Virtual Site Survey Facility Checklist

Practice Name:  
FML:  
Date:  
Point of Contact:  

☐ Completed ROPA toolkit *(Strongly recommended)*
☐ A quiet area located within the radiation oncology department  
☐ Must be able to initiate/Launch/Run a MS Teams Meeting with our surveyors. (Minimum of two separate accounts)  
☐ Two virtual navigators (prefer radiation oncologist, medical physicists and/or administrator)  
☐ Two Computers, each with a monitor, camera and microphone and access to the following:  
  ☐ Electronic medical record (EMR)  
  ☐ Record and Verify System  
  ☐ Treatment Planning System  
  ☐ Policy and Procedures  
  ☐ Physics Quality Assurance Documents  
  ☐ Continuous Quality Improvement Documents:  
    ☐ Chart Rounds  
    ☐ Quality Assessment and Improvement meeting minutes  
    ☐ Focus study and internal outcome documentation  
    ☐ Physician Peer Review documentation  
    ☐ Physics Peer Review *(if applicable)*  
☐ Verify capabilities of virtual walkthrough tour *(need portable cameras or laptop with videocapabilities)*  
  ☐ If unable, please provide a slide show that includes photos of the department (i.e., treatment area + machine(s), waiting area, HDR units, etc.)  
☐ Available staff during the virtual interview:  
  ☐ Medical Director of Radiation Oncology  
  ☐ Chief Physicist  
  ☐ Chief Therapist/Department Manager  
  ☐ Dosimetrist  
  ☐ Nurse  
  ☐ Any other key personnel  
☐ Paper documents must be available in digital format (i.e., films, paper charts, physics QA)