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# **GUIDANCE DOCUMENT FOR REMOTE CT SCANNING**

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# **GUIDANCE DOCUMENT FOR REMOTE COMPUTED TOMOGRAPHY SCANNING**

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## **H-32 Guidance Document for Remote CT Scanning**

### **Unit Identification**

A remote scanning CT is a CT machine where certain parameters can be set by a technologist who is not in the same physical location as the machine. A remote technologist could be located at another address in the same state as the CT machine or in another state altogether. Remote technologists may be capable of operating multiple units in multiple locations. The following questions can be asked by the inspector to help identify a remote scanning CT:

- Is the CT operated by personnel at another address?
- Where are the remote personnel located?
- Is the remote technologist initiating the scan?

### **Remote Technologists**

A facility should be able to provide documentation for every operator to prove that they are qualified to perform scans in the state where the CT machine is located. Inspectors should verify, especially when remote technologists are located in another state, that each technologist has the qualifications to perform the duties they are performing in the state where the CT machine is located. Most states require ARRT certification to operate a CT, however, some states require additional qualifications and some states do not require any specific qualifications.

It is important for the inspector to determine the scope of the remote technologist's role in the

CT machine's operation. States have varying regulations on the definition of an operator and the qualifications needed to operate a CT machine.

The inspector should determine the workload of the remote technologist, and can use the following questions to help with that determination:

- How many CT machines can the remote technologist control at one time?
- What are the specific duties of the remote technologist? Are they setting scan parameters? Are they initiating the scan?
- Is the remote technologist able to control multiple machines at multiple locations at one time?

### **On-site Personnel**

There should be at least one on-site personnel who is fully qualified to operate a CT by the state the CT is located in. Each on-site CT technologist should be specifically trained on their responsibilities and duties in the operation of the remote CT. This training should include positioning, administration of contrast, and emergency procedures.

It is vital to ask how the on-site technologist is communicating with the remote technologist. There should be a secondary form of communication in case a primary form of communication stops working for any reason. Each technologist should be trained in communication procedures. The following questions can be used to help determine policy on communication:

- What forms of communication are used to maintain contact with the remote technologist?
- What is the policy for when there is a loss of communication with the technologist?
- What training do the on-site and remote technologists receive on communication policies and procedures?

### **Procedures**

An important part of an inspection of remote CT technology is to review procedures to ensure safe operation and compliance with state regulations. Some important procedures to look at include patient ID procedures, protocol management procedures, and emergency procedures. The following questions can be used while reviewing procedures:

- Who is verifying patient identity on-site and how?
- Is the remote technologist verifying patient identity? Is the remote technologist verifying with the on-site technologist?
- Who is responsible for protocol management?
- What is the responsibility of a remote technologist during an emergency situation?
- Who is responsible for performing routine quality assurance?
- Who is responsible for contacting service?
- Who is responsible for patient safety during the scan?
- Who is responsible for verifying patient history prior to the scan?