



## **Medical Imaging Annex B: Accreditation of 'satellite' services**

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## Medical Imaging Annex B: Accreditation of 'satellite' services

### Introduction

It is recognised that a medical imaging practice may offer some limited services at a facility located away from an accredited site. This policy details the criteria for inclusion of these 'satellite' services under the scope of accreditation of the accredited site, hereafter referred to as the 'parent' site.

The rationale for this policy is that 'satellite' services which form an integral part of a parent site can be covered by one accreditation as long as the criteria in this policy are satisfied. This will allow appropriate accreditation coverage and cost benefits to all medical imaging practices.

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 policy does not apply to sites operating discrete services even if part of a corporate organisation eg. single modality sites 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 eg. 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.

For example:

### 28.10 Radiography

123 Smith Street

.01 General radiology

### 28.20 Ultrasound

123 Smith Street

.01 General ultrasound

## **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 policy. 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 at the current hourly rate.

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