



Accreditation Route for ISAS, Imaging Services Accreditation Scheme

Background

This document provides a brief summary of the UKAS assessment and accreditation processes for ISAS. More detailed information on the conduct of assessment and accreditation can be found in the document entitled *ISAS1 The Conduct of UKAS Assessments for the Imaging Services Accreditation Scheme (ISAS)* on the following websites www.isas-uk.org and www.ukas.com

Application for accreditation

Before applying for accreditation, the organisation should read and understand the Imaging Services Accreditation Scheme, ISAS, Standard..

UKAS also recommend that the organisation undertake an initial gap analysis using the web-based *Traffic Light Ready* function, and attend an *ISAS Preparatory Workshop* before submitting an application. Details of how to register for the Traffic Light Ready function and future workshops can be accessed from the following websites www.ukas.com and www.isas-uk.org or by contacting the ISAS Team at Imagingcustomerservice@ukas.com. Each organisation can send approximately two representatives to these free non-obligatory workshops which are held at 3-monthly intervals, dependent on demand.

To apply for accreditation, the organisation management must complete and sign the following:

- ISAS Application form
- UKAS Agreement
- UKAS Terms & Conditions of Business for ISAS Customers
- Cheque/PO for application fee

All documents are available from the above websites. Completed documents should be returned together with the application fee to:

Kayleigh Gregory
Customer Accounts Coordinator
UKAS
21-47 High Street
Feltham
Middlesex TW13 4UN

The application fee for 2010 is £1,200 plus VAT.

We regret that incomplete applications are likely to be delayed until all information is received.

UKAS will deal with applications on a first come, first served basis.

Upon receipt of your application, it will be reviewed by an Accreditation Manager who will then allocate an Assessment Manager to your case. The Assessment Manager is the case officer responsible for taking you through the assessment and accreditation processes and for maintaining and renewing your accreditation in the future.

The Assessment Manager will:

- Arrange for your organisation to have access to the bespoke ISAS web-based assessment tool to enable you to complete the more detailed application information outlined in the 'About You' section and to evidence a single standard statement.

- Contact you to at his/her earliest opportunity to:
 - Arrange a Planning Meeting at your organisation premises to fully clarify understandings and expectations
 - Support you to develop a local project plan with timelines;
 - Provide you with feedback on your approach to evidencing the ISAS Standard;
 - Provide a quotation for your annual accreditation fee; and
 - Give you advice on how to contact UKAS for support.

- Advise you of the names of the assessors in your Assessment Team once assembled (normally after the Planning Meeting has taken place). You will be given an opportunity to raise objections to any individual.

Pre-assessment

Prior to your Planning Meeting, you will need to fully evidence one standard statement and submit it to the Assessment Manager for review. Feedback will be provided to you electronically within the web-based assessment tool and orally during your Planning Meeting. This should help you to gauge the amount of effort necessary to complete the full web-based assessment and how long you should allocate to this work.

Approximately 10 days after your Planning Meeting you will be required to confirm a submission date for your fully evidenced web-based assessment.

Web-based assessment

UKAS recommends that the organisation take 6-9 months to complete and submit the first fully evidenced web-based assessment.

On receipt of your fully evidenced web-based assessment, the Assessment Team will:

- Review the information/evidence provided (confidential patient data including images must not be provided as evidence). Additional information/evidence may be requested at this time.

- Make a determination regarding your organisation's readiness for the on-site assessment visit and if appropriate, confirm all provisional arrangements.
- One month prior to the on-site visit you will be provided with a visit plan/timetable identifying the activities to be assessed and individuals to be interviewed.

On-site assessment visit

UKAS will arrange for the on-site assessment visit to take place approximately 3-4 months from the agreed web-based assessment submission date. This should allow sufficient time for the UKAS Assessment Team to review the information/evidence provided and for the organisation to respond to any requests for further information.

The on-site visit will be conducted by the Assessment Team led by your Assessment Manager and will normally be for a maximum of two days

Any improvement actions identified against accreditation requirements will be notified to you in writing during or immediately following the on-site assessment visit. You will then be asked to advise UKAS on how you intend to address any mandatory improvement actions. Once any mandatory improvement actions have been cleared, normally within three months, to the satisfaction of UKAS, you will be granted accreditation. Accreditation is granted for a period of four years subject to annual maintenance.

The initial assessment period from initial application through to grant of accreditation will take an average organisation approximately 12-14 months.

Maintenance of accreditation

Your accreditation will be maintained on an annual basis via a process called surveillance. You will be required to submit your updated web-based assessment for review by the entire Assessment Team and then clear any mandatory improvement actions in order to maintain your accreditation. Additionally, a surveillance on-site visit by the Assessment Manager supported by some members of the Assessment Team, if appropriate, takes place during the second year. A full re-assessment takes place every 4 years to renew your accreditation and start a new 4-year cycle.

Extending/reducing your scope of accreditation

You may extend or reduce your scope of accreditation at any time, but costs can be minimised if extensions/reductions are assessed as part of the on-going surveillance programme. You are advised to submit any application for extensions/reductions to scope at least three months before your annual review date to ensure that it can be included in the next round of assessment (particularly where a site visit is required). An additional fee for extension/reduction to scope will be charge where extra assessor effort and or administration is involved. To submit a request for extension/reduction to scope please contact your Assessment Manager, who will provide you with a quotation in advance of any work and advise you of the next step.

Cost of accreditation

Please refer to the document entitled *UKAS Terms and Conditions of Business for ISAS Customers* for up to date details of ISAS Accreditation fees. Note that UKAS will charge additional fees for any unplanned work.

Accreditation standard

A copy of the ISAS Standard can be downloaded for free from the following websites;
www.ukas.com www.sor.org or www.rcr.ac.uk

Schedule of Accreditation

A list of organisations accredited by UKAS to the ISAS Standard, together with their associated Schedule of Accreditation, will be published on the following websites www.ukas.com and www.isas-uk.org. You will also receive a copy of your accreditation certificate for display as appropriate.

The Accreditation Cycle

