

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 PET Unit:

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

IMPORTANT: These labels are for a specific unit and are marked “ONCOLOGY”, “CONTRAST”, etc. Labels are also included for the required paperwork, “INSPECTION REPORT”, “PHYSICIST 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. Barcoded 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. **TWO EXAMS MUST BE SUBMITTED PER MODULE, ONE OF WHICH MUST BE ABNORMAL.**

- 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). PET Accreditation requires at least one abnormal exam be submitted for each module.
- C. Sites cannot submit examinations performed on models or volunteers.

1. Module 1. Oncology:

- The site must submit two exams, one of which must be abnormal. The whole body coronal images with and without attenuation correction must be submitted. The blood glucose level should be documented in the report. Studies will fail if images are not correctly labeled as to laterality and orientation.

2. Module 2. Brain:

- The site must submit two exams, one of which must be abnormal, with attenuation correction. Images must be displayed in multiple planes including transverse, coronal and sagittal. Studies will fail if images are not correctly labeled as to laterality and orientation.

3. Module 3. Cardiac:

- The site must submit two exams, one of which must be abnormal, with and without attenuation correction, if available. Please submit the study in the same format the interpreting physician would use for interpretation of the exam (i.e. slices). The site may select myocardial perfusion and/or myocardial viability exams.

IMPORTANT: Please submit the study in the same format that the site physician would use for interpretation of the exam.

NOTE: *Two exams must be submitted for each module. Each exam must be from a different patient.*

- 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.
- 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 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 "PET Phantom Instructions for Evaluation of PET Image Quality".
- B. Barcoded labels for each unit that designate the required images (PET Phantom - ROI, PET Phantom Low Cont – Transaxial 1, etc.) are included.

- C. A completed “Site Scanning Data Form”, “PET Quality Control Summary”, “Acquisition and Reconstruction Parameters”, and “SUV Analysis Worksheet” for each unit is required.
- 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 the tests described in the “PET Module Program Requirements” document under “Annual Physics Survey” that is available at our web site www.acr.org.
- D. Documentation of any corrective action required in the 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 Program
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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