CHECKLIST 10. ASSESSMENT OF DIAGNOSTIC IMAGING PROCEDURES

No.	Component	LC	Example of result / type of evidence
	Clinical		
10.1	Was relevant clinical information available as detailed in the corresponding standard operating procedure (SOP)?		Check records / check SOPs
10.2	Were contraindications and allergies, including to contrast media (if applicable), checked for?		Check records
10.3	If the procedure was different from that specified in the SOP, was the deviation noted and justified?		Check records / check SOPs
10.4	Was the availability of other imaging (radiology and nuclear medicine) and laboratory results checked for?		Check records
	Technical procedure: Check if done according to the SOP		
10.5	Scanner set-up (imaging device, collimator, energy window settings, as applicable)		Check records / check SOPs
10.6	Radiopharmaceutical and activity administered		Check records / check SOPs
10.7	If contrast medium was used: type, concentration, administration route, injection speed if IV		Check records / check SOPs
10.8	Acquisition parameters (time from administration, positioning, acquisition mode, matrix) concordant to the SOP		Check records / check SOPs
10.9	Computed tomography parameters, if applicable		Check records / check SOPs
10.10	Data processing and archiving		Check records / check SOPs

CHECKLIST 10. ASSESSMENT OF DIAGNOSTIC IMAGING PROCEDURES (cont.)

No.	Component	LC	Example of result / type of evidence
	Patient preparation: Check if done according to the SOP		
10.11	Patient identification		Check records / check SOPs
10.12	Current medication / date of last chemotherapy / date of end of radiotherapy		Check records / check SOPs
10.13	Patient condition and/or treatment related interference with the procedure? If yes, note in the comments section		Check records / check SOPs
10.14	Study preparation		Check records / check SOPs
10.15	Exclusion of pregnancy, information on lactation and counselling, if applicable		Check records / check SOPs
10.16	For paediatric patients: dose adjustment (radiopharmaceuticals, other medication), sedation, etc.		Check records / check SOPs
10.17	Patient positioning and containment		Check records / check SOPs
	Quality assurance (QA) / quality control (QC): Check if done according to the SOP		
10.18	QC of the radiopharmaceutical(s)		Check records / check SOPs
10.19	Documentation of QC in case of external procurement of radiopharmaceutical		Check records / check SOPs
10.20	Latest QC of imaging equipment relevant for the specific examination		Check records / check SOPs
10.21	Check and account for extravasation (infiltration) at the injection site		Check records / check SOPs
10.22	QC of processing parameters and analysis		Check records / check SOPs

CHECKLIST 10. ASSESSMENT OF DIAGNOSTIC IMAGING PROCEDURES (cont.)

No.	Component	LC	Example of result / type of evidence
10.23	Overall quality of images, e.g. patient movement, regions of interest, gating		Check records / check SOPs
10.24	Overall quality and adequacy of images for distribution to the referring physician		Check records / check SOPs
10.25	Traceability of all patient related data, e.g. radiopharmaceutical, administered activity and injection site, acquisition parameters, name of technologist and doctor in charge		Observation on-site / check all records showing traceability
10.26	Filing of batch number, dosing and time of administration of any study related pharmaceutical		Check records
10.27	Handling and documentation of any adverse event or other incident (patient related or not)		Check records
	Reporting and follow-up		
10.28	Was the report structured as requested in the SOP?		Check records / check SOPs
10.29	Does the final report address the clinical question?		Check records
10.30	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.