ASTRO'S APEx - ACCREDITATION PROGRAM FOR EXCELLENCE®

Registration Guide

Welcome to ASTRO's APEx-Accreditation Program for Excellence®. APEx is designed to recognize high-quality radiation oncology practices (ROPs) by evaluating performance in areas impacting patient care and safety. ROPs that obtain APEx Accreditation demonstrate the abilities and resources needed to provide consistently high-quality care to patients. This guide is meant to assist you as you take the first step towards APEx Accreditation.

Before you begin, only one person at your practice should be designated as the APEx Administrator. This individual will be responsible for entering practice information during the application, managing users and acting as the point of contact throughout the accreditation process. Additional users may be added once your practice has gained access to the Self-Assessment.

ASTRO Account

The APEx Portal has single-sign-in capability, which means you must sign into your ASTRO.org account using the **LOG IN** link on the top menu bar to begin the application.

If you do not have an existing account, create a free account by clicking **CREATE AN ACCOUNT** in the same LOG IN link window (red box within image).

You will be asked for basic log-in information on the following screen. After you receive an account verification email, return to the ASTRO website and begin the APEx Application.
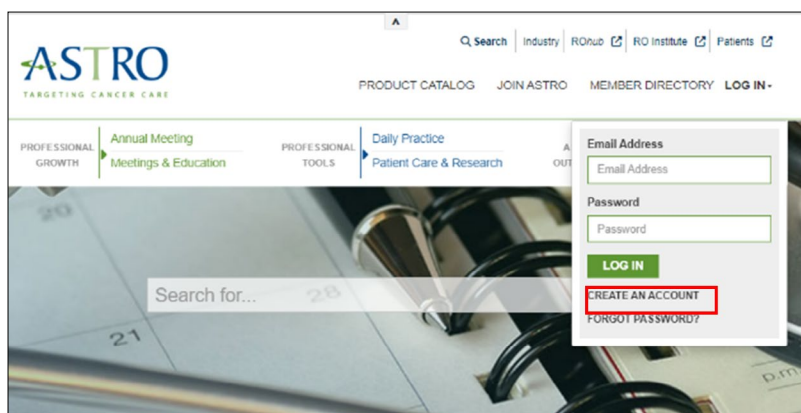
APEx Application

The application has four sections: entering facility details, signing legal agreements, submitting payment and providing treatment and equipment information.

Before beginning the application, you will need to collect some basic information for each facility in your application, including:

- Name and contact information for primary facility contact,
- Practice ownership (e.g., U.S. Oncology, MD Anderson, etc.), and
- Modalities and techniques offered at the practice.

Click the green Apply Now buttons on www.ASTRO.org/APEx.

To begin the application, first select whether you are applying as a single facility or a multi-facility. A multi-facility application includes a main facility and at least one satellite location. Additional requirements for multi-facility applications include:

- have the same corporate ownership.
- are located within a 50-mile radius of the main facility.
- have common policies and procedures for key evidence indicators.
- have a designated person in practice leadership who is responsible for all facilities in the application.

In the example below, a multi-facility application is appropriate for facilities 1-3 only. Facility four must apply as a separate single facility because the community hospital has its own distinct policies, procedures and leadership.

> *Green University has four facilities:*
> *Facility 1 – Green University Main campus*
> *Facility 2 – Freestanding facility*
> *Facility 3 – Green University-affiliated hospital center*
> *Facility 4 – Community hospital contract*

The common policies and procedures (SOP) for key evidence-indictors, should include, at a minimum:

- Intradisciplinary peer review.
- Culture of Safety.
- Radiation safety
- Staff training.

If a multi-facility requirement is not met, email APExSupport@ASTRO.org for assistance.

Facility names
Each facility must have a unique name within the APEx Portal. Facility names should include the corporate entity if you apply as part of an organization (e.g., Texas Oncology). Use specific naming conventions when creating the name of your main and satellite facilities. Refrain from using generalized names, even if that is your facility's name. Here are some examples:

Specific Naming	Generalized Naming
✅ John Smith Memorial Cancer Center	❌ Memorial Cancer Center
✅ Southwest Oklahoma Regional Cancer Center	❌ Regional Cancer Center
✅ University of Omi Radiation Oncology Clinic	❌ Radiation Oncology Clinic
✅ VA Elmira Radiation Oncology	❌ Comprehensive Radiation Oncology

Modalities and techniques
The APEx list of modalities and techniques are below:

- EBRT – 2-D, 3-D, 4-D
- EBRT – IMRT/VMAT/IMAT
- EBRT – Particle Therapy
- EBRT – SBRT
- EBRT – SRS
- IGRT/SGRT
- Radiopharmaceuticals

- Brachy – HDR
- Brachy – IORT
- Brachy – LDR
- Brachy – Microspheres
- Superficial
- Hyperthermia

You should only list the modalities and techniques used at the facility and managed from start to finish. You should not include any occurring outside the facility or where radiation oncology staff does not provide direct supervision (e.g., do not include radiopharmaceuticals if it is provided in nuclear medicine without the direct supervision of the RO and/or QMP).

The multi-facility information page has space for a main facility and three satellite facilities. If you have more than three satellites, email APExSupport@ASTRO.org. If you have less than three, progress to the bottom of the page and click SUBMIT once you have completed the information for the number of facilities in your application.

Legal Agreements

Once the application is submitted ASTRO staff will email the legal agreements for review. The signed agreement must be returned to APExSupport@ASTRO.org before proceeding with payment.

To make the program scalable, practices seeking APEx Accreditation must agree to ASTRO's legal agreement, as only very limited changes to these agreements on a case-by-case basis are accepted. If this impedes your ability to complete the APEx Application, please contact Megan Stupak, Assistant General Counsel, at Megan.Stupak@astro.org.

Payment

Based on the information in your application, an invoice will be emailed to the APEx Administrator after the legal agreement is signed and returned.

Payment may be made by check, credit card, ACH or wire. Specific information for each payment option will be included on the invoice.

The APEx Administrator will receive a confirmation email of payment and notification that the practice has access to the APEx Portal. A copy of the APEx payment receipt will be uploaded to the APEx Portal for your records.

Treatment and equipment information

ASTRO uses Fabric, a cloud-based online platform, to host the APEx program. Before commencing the Self-Assessment, your practice will complete information about treatment sites (e.g., breast, lung), equipment and information systems used at each practice.

SITES OF TREATMENT:

☐ Breast	☐ Head and Neck	☐ Pediatric
☐ Central Nervous System	☐ Lymphomas and Leukemias	☐ Sarcoma/Cutaneous
☐ Gastrointestinal	☐ Melanoma/Skin	☐ Thoracic
☐ Genitourinary	☐ Non-malignant Disease	☐ Other
☐ Gynecological	☐ Palliation	

ELECTRONIC MEDICAL RECORD SYSTEM(S):

☐ ARIA	☐ LANTIS	☐ ONCOCHART
☐ Centricity	☐ McKesson Practice Choice	☐ PowerChart Oncology
☐ Cerner	☐ Medisoft Clinical	☐ RayCare
☐ EPIC	☐ MEDITECH	☐ Other
☐ InteGreat	☐ MOSAIQ	
☐ iKnowMed	☐ NextGen	

TREATMENT PLANNING SYSTEM(S):

☐ BrachyVision	☐ MIM: Symphony LDR	☐ RayStation
☐ BrainLAB: iPlan	☐ Monaco	☐ TomoHDA System
☐ CMS.Direct	☐ MRIdian	☐ Variseed
☐ Eclipse	☐ MultiPlan	☐ Velocity
☐ Eleckta Xio	☐ Oncentra	☐ Vitesse
☐ GammaPlan	☐ Pinnacle	☐ Other
☐ MIM: Maestro	☐ Precision	

TREATMENT EQUIPMENT

For accreditation purposes, equipment must be commissioned and in use for at least six months at the time of application. Equipment newer than six months will not be included in this accreditation cycle. Each piece of commissioned radiation therapy equipment in the radiation oncology department must be listed. If your equipment is located outside the department (e.g. CT scanners in the radiology department) they should not be listed on the application.

Starting the Self-Assessment

The APEx Administrator will receive an email confirming that the information is complete and that you have access to start the APEx Self-Assessment. The Standards Guide and Facility Guide will be resources for the rest of the APEx process.

Email APExSupport@ASTRO.org with any questions or schedule a meeting with ASTRO staff to discuss further, https://www.picktime.com/APExMeetings.