

CT – Accreditation Survey Preparation

Diagnostic Physics is your resource for accreditation and annual testing for CT units. We do hundreds of these surveys annually and our experience is at your disposal – we're here to help. Please - if you have questions, call us.

We have prepared this document to assist you in preparing for your scheduled physics survey date. If you ensure the following items are accomplished it will greatly reduce the risk of extra costs for return visits or resubmissions.

Preparation Items:

1. Please make sure you have the Gammex 464 (ACR Phantom) present at the facility on the day set for testing. (You do not need the software – the stand and case are nice to have and helpful, but not required).
2. Make sure your service engineer has accomplished a detailed calibration within 30 days and that the CT numbers were checked for accuracy on the Gammex 464 phantom. The CT # for the solid water in the Gammex 464 phantom must be 0 +/- 7 HU. If this fails, a revisit may be required with subsequent charges. You may want to have you service engineer present or at least on-call on the survey day to help things go smoothly.
3. Make sure your CT unit has the SMPTE pattern installed (speak to your service engineer), so the monitor or printer can be tested. If you are doing a film submission, this pattern must be present.
4. *IMPORTANT!* – On 27-Sep-2010 the ACR modified their program and new applications will all be on CD for submissions that were accepted after that date. Clients who were already in progress prior to 27-Sep-2010 will still submit on film. Some clients that get special permission can submit on CD for the period prior to 27-Sep-2010. Call us if there are questions.
5. If you will be submitting on film, please make sure you have 14x17 film present for the film printer and that it is hooked up properly. Have the service engineer ensure that a SMPTE pattern that is printed has no lines, marks, or splotches and that the 0%-5% and the 95%-100% blocks are clearly visible.
6. If you will be submitting CD images, then the CD writer must be working and you should have 5 or 10 CDs present for burning (DVDs are not acceptable). If your submission requires ROIs on the images, then you may not be able to use your PACS software. Get with your PACS administrator and make sure that the ROIs defined on the CT unit transfer properly to the PACS or that a PACS workstation that can easily define ROIs is available on the day of the survey. You may want to have you PACS administrator present on the survey day to help things go smoothly.
7. Please have your apps team support ready to assist in the event that the physicist requires some information like, scan FOV, detector configuration, or helical to axial scan conversions.
8. There may be subtle modifications to your protocols that the physicist will require to meet ACR dose guidelines. If these modifications are done, then you may have to rescan patients with these new protocols for submission of your clinical images.
9. Please make yourself very familiar with the Clinical Image Submission Guide on the www.acr.org website. This document gives a wealth of information for clinical image submissions and if it is not followed closely (with respect to contrast injection rates, ROIs, lung windows, etc.) you may fail the clinical side.
10. Please make sure the CT Technologist will be available to assist on the day of the survey. The physicist along with your Service Engineer, Apps Team, CT Technologist, and Supervising Physician, form the team that can solve any issues that arise.

It may seem daunting, but really the process is pretty straightforward and we have the experience to make sure it all turns out well and you receive your accreditation (It will probably take 6-8 wks to get a response from the ACR).