IAC Accreditation Checklist
for Vascular Testing

A guide to applying for accreditation.

Menu

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/programs/vascular-testing/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, log in to your existing account (iaconlineaccreditation.org) **or** create a new account (first-time applicants only). To learn more about accessing or creating an account, please visit iaconlineaccreditation.org/webdriver/AcctAssistance.aspx.

☐ 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)

☐ **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], RPNI for physicians). Additional credentials may be accepted for specific testing areas, refer to the *Standards* for complete details.

☐ **Continuing Medical Education (CME) Information for All Staff** (must be kept on file and available for submission to the IAC upon request): All staff are required to have 15 hours of CME relevant to noninvasive vascular testing every 3 years. Physicians must document 15 hours of AMA Category 1 CME. For Medical Director, Technical Director and technical staff only, at least one hour of the 15 CME must be relative to work-related musculoskeletal disorders (WRMSD).

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.

- [ ] **Personnel Safety Policy (Ergonomics)**: A policy must be in place to address technical staff safety, comfort and avoidance of work-related musculoskeletal disorders (WRMSD).

- [ ] **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, 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.

- [ ] **Facility-Specific, Step-by-Step Technical Protocols**: For all modalities the facility is applying for accreditation.

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

Case Study Requirements

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

- [ ] **Extracranial Cerebrovascular:**

  Submit <u>three</u> representative abnormal case studies.
  - All must be bilateral testing and demonstrate >50% ICA stenosis.

- [ ] **Intracranial Cerebrovascular:**

  Submit <u>three</u> representative abnormal 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 vasospam examination.
  - Additional abnormal representative case studies must be chosen from the options above or listed below:

    - o Emboli detection examination
    - o Vasomotor reactivity examination
    - o Right-to-left shunt examination
    - o Assessment of cerebral circulatory arrest

☐ <u>Peripheral Arterial</u>:

Submit <u>three</u> 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.
- Native AAA or EVAR examination can only be selected once in the entire application. Can be selected either the Peripheral Arterial or Visceral Vascular testing application.

o Native AAA examination (without previous repair) *Comment: This exam is only an option in one testing area and cannot be submitted if already submitted in Visceral testing.* o Upper extremity arterial duplex examination (bilateral or unilateral) that demonstrates >50% stenosis.	o Dialysis access graft/AVF duplex *Comment: This exam is only an option in one testing area and cannot be submitted if already submitted in peripheral venous.* o Abdominal aortic aneurysm following endovascular aneurysm repair (EVAR) *Comment: This exam is only an option in one testing area and cannot be submitted if already submitted in Visceral testing.*

☐ <u>Peripheral Venous</u>:

Submit <u>three</u> 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.

o Dialysis access graft/AVF duplex exam o Upper extremity patency/DVT exam	o Upper or lower extremity vein mapping

☐ <u>Visceral Vascular</u>:

Submit <u>three</u> representative abnormal case studies.

- If performed: Must submit one complete bilateral renal artery exam with >60% stenosis, can include a stent.
- If performed: Must submit one complete mesenteric artery exam with >50% stenosis, can include a stent.
- Additional abnormal representative case studies must be chosen from the options above or those listed below.
- Native AAA or EVAR examination can only be selected once in the entire application. Can be selected either the Peripheral Arterial or Visceral Vascular testing application.

o Abdominal aortic aneurysm following endovascular aneurysm repair (EVAR) *Comment: This exam is only an option in one testing area and cannot be submitted if already submitted in Peripheral Arterial testing.* o Hepatoportal duplex	o Native AAA examination (without previous repair) *Comment: This exam is only an option in one testing area and cannot be submitted if already submitted in Peripheral Arterial testing.* o Renal transplant duplex

☐ <u>Screening</u>:

One case study for each type of screening performed: Extracranial, ABI, AAA and CIMT. Cases can be normal.

☐ **Multiple Sites**:

Primary Examination (for each testing section the facility is applying in) | 1 abnormal case study

For details and instructions on case study image submission, visit www.intersocietal.org/case-study-upload-submission.

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

☐ 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.
The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at www.intersocietal.org/programs/vascular-testing/program-fees.

☐ Facilities are required to upload all materials through IAC's HIPAA-compliant, secure medical imaging sharing service. For more details on uploading cases, please visit www.intersocietal.org/case-study-upload-submission. Our staff is available to help imageshare@intersocietal.org should you require assistance.

Step 5: 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**: The facility Technical Director is e-mailed login details to review and order complimentary certificates within 2-3 weeks <u>of</u> 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