

Frequently Asked Questions relating to the HIQA national fluoroscopy and fluoroscopically guided interventional diagnostic reference level (DRL) survey	
Who will receive correspondence in relation to the dose survey?	HIQA will issue the survey to the designated manager of the undertaking. As part of the notification process to HIQA in 2019, HIQA requested undertakings to nominate a designated manager of each service. The designated manager must be engaged in and responsible for the day-to-day management of the medical radiological installation and must have the full support of the undertaking to ensure a safe and quality service is being delivered.
Why am I listed as a designated manager?	You were identified by your undertaking as a key stakeholder for communications as part of the declaration process of undertakings that carry out medical exposure to ionising radiation. Depending on the service, this may be the general manager or other suitable representative. Please see the Undertaking information handbook on the HIQA website for more information.
I can't remember my password for portal. What should I do?	The HIQA Team will assist you with this process. Please email portalsupport@hiqa.ie and they will assist you with re-setting your password.
I want to give another person access to assist in filling out the dose survey, how do I create a subaccount?	As part of the "super-user" access rights to your personalised Portal Account, you may request access rights to the portal system for an additional individual to become a sub-user. Before requesting access for an authorised sub-user, you should ensure this individual has the sufficient knowledge and technical expertise to submit information such as incident notifications and questionnaires as required by HIQA on behalf of your facility. Please note that HIQA portal access can only be granted if authorised by the designated manager through their super user portal access. We do not currently accept individual email requests or individual registrations through portal.
How do I change incorrect information on the Portal, for example incorrect Undertaking Name or Facility Name?	See www.hiqa.ie on how to submit NF201 change of details forms.
How will the DRL survey be issued?	The DRL survey will be issued to sites through HIQA's provider portal. As with previous questionnaires and surveys issued, it will be located in draft notifications.

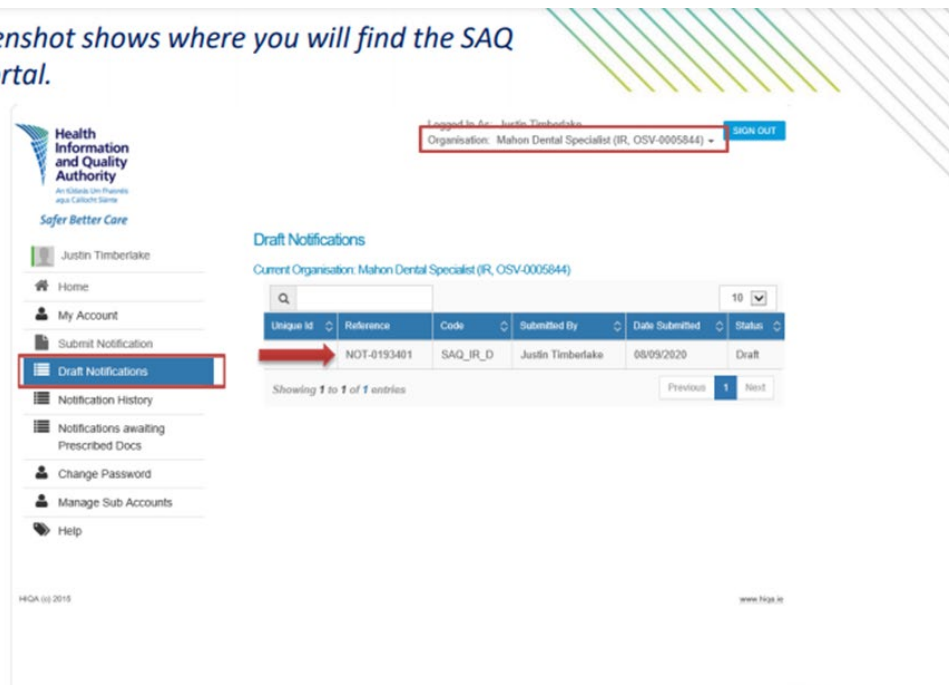
I am having trouble logging into HIQA’s provider portal, what do I do?

If you have any trouble logging in to the Portal please email us at portalsupport@hiqa.ie. Likewise more information on how to use portal is available under ‘advice for providers’ tab at www.hiqa.ie.

I cannot see the survey on portal – where is it?

To access your dose survey on portal, please go to www.hiqa.ie and select ‘**Login to Provider Portal**’. Sign in to your account using the username and password and you will find the survey available for completion under ‘**Draft Notifications**’ tab in portal. You will have 35 days to complete the questionnaire and submit to HIQA. If you are the designated manager of more than one site, on the top right hand where your service or organizational service value (OSV) is located, you can click the arrow and access questionnaires for all the services for which you are listed as designated manager and submit questionnaires for each service.

This screenshot shows where you will find the SAQ on the portal.



To access the SAQ, just double click on the notification shown above by the red arrow.

The designated manager has changed, how do I get portal access for a new designated manager?	Undertakings should submit a Change of designated manager notification form to HIQA as soon as possible to ensure that the contact details we have for each site are up to date. Undertakings can submit notification forms through portal or softcopy of each notification form are also available on the website also.
I submitted incorrect data or forgot to submit relevant data – what do I do?	Submit the correct information via email to radiationprotection@higa.ie and data will be included in your survey
Survey Timelines	
When will the diagnostic reference level (DRL) survey be issued?	HIQA intends to issue the DRL survey to sites in Q3-Q4 of 2021. Designated managers will receive an email letting them know when the survey is available to complete.
How long will I have to complete and submit the survey?	Once issued the survey will be available for 35 days or 5 calendar weeks from the date of issue.
Establishing Local Facility DRLs	
What procedure types are including in this dose survey?	This dose survey is focusing on fluoroscopy and fluoroscopically guided interventions (FGI). The dose survey will ask for information about all procedures that are conducted using fluoroscopy. Examples of fluoroscopy or fluoroscopically guided interventions are procedures that use a c-arm in theatre or in a screening room, interventional radiology procedures and cardiac procedures that use fluoroscopy such as in a cardiac cauterization laboratory or a pacemaker insertion in theatre.
Our site has not established local DRLs for some of these procedures, what should I do?	HIQA has issued guidance on how to establish DRLs which is available at www.higa.ie . You should provide data for every procedure that is carried out at your facility.
We only conduct a small number of some of the procedures listed. Do I still provide data?	In cases where only a small number of procedures are completed annually, representative patient doses can still be submitted and the associated procedure number information will indicate this. Alternately, patient dose data from multiple years can be used to establish statistically robust local facility DRLs if necessary.
Patient Dose Quantities	
What dose metric or quantity should I use when imputing data?	Please note local facility DRLs will be required in the dose quantity kerma area product (KAP), also known as dose area product (DAP).
What dose unit should I use when imputing data?	Local facility DRL KAP information will be required in the units that national DRLs are currently published in, for example adult fluoroscopy and fluoroscopically guided intervention patient doses should be provided in gray centimetre squared (Gy.cm ²) and paediatric fluoroscopy and fluoroscopically guided intervention patient doses should be provided in milli-gray centimetre squared (mGy.cm ²).

Procedures/Clinical tasks	
Our site doesn't carry out any of the procedures listed. How should I fill out the survey?	If you do not provide a fluoroscopy or fluoroscopically guided interventions please contact us at radiationprotection@hiqa.ie
Our site doesn't carry out all the procedures listed. How should I fill out the survey?	Acknowledging that many facilities will not conduct all procedures/clinical tasks listed, you will only need to provide information for the procedures/clinical tasks that you do conduct.
Where should I include data from? For example, some categories of procedures are done in both theatre and in the interventional radiology suite.	In order to allow HIQA to generate National DRLs that are representative of all procedures, you should include data from all areas where procedures are conducted. While a local DRL may be generated for each area, please provide a facility DRL that is representative of all procedures conducted at each facility.
We have established a DRL for a procedure or clinical task that is not included on the list, what should I do?	If you carry out a fluoroscopy or fluoroscopically guided intervention procedure or clinical task that you have established a local facility DRL for but is not included on the list and is worth including in a national survey, please contact us at radiationprotection@hiqa.ie