CHECKLIST 11. ASSESSMENT OF NON-IMAGING DIAGNOSTIC PROCEDURES

No.	Component	LC	Example of result / type of evidence
	Clinical		
11.1	Was the relevant clinical information available as detailed in the corresponding standard operating procedure (SOP)?		Check records / check SOPs
11.2	Were contraindications and allergies checked for?		Check records
11.3	If the procedure was different from the one specified in the SOP, was the deviation noted and justified?		Check records / check SOPs
	Technical procedure: Check if done according to the SOP		
11.4	Probe/well counter settings		Check records / check SOPs
11.5	Radiopharmaceutical, labelled cells, activity		Check records / check SOPs
11.6	Sampling/acquisition parameters: timing, positioning		Check records / check SOPs
11.7	Processing, archiving		Check records / check SOPs
	Patient preparation: Check if done according to the SOP		
11.8	Patient identification		Check records / check SOPs
11.9	Patient condition and/or treatment related interference with the procedure		Check records / check SOPs
11.10	Study preparation		Check records / check SOPs
11.11	Exclusion of pregnancy, information on lactation and counselling, if applicable		Check records / check SOPs

CHECKLIST 11. ASSESSMENT OF NON-IMAGING DIAGNOSTIC PROCEDURES (cont.)

No.	Component	LC	Example of result / type of evidence
11.12	For paediatric patients: dose adjustment (radiopharmaceuticals, other medication), sedation, etc.		Check records / check SOPs
	Quality assurance (QA) / quality control (QC): Check if done according to the SOP		
11.13	QC of the radiopharmaceutical(s) or labelled blood cells, including standard and background		Check records / check SOPs
11.14	Documentation of QC in case of external procurement of radiopharmaceutical		Check records / check SOPs
11.15	Latest QC of the probe / well counter relevant for the specific examination		Check records / check SOPs
11.16	Check for extravasation (infiltration) at the injection site		Check records / check SOPs
11.17	QC of processing parameters including cross-checking calculations, standards and controls		Check records / check SOPs
11.18	Traceability of all patient related data, e.g. radiopharmaceutical, administered activity and injection site, acquisition parameters, sampling conditions, name of technologist and doctor in charge		Observation on-site / check all records showing traceability
11.19	Handling and documentation of any adverse event or other incident (patient related or not)		Check records / check SOPs
	Reporting and follow-up		
11.20	Was the report structured as requested in the SOP, including trends if appropriate?		Check the report / check SOPs

CHECKLIST 11. ASSESSMENT OF NON-IMAGING DIAGNOSTIC PROCEDURES (cont.)

No.	Component	LC	Example of result / type of evidence
11.21	Does the final report address the clinical question, if appropriate?		Check the report and records
11.22	Was any feedback received after reporting properly documented and managed?		Check records

Note: LC: level of conformance (range 0–4). 0: absent or inappropriate; 1: planned or approximate; 2: partial conformance or partial implementation; 3: near full conformance or near full implementation; 4: full conformance or full implementation.