



## **General Accreditation Criteria**

### **RANZCR Standards of Practice for Clinical Radiology Standard Application Document**

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## Purpose

This document provides interpretative criteria and recommendations for the application of the *RANZCR Standards of Practice for Clinical Radiology, Version 11.2*, covering all activities for both applicant and accredited facilities.

Facilities must comply with all documents in the relevant *NATA Accreditation Criteria* (NAC) package (refer to *NATA Procedures for Accreditation*).

The clause numbers in this document follow those of the *RANZCR Standards of Practice for Clinical Radiology, Version 11.2*, however, as not all clauses require interpretation, the numbering may not be consecutive.

## 1 Practice Management System

### Accreditation of Remote Imaging Sites

It is recognised that a medical imaging practice may offer some limited services, performed by staff with no formal diagnostic radiographic qualifications, at a remote site located away from an accredited facility. These sites are often staffed by nurses or doctors with licences to perform limited examinations.

'Remote imaging sites', which form an integral part of a parent site, can be covered by the parent site's accreditation as long as the criteria are satisfied.

### Definitions

'Parent site': is the site that maintains supervision and technical control over the remote site.

'Remote site': is a physical location away from the parent site and is supervised by the parent site to provide limited imaging services by authorised remote operators.

### Eligibility Criteria

Parent and remote sites must comply with all relevant accreditation requirements. Additionally:

- the parent site must be accredited, or seeking accreditation, for those services offered at the remote site;
- the remote site must be under the direct supervision and technical control of the parent site;
- the relationship with the parent site must be clearly defined in a written document e.g. in the practice's quality manual;
- the remote site must fall under and comply with the management system of the parent site including:
  - internal audits being conducted at all remote sites;
  - management review covering all remote sites;
  - define policy or procedural deviations specific to each remote site;

- any imaging services provided at the remote facility must be undertaken by staff who have a current licence (in accordance with the relevant regulations) to perform limited x-ray examinations (x-ray operators);

**Note:** Imaging services provided at the remote facility may also be undertaken by staff who have a current licence (in accordance with the relevant regulations) to perform limited x-ray examinations (x-ray operators) at facilities staffed by a sole radiographer where the sole radiographer is unable to attend the examination.

- the provision of x-ray examinations of body regions must be undertaken in accordance with the current regulations as set out by the relevant jurisdictional authority;
- documented policies/procedures must be available covering:
  - how supervision and technical control is maintained by the parent site, including, where applicable maintenance of x-ray operator approval status;
  - the use of equipment at the remote location, including maintenance, calibration, compliance, checking etc.;
  - the requirement to participate in quality control activities (as a minimum, in-line with regulations as set out by the relevant jurisdictional authority), including review of examinations and corrective actions where necessary;
  - responsibilities of both supervisory personnel & x-ray operators;
  - examinations conducted in emergency situations, including the responsibilities of both the approved supervisory personnel and x-ray operators in such situations;
  - reporting of the examinations.

### **Inclusion of remote site(s) under the scope of accreditation of a parent site**

Upon formal request e.g. letter or email, to include a remote site(s) under the scope of accreditation of a parent site, a NATA lead assessor will assess the parent site / remote site arrangements for compliance with the current RANZCR Standards, the criteria in this document and any relevant regulatory requirements. Prior to the assessment, NATA will request that specific information be provided demonstrating compliance.

In accordance with the *NATA Procedures for Accreditation*, a report on assessment (extension to scope of accreditation) shall be provided to the parent site and detail any conditions for accreditation. These conditions must be addressed before a consideration to extend the scope of accreditation of the parent site is made.

Costs will be incurred for the assessment at the hourly rate (detailed in the relevant NATA fee schedule current at the time and available from the NATA website) in addition to any travel, accommodation and associated expenses at cost.

Additional remote sites may be included to the scope of accreditation of the parent site by formally making such a request and forwarding to NATA all necessary information, or evidence, which satisfies the criteria. On-site assessment may not be necessary for such requests i.e. desk-top review only.

Costs, as noted above, shall be incurred for extending the scope of accreditation of the parent site.

### **Reports issued by a remote site**

The reports of examinations performed at remote locations must comply with the reporting requirements as described in the current RANZCR Standards (i.e. the site at which the image was performed must be included on the report).

### **Surveillance program**

A parent site's capability to supervise and control remote sites will be reviewed every assessment cycle (for a description of the normal assessment cycle, refer to Section 2 of the *NATA Procedures for Accreditation*).

During routine reassessments and surveillance visits of a parent site, records relating to remote sites will be reviewed. Specific records may also be requested beforehand in preparation for scheduled visits to the parent site. Routine reassessments and surveillance visits shall include sampling visits to remote locations. In these cases, a selection of remote sites will be included in the visit.

The assessment findings of any visit to remote sites shall be included in the reports on visits (either surveillance visits or reassessment) of the parent site. If conditions are found, these must be addressed (with written confirmation provided to NATA) at all other remote sites falling under the parent site's scope of accreditation.

If, at a visit to a remote or parent site, it becomes evident that there is a lack of supervision and/or control of any remote location, the accreditation of the parent site to include remote services under its scope of accreditation will be reviewed and may be suspended. This review may include additional visits to other remote locations.

Any additional visits to remote facilities will incur costs in accordance with the relevant NATA Fee Schedule current at the time, which is available from the NATA website.

### **Description of remote services in the scope of accreditation.**

The remote services will be defined in the scope of accreditation issued to the parent site, with each remote service being described as a "department" of the parent site.

## Accreditation of “Satellite” Sites

It is recognised that a medical imaging practice may offer some limited services at a facility located away from an accredited site. ‘Satellite’ services which form an integral part of a parent site can be covered by one accreditation as long as the criteria outlined below are satisfied.

An example of a ‘satellite’ service may include general radiography offered by appointment only, for defined periods, in rooms located away from the accredited parent site. This does not apply to sites operating discrete services even if part of a corporate organisation e.g. single modality sites which are permanently staffed.

### Eligibility criteria

The following criteria must be satisfied prior to the ‘satellite’ services being covered by the scope of accreditation of the parent site:

- all accreditation (and regulatory) requirements must be satisfied;
- the parent site must be accredited, or seeking accreditation, for those services offered at the ‘satellite’ facility;
- the ‘satellite’ services must be under the direct supervision of the parent site and the relationship with the parent site must be clearly defined in a written document e.g. in the practice’s quality manual;
- the ‘satellite’ services must fall under and comply with the management system of the parent site;
- supervisory staff from the parent site must regularly attend the ‘satellite’ facility and maintain records of these supervisory visits;
- the services at the satellite facility must be limited;
- staff providing the services at the ‘satellite’ facility must:
  - not be permanently located at the site;
  - routinely work at the parent site where they are in regular contact with supervisory staff;
  - have clearly documented responsibilities for the ‘satellite’ services;
- imaging equipment at the ‘satellite’ facility must be maintained by the parent site according to defined protocols; and
- imaging procedures offered must be defined in a protocol manual(s) controlled by the parent site.

### Description of ‘satellite’ services in the scope of accreditation

The ‘satellite’ services will be defined in the scope of accreditation issued to the parent site, with each satellite service being described as a “department” of the parent site.

### Assessment process

The usual assessment processes, defined in the *NATA Procedures for Accreditation* shall apply in assessing ‘satellite’ services.

The 'satellite' services must satisfy the RANZCR/NATA accreditation requirements, and those defined in this document. The approach to be taken for reviewing these will be determined following consideration of the parent/'satellite' service arrangements.

Routine reassessments of the 'satellite' services shall be arranged concurrently with the parent site.

### **Applying for accreditation of 'satellite' services**

It is the responsibility of the practice to advise NATA of the provision of 'satellite' services at the time the parent site applies for RANZCR/NATA accreditation or when the accredited parent site commences such services as noted below:

- sites applying for accreditation should indicate any 'satellite' services they provide in the pre-assessment paperwork sent to them;
- accredited sites who commence providing 'satellite' services should contact NATA so that a site visit can be arranged.

### **Accreditation fees**

Practices are referred to the current Medical Imaging Fee Schedule.

Initial assessment of 'satellite' services shall be charged the hourly rate as detailed in the relevant NATA fee schedule current at the time and available from the NATA website) in addition to any travel, accommodation and associated expenses at cost.

Future assessment or surveillance activities of the satellite service will be charged at the hourly rate current at the time the activity is undertaken.

## **9 Artificial Intelligence**

NATA will not be assessing medical imaging practices against Chapter 9 (Artificial Intelligence) of the Version 11.2 *RANZCR Standards of Practice for Clinical Radiology* at this time. However, during assessment activities, NATA staff will be discussing the use of Artificial Intelligence within your Practice to determine the extent of its use, and gather information to develop our accreditation processes in this emerging area.

## References

This section lists publications referenced in this document. The year of publication is not included as it is expected that only current versions of the references shall be used.

### Standards

*RANZCR Standards of Practice for Clinical Radiology*

### NATA Publications

*Procedures for Accreditation*

## Amendment Table

The table below provides a summary of changes made to the document with this issue.

<b>Section or Clause</b>	<b>Amendment</b>
Whole document	New document
Accreditation of Remote Imaging Sites	Previously described in the document <i>Specific Accreditation Criteria: Medical Imaging - Accreditation of Remote Imaging Sites</i> .
Accreditation of 'satellite' services	Previously described in the document <i>Specific Accreditation Criteria: Medical Imaging - Accreditation of 'satellite' services</i> .
9 - Artificial Intelligence	New section