



Medical Imaging Annex C: Accreditation of Remote Imaging Sites

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Medical Imaging Annex C: Accreditation of Remote Imaging Sites

Introduction

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 staff are often nurses or doctors with licences to perform limited examinations. This policy details the criteria for inclusion of these remote imaging sites under the scope of accreditation of the accredited site, hereafter referred to as the 'parent' site.

The rationale for this policy is that '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 in this policy are satisfied. This will allow appropriate accreditation coverage and cost benefits to all medical imaging practices.

This policy differs from *Medical Imaging Annex B – accreditation of 'satellite' services* in the following:

- Staff at remote imaging sites have no formal diagnostic radiographic qualifications, whereas those staffing satellite sites must have a formal qualification in diagnostic radiography.
- Staff at remote imaging sites are permanently located there, whereas staff at satellite sites must not be permanently located at the facility but rotate from the parent site.

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 detailed in RANZCR Standards of Practice for Diagnostic and Interventional Radiology, Royal Australian and New Zealand College of Radiologists (RANZCR) Standards of Practice for Diagnostic and Interventional Radiology Version 9, this policy circular and relevant regulatory requirements:

- 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) to the scope of accreditation of a parent site

Upon formal request e.g. letter or email, to include a remote site(s) to 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, this policy and any relevant regulatory requirements. Prior to the assessment, NATA will request that specific information be provided to demonstrate compliance with this policy.

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 NATA's fee schedule current at the time and available from the NATA website) in addition to any travel, accommodation and associated expenses at cost.

At a later stage, 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 defined in this policy. 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 NATA's Fee Schedule current at the time, which is available from the NATA website.

Description of remote services in the scope of accreditation of the parent site

The remote services will be defined in the scope of accreditation issued to the parent site.

28.10 Radiography

Remote operator services

.01 General radiology

Provided at XXXXXX