# TG 124 Report:

A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Organizations

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TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org.

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TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org

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TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org	
Background – WHY do TG124?	
<ul> <li>QMPs and RSO's are not usually involved in C &amp; P process</li> <li>TG members experiences with process prompted</li> </ul>	
<ul> <li>Sharing experience and lessons learned</li> <li>To help others avoid re-inventing the wheel</li> <li>Untrained staff and patients at increased risk</li> <li>Increase use of c-arms by non-radiologists</li> </ul>	
Increase reports of patient injury	
TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org	
Format - developed for each section to stand alone	
Content – repeated in some sections	
(policy and implementation sections)	
TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of	
Fluoroscopic Equipment in Healthcare Org ${\it Scope of TG~124}:$	
<ul> <li>TG124 addresses only safety and medical physics aspects of fluoroscopy use</li> </ul>	
Clinical training requirements and competency for performing specific clinical procedures, interpreting clinical images for diagnosis and any associated	
emergency responses are beyond the scope of TG124.	
<ul> <li>Expands credentialing information originally found in TG 58 and provides additional training options</li> <li>It supplements TG58</li> </ul>	

TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org	
Organization of TG 124 Report	
Two Major Divisions	
1. Credentialing and Privileging	
2. <u>Training Recommendations</u>	
Organization of TG 124 Report	
Of gamization of 10 124 (Cont.)	
1. Credentialing and Privileging  A. Basics: Purpose	
Definitions  Requirements and Fundamentals  B. Overview Specific to Fluoroscopy Users	
C. Policy Development D. Program Implementation	
<ul><li>2. Training Recommendations</li><li>3. Appendices</li></ul>	
3. Appendices	
TG 124:  Basics - <u>Purpose and Requirements of C&amp;P Program</u>	
To assure competency     Fluoroscopy is an interactive imaging procedure that requires the operator	
to position equipment for correct anatomical projection     to operate to maintain lowest possible radiation dose,     to concurrently manipulate patient and/or catheter,	
<ul> <li>to administer and track contrast.</li> <li>to simultaneously be aware of patients overall condition during procedure</li> </ul>	
- Fluoroscopy's multi-faceted process require credentials that support determination of competency: - Acceptable Didactic education + - Hands-on training	
- Hands-on training - Experience (initial and continuing)	

Basics: Purpose of a C& P Program			
Credentialing and privileging programs exist to assure competency.	_		
Privileges are granted to individuals with appropriate training and experience.	_		
The areas critical for fluoroscopy competency include  clinical training and expertise,  knowledge and understanding of radiation safety,	_		
radiation biology, and radiological imaging physics,  technical knowledge of mechanical and electrical safety,  competency operating the equipment	_		
components opening in equipment	_		
	_		
TG 124:	_		
· BASICS: Definitions  Credentialing	_		
"collection of relevant data regarding training	_		
<ul><li>and experience of an applicant for privileges."</li><li>Initial and CME's</li></ul>	_		
<ul> <li>Verification (Med Staff Office staff : Commercial CVOs)</li> <li>Applies to all LIP</li> </ul>	_		
	_		
	_		
TG 124: BASICS: Definitions			
• Privileges	_		
"delineate which medical procedures a staff member may perform."	_		
Who is to be privileged for Fluoroscopy?     Physicians (Non-Radiologists) vs. all LIPs-	_		
• Types of Privileges  ➤ Core Privileges (Global: Dx Imaging, )	_		
Core Privileges (Global: DX Imaging, )     Specifically Listed – Specify modality (CT) (MRI) (I.R.)     Privilege Request Form - specify Fluoroscopy as separate line item	_		
Re-Privileging – 2-year cycle (frequently)     refresher fluoro safety course training +	_		
hands-on training on new equipment	_		
	_	 	

1G 124 BASICS: Definitions	
• Licensure  - "official legal permission to practice in an occupation as evidenced by documentation issued by a state in the form of a license or registration."  - Physician may be licensed to practice medicine and state may allow any licensed physician to operate x-ray equipment, but individual physician may not have specific privileges to perform fluoroscopy or other x-ray procedures at a facility	
TG 124: BASICS: Definitions	
• Regulations	
<ul> <li>X-ray equipment use regulations are developed, promulgated and enforced by specified state</li> </ul>	
authority.	
- All X-ray users are required to comply with state regulations.	
<ul> <li>Some states have developed regulations that address fluoroscopy users (Ca, Tx)</li> </ul>	
address nacroscopy asers (ea, 12)	
Organization of TG 124 Report	
1) Credentialing and Privileging	
A) BASICS: Purpose, Definitions, Requirements and Fundamentals of Credentialing and Privileging Program	
B) Overview of Process of Establishing C&P program Specific to Fluoroscopy Users:	
C) Policy Development and Implementation	
D) Program Implementation – Administrative Aspects	
Training     A) Recommendations for Competency Based Program	
B) Overview and Resources	

TG 124 – Overview of Establishing a C&P Program
Overview Specific to Fluoroscopy Users:
IDENTIFY AND VERIFY - Need for Program
Support by Management and Senior     Clinical Staff
- Available Expertise and Staff
Overview of the Process for Establishing a Credentialing and Privileging Program
- Determine the Need for a Fluoroscopy Credentialing
Program at your facility
<ul><li>Who uses fluoroscopy equipment</li><li>How is it used?</li></ul>
- Where is it used?
Overview A) Determine Need for Program
How is need determined?
RSC = Appropriate body to determine if formalized review and approval of fluoroscopy users is needed.
<ul> <li>Individuals: RSO , QMP, Chairs and Administrators</li> </ul>
of departments using fluoroscopy should assist the RSC, in developing a viable policy.
If no RSC - Medical Director + designated staff assist

Overview: B) Learn fundamentals of C&P Process	
• Designate and individual – RSO or QMP or ?	
Contact your Medical Staff Office (MSO)	
<ul><li>Establish communications</li><li>Obtain information about</li></ul>	
<ul> <li>your facility's credentialing and privileging process.</li> </ul>	
<ul> <li>how your facility's establishes and integrates a new program into the current</li> </ul>	
credentialing and privileging program.	
Overview: C) Staffing Needs, Expertise, Management Support	
Determine staffing needs and expertise required	
- to develop, - to support, and	
<ul> <li>to maintain a Credentialing and Privileging Program</li> <li>In house training may be needed as part of C&amp;P</li> </ul>	
Obtain Support for Establishing a Program.	
Without medical leadership and administration's full support the program will not be able to be sustained – if it gets started.	
- II it gets stated.	
Overview: D) Develop a Policy	
<ul><li>Develop a Policy</li><li>That identifies</li></ul>	
- specific program responsibilities,	
<ul><li>review and approval procedures,</li><li>required credentials for initial privileges,</li></ul>	
- requirements for re-privileging.	

Overview: D) Develop a Policy	
<ul> <li>That indicates</li> <li>Who may operate fluoroscopy equipment</li> <li>Where the equipment may be used</li> <li>What conditions, and for</li> <li>Which procedures.</li> </ul>	
Overview: E) Implement and Maintain Fluoro C&P	
<ul> <li>That ensures</li> <li>fluoroscopy privileges are approved</li> <li>for only qualified individuals,</li> <li>as determined by the policy,</li> </ul> Compliance with all applicable <ul> <li>state and federal regulations,</li> <li>facility and accreditation requirements, and standards.</li> </ul>	
Overview: F) Competency Based Training Program	
Develop a Competency Based Training Program	
- for applicants without the required training and experience,	
- for applicants who need refresher training.	

Overview: G) Records and Audits	
Maintain December and Issue Approved User	
<ul> <li>Maintain Records and Issue Approved User Certification.</li> </ul>	
	-
- Assess Program Compliance and Applicability	
through periodic review.	
- Identify staff for above responsibilities	
, 1	
Fluoroscopy Users, Location of Use, and Compliance	
Fluoroscopy Osers, Location of Ose, and Comphance	
Identification of Current Fluoroscopy Users, Their	
Training, and Experience	
Use Systematic approach to identify all users and uses	
<ul> <li>C&amp;P program (MSO) should/may be able to</li> </ul>	
<ul> <li>Not if privileges list does not ID them</li> <li>Fluoroscopy logs may have names</li> </ul>	
<ul> <li>Archived studies (C-arms) may have names</li> </ul>	
Personnel dosimeters	
Fluoroscopy Users, Location of Use, and Compliance	
Finoroscopy esers, Location or ese, and comphance	
Once users have been identified	
MSO - provide residency fellowships information	
and program contacts	
- On line info – residency specific	
Training ranges from	
- only on-the-job experience w no didactic	
- to competency-based evaluation of individual	
completed specified #hrs didactic and # supervised procedures	
superviseu procedures	

Table 1. Fluoroscopy Locations of Clinical Use		
Medical Specialty		
Anesthesia	Operating room	
Cardiology	Cardiac catheteritation laboratory Electrophysiology laboratory Cardiac intensive care unit Hybrid Operating Room	
Emergency room	Trauma patient evaluation	
Gastroenterology	Endoscopy room	
Pain Management	Operating room, clinic	
Pulmonology	Bronchoscopy room	
Surgery. Vascular Surgery Neurosurgery Orthopedic General Surgery Cardiac surgery	Operating room Hybrid operating room	
Radiation Oncology	Linear accelerator vault on-board imaging (OBI) Simulator room	
Radiology	General Fluoroscopy Upper Gl and barium enema rooms Interventional radiology and special procedures Cone beam Cr (3D) fluoroscopy CT fluoroscopy	
Speech Pathology	Radiology or operating room	
Urology	Operating room or clinic	

### Basic Elements of a Credentialing and Privileging Program

Administrative Elements and Structure of a Healthcare Facility Credentialing and Privileging Program.

# **Key Players:**

- · Medical Staff Office
- Radiation Safety Committee (RAM, fluoro)
- Credentials Committee
- Medical Staff Executive Committee
- · Board of Directors

# Basic Elements of a Credentialing and Privileging Program

**Administrative Process** for Establishing a Credentialing and Privileging Program.

**Five** major aspects of establishing a credentialing and privileging program:

- 1. Medical staff and management approval and support
- 2. Policy development process
- 3. Policy content approval
- 4. Policy implementation
- 5. Program implementation and maintenance

# Figure 2. A Model for Developing a Fluoroscopy Credentialing and Privileging Program Policy (Note: Not all elements will apply to all facilities.) p20 Policy Development by RSC Ad-Hoc Committee Specify scope and designated responsibilities; application, review, approval Identify administrative process and responsibilities: application, review, approval Stablish required credentials and criteria for approval Susers: Physicians only, or also independent licensed practitioners Required training and experience (residency or equivalent) Compliance with state and professional standards Alternate pathway to acquire training and experience Specify who requires, who provides and oversees training Specify training content, acceptable methods, and required experience Re-privileging requirements and frequency certificate issued by RSC when training and experience criteria are met. Record maintenance and retention



# REMEMBER

- Add approved policy to Operations Manual and
- Distribute to department chairs and MSO

Figure 3 Sample Authorized Fluoroscopy User Certificate p35	
Authorized Fluoroscopy User Certificate Facility's Name and Address	
(Name of Approved Authorized Fluoroscopy User)	
is authorized to use fluoroscopy x-ray equipment for patient diagnosis or treatment under the guidance of fluoroscopy in compliance with the following conditions:	
Prerequisite Training	
Fluoroscopy training and experience are current and risk appropriate Satisfactory completion of required risk level fluoroscopy training	
Authorized Procedures	
(e.g., upper GI- BE, interventional vascular, interventional cardiac, pain management, endoscopy, etc.)	
Authorized Risk Level	
(Low, Moderate, High)	-
Authorized Fluoroscopy Equipment	
(e.g., under table, mini-C-arm, mobile C-arm, ceiling mounted C-arm)	
Approved Location(s) of Use	
(e.g. Radiology, Cardiology, Endoscopy, Operating Room, ICU, etc.)	
Signature of RSC Chair or Facility Representative Date Approved	
Signature of RSC Chair or Facility Representative Date Approved  Title Expiration Date	
Note: A copy of a current fluoroscopy authorized user training certificate should be submitted with the applicant's request for privileges.	
Guidance for Policy Development and Implementation	
Section 7 addresses	
<ul> <li>Administrative Process for Policy Development.</li> </ul>	
Basic policy elements	
<ul> <li>Delineation of Authority to approve or Suspend</li> </ul>	
Fluoroscopy privileges	
Thuoroscopy privileges	
<ul> <li>Institution grants privileges so policy should be</li> </ul>	
institutional rather than Departmental	
Guidance for Policy Development and Implementation	
Fluoroscopy use is not as controlled as radiographic	
procedures.	-
Radiologists, cardiologists, surgeons, pulmonologists,	
and pain management physicians all use fluoroscopy	
equipment.	
сушринен.	
D	
Residents and fellows	
<ul> <li>not individually approved</li> </ul>	
- Are supervised by a privileged user.	
A privileged user must be present when residents	
or fellows perform fluoroscopic procedures.	

C & P Program Implementation	
Administrative Process and Responsibilities	
- MSO	
<ul><li>Department Chair</li><li>Medical Director of Section</li></ul>	
- RSO	
- QMP	
<ul><li>RT</li><li>Nurse Manager</li></ul>	
Nuise Muniger	
C & P Program Implementation	
Privilege Application Review Process.	
Prepare Standard Operating Procedure for	
Application Reviews.	
Figure 4. Sample Process for Granting Fluoroscopy Privileges p 38	
Physician Provider	
i nysician i Tovidci	
•Requests fluoroscopy privileges on institution's Privilege Form"	
(completed and signed by department or division chair)  •Provides fluoroscopy training certification.	
riovides indoloscopy training certification.	
New or reappointment	
\	
RSC reviews.  MSO reviews file,  Contents PSO to review and analysis Individual's T&F	
Approval sent to  MSO provides copy of RSC certificate, if already approved.	
If not, RSC reviews and grants approval first.  Chair RSC and RSO may grant interim approval for RSC.	
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Figure 4. Sample Process for Granting Fluoroscopy Privilege:	5
Confirms fluoroscopy training meets policy criteria and that it is current.  Fluoroscopy training meets policy incomplete.	iming
MGO data-mira and datists file is	
MSO determines credentials file is complete for appropriate modalities.  Credentials not approved	by DSC or CC
MSO sends file to CC as appropriate.  MSO sends file to CC as appropriate.  MSO sends file to CC as appropriate.	nt must provide
training.  CC approves and sends to MSEC	
MSEC sends recommendation to the Board for	
two year privileging or re-privileging.	
Staff can view Board approved privileges posted online in	
credentials tracking system.	
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Training Requirements and Recommend	dations
for Competency Based Program	
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10 124: Training	
Availability of post-residency training     professional organizations provide the training needed for obtaining	
<ul> <li>Scope of training needs to be commensurate with the risk and complexity of the procedures to be performed.</li> </ul>	
Didactic and Operational Training should include     medical imaging and physics,	
<ul><li>radiation biology,</li><li>radiation safety,</li></ul>	
<ul> <li>equipment design (including operational features), and</li> <li>hands-on training and experience.</li> </ul>	
TG 124: Training	
Acceptable qualifications and training for fluoroscopy	
users is based on three risk levels:  Low,	
<ul><li>Moderate, and</li><li>High Risk.</li></ul>	
TG 124: Table 2. Levels of Risk and Required Initial Training p48	
Risk Equipment Recommended Didactic Training	
Procedures Minimum Duration Course Content of Training Based on Risk	
Initial training applies for new applicants.	
• Continuing education (refresher training) is addressed in Appendix A, Section 3.	

TG 124: Training  All training programs should require the following for all three risk levels:  • Training and experience complies with facility's credential requirements for the fluoroscopy risk level of the requested clinical procedures/ exams  • Didactic training commensurate with fluoroscopy risk level  • Satisfactory completion of an examination on didactic material.  • Applicant's successful demonstration of competency	
[implements safe practices while performing clinical procedures using fluoroscopy equipment commensurate with assigned risk levels].	
TG124: Training	
Applicants lacking either training or experience should successfully accomplish the following:	
Complete didactic training at the appropriate fluoroscopy risk level for their specialty and the procedures they will perform	
<ul> <li>Pass an examination on the didactic material</li> <li>Successfully demonstrate competency at the fluoroscopy risk</li> </ul>	
level needed for their practice	
<ul> <li>Receive written evaluation of applicant's competency using the specified fluoroscopy equipment.</li> </ul>	
TG 124: A Guide for Establishing a Credentialing and Privileging Program for Users of Fluoroscopic Equipment in Healthcare Org	
Appendix A	
Additional information and guidance	
Training references and resources	
Note: TG 124 is on AAPM website	
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QUESTIONS ?	
QUESTIONS :	
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Thank You for attending!	