



INDEPENDENT HEALTH FACILITIES PROGRAM

Pre-Assessment Questionnaire/Checklist
PACS

NOTE: This document must be prepared/completed by the most responsible person involved in the day-to-day activities within the facility.

IHF #:

Facility Checklist Review for PACS

The information contained in this document is accurate to the best of my knowledge.

Name of Quality Advisor/Medical Director

Signature

Date

Name of Owner/Operator

Signature

Date

Name of Most Responsible Person

Signature

Date

Assessors Checklist Review for PACS

Name of Reviewing Assessor

Signature

Date

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

FACILITY to complete			ASSESSORS to complete				
			Meets	Meets with Rec's	Does Not Meet	N/A	Comments
EQUIPMENT							
1.	a.	What RIS System is in place?					
	b.	List modalities using PACS					
	c.	What PACS System is used?					
	d.	Do all modalities have DICOM modality work list?					
	e.	Does it include exam ordering, scheduling and patient tracking?					
	f.	Is long term storage on site?					
	g.	Is long term storage duplicated?					
	h.	Is the data backed up daily?					
2.	Can patient identifying markers be removed from the digital images to maintain patient confidentiality when used for educational purposes?						
3.	Is there a service contract for PACS? Are upgrades included?						
	a.	Name PACS supplier					
	b.	Name RIS supplier					
4.	Is there software to view and correct demographic/identification errors?						

FACILITY to complete			ASSESSORS to complete				
			Meets	Meets with Rec's	Does Not Meet	N/A	Comments
5.	Are there monitors for technologists and staff to review exams as needed?						
6.	Is a CD burner available for patient copies?						
7.	Is Teleradiology used?						
SECURITY/PRIVACY							
1.	Does PACS meet current Ontario privacy legislation?						
2.	Is the system administrative software password protected?						
3.	Are individual passwords required to log on to a review station?						
4.	If teleradiology is used, is the transfer via a secure line, i.e., VPN and password protected?						
5.	Is the number of images per series and matrix size visible on the image?						
REPORTING ENVIRONMENT							
1.	Are there 2 monitors for simultaneous comparison of studies? <i>Append the answers to 1 – 8 for each off site reporting station.</i>						
2.	If ultrasound or Nuclear Medicine is reported are colour monitors available?						

FACILITY to complete			ASSESSORS to complete				
			Meets	Meets with Rec's	Does Not Meet	N/A	Comments
3.	Is the system "user friendly" to allow third party interpretation?						
4.	Does the system allow user adaptability, i.e., screen layouts etc.?						
5.	Are they of medical grade resolution and luminance?						
6.	Do they have the basic functionality?						
	a. Pan						
	b. Zoom						
	c. Measurements (and angles)						
	d. MPR						
	e. Window level and width						
	f. Inverting gray-scale						
	g. CT Hounsfield units						
7.	Are previous studies, either digital or hard copy images available for comparison at time of reporting?						
8.	Do all images show patient information as per guidelines?						
9.	Is the number of images per series visible on the study?						

FACILITY to complete			ASSESSORS to complete				
			Meets	Meets with Rec's	Does Not Meet	N/A	Comments
10.	Are the following available at the time of reporting						
	a. Requisition						
	b. Technologist work sheets						
	c. Previous reports						
11.	Is there a system in place to mark and obtain verbals and urgent findings?						
QUALITY ASSURANCE							
1.	Is there a PACS System Administrator? <i>(please provide the name of the on-site person responsible)</i>						
2.	Has the PACS SA had specific <i>equipment or vendor training</i> ?						
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?						

FACILITY to complete			ASSESSORS to complete				
			Meets	Meets with Rec's	Does Not Meet	N/A	Comments
5.	Mechanism to allow a preliminary interpretation to be available to the reporting radiologist?						
6.	Are the monitors checked biannually for luminescence?						
7.	Are there policies and procedures in place in regards to:						
	a. Daily/weekly system checks?						
	b. Verbal reports						
	c. Passwords?						
8.	Backup procedures for the following:						
	a. CD burner not functioning						
	b. Modalities not sending to PACS						
	c. RIS not functioning?						
	d. Long term storage not functioning						
	e. Teleradiology not functioning						
9.	Is there a service contract that includes upgrades to maintain a good solution?						

SUMMARY OF OBSERVATIONS & RECOMMENDATIONS (to be completed by assessment team)

[Empty box for observations and recommendations]