

### Instructions for Submission of Test Materials

*Please read these instructions carefully*

**The enclosed labels show when your testing materials are due to the ACR. Failure to meet this due date will jeopardize completion of your accreditation. If your facility is renewing its accreditation, we cannot guarantee completion before your ACR certificate expires.**

#### I. Items You Need for Testing Nuclear Medicine Unit:

- A. One designated nuclear medicine accreditation phantom.
- B. Barcode identification labels to be affixed to images and forms submitted.

**IMPORTANT:** These labels are for a specific unit and are marked “FIELD UNIFORMITY”, “WB BONE”, etc. Labels are also included for the required paperwork “INSPECTION REPORT”, etc. If you run out of barcode labels, use the additional image labels included in this package. Do not make copies of the existing barcode labels. Use one label per film. You must fill in all the blanks on each label. Retain a copy of the completed label sheet with the blanks filled in for your records. If you need additional labels, please contact the ACR. *Make sure you put the appropriate label on the appropriate image or form.*

**\*\*\*If you decide to change the type of exam you will be submitting, you must notify the ACR for new labels to replace that exam. All submissions will be returned if notification did not occur.\*\*\***

- C. Mailing labels for sending your films to the Reston, Virginia address for the ACR.

#### II. Selecting the Clinical Exams for Each Unit

- A. Clinical images must be submitted for each unit based on the exams you selected in your initial application. Bar-coded labels that designate the required exams for each unit are included.

**REMEMBER:**

- 1. REVIEWERS ASSUME THAT ALL IMAGES SUBMITTED ARE EXAMPLES OF YOUR BEST WORK. IMAGES WILL BE JUDGED ACCORDINGLY.**
- 2. WHENEVER POSSIBLE, SUBMIT NORMAL NUCLEAR MEDICINE EXAMS, HOWEVER, ABNORMAL EXAMS MAY BE SUBMITTED IF NO HIGH QUALITY NORMAL STUDIES ARE AVAILABLE.**

- B. A full set of films for each exam must be from the same patient. Originals or original-quality copies are acceptable. Submit standard transparency images for evaluation. Images may also be submitted on CDs (please see specific instructions on submitting CDs included in this package). Normal exams or those with minimal pathology should be sent for Nuclear Medicine Accreditation.
- C. Sites cannot submit examinations performed on models or volunteers.

**1. Module 1. General Nuclear Medicine:**

- Sites are required to submit two separate planar studies for each unit to be accredited.
- Planar studies include the following: whole body bone scan **or** spot bone scan (required), **plus** hepatobiliary scans, perfusion lung or MUGA scan.
- If the unit is for Planar only and the site acquires MUGA scans on this unit, a MUGA scan must be selected as the second study.
- In the case of perfusion lung scanning, the site will also be required to submit a ventilation study.
- Hard copies of the entire cardiac cycle for each projection must be submitted for the MUGA, as well as a hard copy of the ejection fraction curve.
- For each scan submitted, the site is required to submit a full set of images using their standard image display technique.

**2. Module 2. SPECT:**

- The site will be required to submit two separate SPECT studies for each unit to be assessed.
- The studies should be submitted in the standard format utilized for image interpretation at the facility.
- Images must be displayed in multiple planes including transverse, coronal and sagittal.
- Studies include bone SPECT (required), **plus** bone SPECT, brain SPECT, hepatic blood pool SPECT, liver SPECT or myocardial perfusion SPECT\* studies.

**3. Module 3. Nuclear Cardiology Imaging:**

- Sites are required to submit SPECT myocardial perfusion images as one component of the cardiology module accreditation process.\* (Requires two different exams for this module even if myocardial perfusion exam is submitted under the SPECT module.)
- Sites are also required to submit gated blood pool (MUGA) or gated myocardial perfusion SPECT images.
- If MUGA was selected, hard copies of the entire cardiac cycle for each projection should be submitted, as well as a hard copy of the ejection fraction curve. If Gated SPECT is selected, a copy of the time activity or volume curve and the volume images depicting the ROIs (end-systole and end-diastole) used to generate the EF must be submitted, in addition to the stress and rest images.
- In each case, sites must submit images in the exact format utilized for their clinical imaging studies.

*\*The only difference with the “Myocardial Perfusion SPECT”, “Myocardial Perfusion Cardiology” and the “Gated SPECT” is the labels that are placed on the images. The slices should be submitted with all three exams and the only additional requirements are with the exam labeled “Gated SPECT”. For the exam labeled “Gated SPECT”, the site must submit an image of the time activity or volume curve and images of the left ventricular region(s) of interest over the entire cardiac cycle or the volume images depicting the ROIs used to generate the EF.*

**\*\*\*NOTE\*\*\*: Two exams must be submitted for each module. Each exam must be from a different patient, (i.e. if Mr. Jones is submitted for WB Bone exam, you must submit a different patient for the Bone SPECT exam.)**

- D. Each exam submitted should be submitted in the **standard format utilized for image interpretation** at the facility.
- E. Please submit **ALL** images acquired for exam as described in the physician’s report, for example, CCK pictures should be included with hepatobiliary exam if acquired.
- F. All routine information, including patient name, ID#, etc., should **NOT** be deleted from films. Patient confidentiality is maintained by the ACR.

- G. Color images must include color scale, where possible, standard images should include gray scale.
- H. A “**Clinical Test Image Data Sheet**” summarizing the specific techniques including radiopharmaceutical/dose injected, scan time, acquisition parameters, etc. must be completed for each exam.
- I. A copy of the **corresponding, dated physician report** must be included with each exam. The report must clearly identify the type of exam performed and clinical history.
- J. A copy of the **written procedure** for each exam type must be submitted.
- K. All clinical and phantom images must be from the same 60-day period and within 30 days before or after phantom images. All clinical images should be clearly dated.
- L. Place all images, the Clinical Test Image Data Sheet, the physician’s report, and the written procedure for each exam in a **separate jacket**.

- 1. **MAKE SURE THAT YOU PUT THE APPROPRIATE BARCODE LABEL ON ALL IMAGES, REPORTS AND FORMS.**
- 2. **THE SUPERVISING NUCLEAR MEDICINE/PET PHYSICIAN SHOULD REVIEW AND APPROVE ALL CLINICAL IMAGES BEFORE THEY ARE SUBMITTED.**

### III. Performing the Phantom Image Protocol

**NOTE: For phantom information, please see the specifications outlined in the Overview.**

- A. Follow the instructions in the “Site Scanning Instructions for Use of the Nuclear Medicine Phantom for the ACR”.
- B. Barcoded labels for each unit that designate the required protocols (planar only or planar and SPECT) are included.
- C. A completed set of “Site Scanning Data Forms” for each unit is required, along with all pertinent worksheets.
- D. All phantom and clinical images must be from the same 60-day period.

### IV. Other Required Paperwork

- A. One “**Quality Assurance (QA) Questionnaire**” must be included.
- B. One “**Quality Control**” form must be included.
- C. The most recent “**Physicist Report**” for each unit. This report should include all of the annual performance tests described in the “Nuclear Medicine Program Requirements” document that is available at our web site [www.acr.org](http://www.acr.org).
- D. Documentation of any corrective action required in the medical physicist report(s).
- E. The most recent NRC and/or state inspection results (report) for the facility.
- F. Documentation of written responses to any violations.

**V. Mailing Instructions**

A. Mail all images and paperwork to:

**Nuclear Medicine/PET Accreditation  
American College of Radiology  
1891 Preston White Drive  
Reston, VA 20191-4397**

B. We also suggest that you use UPS or FedEx to track images in case of loss.

*The clinical and phantom images will be returned once the accreditation evaluation is complete. However, it is strongly recommended that you maintain copies of all images submitted to the ACR as a record of clinical and phantom images that were submitted for accreditation purposes.*

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