedure
- When appropriate, most recent pertinent reports from prior Cardiac Electrophysiology testing
- Cardiac Electrophysiology procedure report
- Discharge instructions

For Device Clinic: 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.

- History and physical examination or Device Clinic enrollment / clinic visit examination (performed prior to the initial Device Clinic visit)
- Consent / contract to be followed in the device clinic
- Initial rhythm (in clinic or remote visit)
- Final rhythm if device reprograming was performed

- When applicable (if specified in device clinic policy), laboratory testing should be ordered and documented
- Device interrogation report
- Device site photos (if applicable, initial device site photo and then as needed)
- Final report

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.

Case Study Review Process

Once the case study documentation and images have been received, the IAC Cardiac Electrophysiology staff will continue the review process and evaluate the submitted case studies.

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.

☐ **Certificates**: Effective May 2022, additional items or optional plaques are no longer ordered at the time of application submission. The facility Technical Director is e-mailed login details to review and order complimentary certificates approximately 2-3 weeks after receiving notification the facility has been granted. Facilities are also invited to order optional plaques or additional certificates at this time. For details, visit www.intersocietal.org/certificates.

Helpful Resource – Quick Links
Upcoming Webinars | On Demand Webcasts | Marketing Your IAC Accreditation