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# **IAC Site Visit Checklist**

MRI-Guided Prostate Biopsy Application

Information that will be reviewed during the Site Visit:

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| [ ]  | **Procedure Volumes** (estimated annual staff and facility procedure volume information) |
| [ ]  | **Training/Experience and Certificate/Credential Information for Staff** (must be kept on file and available for review) |
| [ ]  | **Physicist Surveys** (have the annual physicist survey and/or the most recent PM documentation available) |
| [ ]  | **Pre-Procedure Policy**: Include the clinical indication/appropriateness, necessity of the prostate biopsy, determination of biopsy technique, confirmation of availability of diagnostic images. |
| [ ]  | **Prior to Performance of Procedure**Include policies for: patient identification, administration of sedation, appropriate supplies availability, patient preparation of the biopsy site. |
| [ ]  | **During the Procedure**Include policies for: patient monitoring during the procedure, sterile technique, anesthesia monitoring, biopsy techniques, determination of target selection/biopsy sites, biopsy sample processing. |
| [ ]  | **Post Procedure, Patient Instructions and Follow Up**Provide policy(ies) to assess the patient’s condition following procedure. This must include: documentation of vital signs, immediate post procedure assessment if general anesthesia was administered, assessment of biopsy site and dressing, management of post-procedure pain, contact information to access the health care team, patient activity restrictions, follow-up appointment, complications assessment, pathology report handling. |
| [ ]  | **Procedure Report**: Samples of procedure reports which must include name of the provider(s) performing the procedure, number and location of the biopsy specimens, complications/adverse events, patient condition during and after procedure, sedation information, patient monitoring information. |
| [ ]  | **MRI Equipment Safety Policy**: To include patient safety with regard to the MRI environment. |
| [ ]  | **Manufacturer and Physicist Requirements for MRI Safety and Equipment Functionality** |
| [ ]  | **Quality Control Program**: Must demonstrate installation/acceptance testing, daily and periodic QC testing. |
| [ ]  | **Emergency Equipment/Medication/Supplies**: Detailed protocols for routine inspection and quality control checks for emergency medical equipment, supplies and medications that may be used during the procedure. |
| [ ]  | **Emergency Response:** Identification of an emergency response cart, resuscitation supplies, equipment, medications, and qualified trained staff (ACLS/BLS) |
| [ ]  | **Quality Improvement Program**: Evaluation of QI program to include these QI measures: procedure appropriateness, technical performance of the procedure, patient safety and infection control, procedure outcomes including complications and any adverse events and medical record completeness and timeliness. |
| [ ]  | **Quality Improvement (QI) Meetings**: Documentation of two QI meetings per year. Documentation of the meetings must include: every significant complication, all procedures categorized as rarely or never appropriate, review of the data from the required QI measures, educational updates documented and discussed. |
| [ ]  | **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. |
| [ ]  | **Anesthesia Policy**: Includes compliance with all federal, state, and local laws and regulations and ASA guidelines where applicable. |

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| A blue and green clipboard with checklist  Description automatically generated | **Helpful Resource – Sample Document Repository**Sample versions of policies and protocols listed above can be found in the [IAC Sample Document Repository](https://intersocietal.org/helpful-resources/sample-documents-repository/). |