CHECKLIST 9. GENERAL DIAGNOSTIC CLINICAL SERVICES

No.	Component	LC	Example of result / type of evidence
9.1	Are written standard operating procedures (SOPs) based on national/international guidelines in place for all types of examinations performed?		Check clinical SOPs or the procedure manual
9.2	Is a mechanism in place to regularly update internal SOPs according to national/international guidelines and medical evidence?		Written documents describing the mechanism to update clinical SOPs
9.3	Is there an SOP on document distribution ensuring that only the most recent manual containing the complete description of all procedures is available at all work places?		Check SOPs for document distribution and check distributed documents
9.4	Is there an SOP to ensure that all staff are aware of this manual and familiar with its use?		Check the SOP/observation on-site
9.5	Is every request checked for justification, and approved by a nuclear medicine (NM) physician?		Check some records, including authorization of the NM physician
9.6	Are instructions in place to check for contraindications preventing the examination or parts of it?		Check instructions / observation on-site
9.7	Are procedures in place for correct identification of patients throughout all steps of the examination?		Check procedures for identifying patients during examinations / observation on-site
9.8	Are instructions for patient preparation given at the time of appointment and before the examination is performed?		Check written instructions
9.9	Are patients' privacy and intimacy maintained during their visits to the nuclear medicine service (NMS) (e.g. appropriate coverage of women's chests during stress test)?		Observation on-site

CHECKLIST 9. GENERAL DIAGNOSTIC CLINICAL SERVICES (cont.)

No.	Component	LC	Example of result / type of evidence
9.10	Is a procedure in place to enquire about pregnancy and lactation before any administration of radiopharmaceuticals?		Check the written procedure
9.11	Does every patient receive appropriate information (written/oral, according to national/local regulations) related to the examination including risk evaluation, preparation and aftercare details (if applicable) before giving informed consent?		Check written procedures describing information provided to patients
9.12	Do all procedure protocols (SOPs) also include detailed information on radiopharmaceuticals, computed tomography settings and contrast media, if applicable?		Check SOPs
9.13	Is the radiopharmaceutical dose clearly identified in relation to the individual patient and is traceability ensured?		Check the instruction for dose assignments and traceability
9.14	Are there instructions to optimize radiopharmaceutical activity according to body habitus (e.g. weight), with special attention to paediatric patients (e.g. European Association of Nuclear Medicine dosing card, Society of Nuclear Medicine Consensus Guidelines)?		Check the instruction for dose assignments and patient records
9.15	Are procedures in place to avoid misadministration of radioactive and non-radioactive pharmaceuticals?		Check written procedures
9.16	Is there an SOP available for dealing with administration of non-licensed or off label radiopharmaceuticals?		Check procedures
9.17	Is an SOP in place to deal with emergency requests?		Check the SOP

CHECKLIST 9. GENERAL DIAGNOSTIC CLINICAL SERVICES (cont.)

No.	Component	LC	Example of result / type of evidence
9.18	Is there a process to ensure that physicians or appropriate staff are available to answer patient questions?		Check written documents establishing the availability of medical doctors to answer patient questions
9.19	Are there SOPs for specific measures applicable to paediatric patients (e.g. inserting intravenous lines, sedation, anaesthesia, bladder catheters, pharmacological challenges, etc.)?		Check SOPs
9.20	Is appropriate medical supervision available during NM interventions such as diuretics, ACE (angiotensin converting enzyme) inhibitors, stress testing, etc.?		Check clinical SOPs
9.21	Are procedures in place to properly address and report any adverse event?		Check written procedures
9.22	Are procedures in place to timely report any finding that is potentially critical for appropriate patient management to the referring physician?		Check written procedures
9.23	Is there a policy on surveillance of patients during their presence in the NMS, including preparation and waiting times?		Check written procedures / observation on-site
9.24	Are a fully equipped emergency cart, oxygen and suction pump available?		Check available equipment
9.25	Is there an SOP to ensure that the emergency cart is checked and replenished on a regular basis?		Check the SOP
9.26	Are staff trained in basic life support and use of available equipment?		See SOP and check a record (personnel file)
9.27	Is there a regular update of training in basic and advanced life support, as appropriate?		See SOP and check a record (personnel file)

CHECKLIST 9. GENERAL DIAGNOSTIC CLINICAL SERVICES (cont.)

No.	Component	LC	Example of result / type of evidence
9.28	Are procedures in place for obtaining rapid assistance in case of emergency? Are corresponding phone numbers readily displayed?		Check written procedures / observation on-site
9.29	Is a mechanism for incident reporting and consecutive introduction of corrective actions in place?		Check the written procedure describing the mechanism
9.30	Is there a procedure in place to document additional information and/or feedback received after the examination was performed/reported?		Check the written procedure
9.31	Is there an SOP to regularly review the number of and reasons for repeated NM examinations?		Check the SOP

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.