

## INDEPENDENT HEALTH FACILITIES

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### PACS QUESTIONNAIRE/CHECKLIST DIAGNOSTIC IMAGING / NUCLEAR MEDICINE / MAGNETIC RESONANCE IMAGING / COMPUTED TOMOGRAPHY

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**NOTE: This document must be completed by the PACS System Administrator (SA).**

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Quality Advisor

Date

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Licensee

Date

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PACS Administrator

Date

**Assessors will verify that information provided in the Pre-Visit Questionnaire is accurate and meets PACS Facilities Standards and Protocols.**

FACILITY TO COMPLETE		C = Compliant N/C = Non-Compliant N/A = Not Applicable	ASSESSORS TO COMPLETE ONLY		
			C	N/C	N/A
EQUIPMENT		Facility Responses (please complete within the space provided)			
1.	a. What RIS System is in place?				
	b. What PACS System is used?				
	c. What modalities are on PACS?				
	d. What modalities are not on PACS?				
	e. Do all modalities on PACS have DICOM modality work lists?				
	f. Is there a system (please name) that includes exam ordering, scheduling and patient tracking?				
	g. Is there short term data storage?				
	h. Is the (short) term data storage duplicated? If so, where?				
	i. Where is long term data storage kept?				
	j. Is long term data storage duplicated? If so, where?				
	k. Is the data backed up daily?				
2.	Can patient identifying markers be removed from the digital images to maintain patient confidentiality, e.g., when used for educational purposes?				
3.	Is there a service contract for PACS?				
4.	Is there software to view and correct patient demographic/identification errors?				
5.	Are there monitors for technologists and staff to review exams as needed?				

FACILITY TO COMPLETE		ASSESSORS TO COMPLETE ONLY		
		C	N/C	N/A
<b>PORTABILITY OF INFORMATION</b>		<b>Facility Responses</b> (please complete within the space provided)		
1.	a. Can the PACS create copies (e.g., burn a CD) for patients to take for continuing care / other health care provider? If not, where is this done?			
	b. Does the DICOM exam burned to CD include scanned documents? (Scanned documents e.g. Technical impressions should be excluded in PACS, however a copy of the final report should be provided to the patient as needed.)			
2.	Does the CD produced contain a viewing program to launch the imaging exam from a PC? If so, what is it?			
3.	Does the PACS have the ability to view and/or import CD's from other providers?			
4.	Does the PACS have the ability to forward imaging studies to a LHIN repository?			

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<b>SECURITY/PRIVACY</b>		<b>Facility Responses</b> (please complete within the space provided)		
1.	Does the PACS meet current Ontario privacy legislation (PHIPA)?			
2.	Is the PACS SA role login password protected?			
3.	Are individual passwords required to log on to a review station?			
4.	Are passwords programmed to expire? If so, how often?			
5.	If teleradiology is used, is the transfer of images and data via a secure line? i.e., VPN, Is it password protected?			
6.	Is the number of images per series and matrix size visible on the image?			

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		C	N/C	N/A
<b>REPORTING ENVIRONMENT</b>		<b>Facility Responses</b> (please complete within the space provided)		
1.	Is Teleradiology used?			
2.	Does the PACS SA verify the offsite reporting configuration for each interpreting physician?			
3.	Does the PACS SA verify that offsite reporting monitors are checked annually? (e.g. luminescence)			
4.	What is the <b>onsite</b> reporting monitor solution/setup? (Resolution, Number, indicate if color is available)			
5.	What is the reporting structure of the facility on a day to day basis? e.g. One Radiologist on site, another at home via Teleradiology for verbals etc.			
6.	Are there 2 monitors available for simultaneous comparison of studies?			
7.	If Ultrasound or Nuclear Medicine studies are reported, are colour monitors/work stations available?			
8.	Is the system “user friendly” to allow third party interpretation?			
9.	Does the system allow user adaptability, e.g. screen layouts etc.?			
10.	Are the monitors of medical grade resolution and luminance?			

11.	Does the PACS have the following basic functionality?			
	a. Pan			
	b. Zoom			
	c. Measurements (and angles)			
	d. Window level and width			
	e. Inverting gray-scale			
	f. CT Hounsfield units			
	g. MPR – Multiplanar Reconstruction (CT)			
12.	Do all images show patient information as per guidelines?			
13.	Is the number of images per series visible on the study?			
14.	Is kVp and mAs “available” on images			
15.	Are the following available at the time of reporting?			
	a. Requisition			
	b. Technologist work sheets (e.g. questionnaires, technical impressions)			
	c. Previous reports (for comparison)			
	d. Previous images (for comparison)			
16.	a. Is there a system in place to mark and obtain verbals and urgent findings?			
	b. Explain the verbal process from order to referring physician receiving the report.			
	c. What is the process to obtain a verbal report (“urgent” finding) when a Radiologist is not scheduled. e.g. after hours, evenings, weekends			

FACILITY TO COMPLETE		ASSESSORS TO COMPLETE ONLY		
		C	N/C	N/A
QUALITY ASSURANCE		Facility Responses (please complete within the space provided)		
1.	Is there a PACS System Administrator (SA)? <i>(Please provide the name of the on-site person responsible). (If the IHF has more than one site, a designated PACS System Administrator may service more than one site).</i>			
2.	Has the PACS SA had specific equipment or vendor training?			
3.	Is the PACS SA part of the Quality Assurance Committee?			
4.	Is there a mechanism in place to:			
	a. Allow interesting exams to be marked?			
	b. Verify completeness of data transfer?			
	c. Verify if exam has been reported?			
	d. Is a teaching file available and easily retrievable for teaching purposes?			

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		C	N/C	N/A
5.	Are the monitors checked annually for luminescence? How is this done?			
6.	Are there written procedures in place in regards to:			
	a. Daily/weekly system checks?			
	b. Verbal reports			
	c. Passwords?			
7.	Are there written procedures in place regarding backups for the following?			
	a. CD burner not functioning			
	b. Modality worklist not functioning			
	c. Modalities not sending to PACS			
	d. RIS not functioning?			
	e. Long Term storage not functioning			
	f. Teleradiology not functioning			



***Comments: to be completed by assessor***

***Recommendations: to be completed by assessor***

***All recommendations from EQUIPMENT; PORTABILITY OF INFORMATION; SECURITY/PRIVACY; REPORTING ENVIRONMENT; QUALITY ASSURANCE to be added to the final assessment report.***