STEP 1: REQUEST INFORMATION

Contact IQMH via email: accreditation@iqmh.org or by telephone: 416-323-9540/1-877-323-9540 to request preliminary information about accreditation. Our staff will be pleased to explain the process, the requirements and the fee structure.

STEP 2: SUBMIT AN ADMINISTRATION FEE AND APPLICATION FORM

Interested facilities must submit an initial non-refundable application fee of $200.00 through our on-line store. Potential clients will be provided with an application form. This document is reviewed by IQMH staff in order to determine suitability for ISO 15189 Plus™ assessment.

STEP 3: PURCHASE THE IQMH ACCREDITATION REQUIREMENTS (ANY TIME PRIOR TO SELF ASSESSMENT)

The IQMH Accreditation Requirements and Guidance Information documents are available through our on-line store in English for diagnostic imaging and English and French for medical laboratory, point-of-care testing and specimen procurement. It is essential to understand the scope of our ISO 15189 Plus™ program prior to committing to an assessment. ISO 15189 Plus™ accreditation requires facilities to meet a number of rigorous standards, all of which have been incorporated into the IQMH Accreditation Requirements along with valuable guidance information.

STEP 4: RECEIVE A PROPOSAL FOR ACCREDITATION AND SUBMIT A SIGNED STATEMENT OF INTENT

Following review of the information provided in the application form and discussion with the potential client, IQMH may provide a proposal for accreditation which will include a cost estimate and a Statement of Intent for completion. Submission of a completed Statement of Intent indicates the accreditation client's agreement with their rights and obligations.

STEP 5: RECEIVE A SELF-ASSESSMENT AND SUBMIT FINDINGS

Clients will receive a Self-Assessment Notification. The applicant has one year from the date of submission of the Statement of Intent to complete and submit a self-assessment against the IQMH Accreditation Requirements. IQMH provides electronic tools to aid in this task. A conformance rate of 85% is needed to proceed.

STEP 6: RECEIVE AN ASSESSMENT VISIT

Upon successful completion of the self-assessment, an assessment visit is initiated. The planning phase is generally four months. Visit dates are scheduled in consultation with the facility. The length of the visit depends on the size and scope of the diagnostic service; generally assessment visits are two to five days in length.

STEP 7: SUBMIT CORRECTIVE ACTIONS

Facilities have 90 days following the assessment to submit corrective actions (along with evidence) to address any non-conformances identified by the assessment team.

STEP 8: SUBMIT FEES AND RECEIVE CERTIFICATE

Upon confirmation by the IQMH Advisory/Decision Panel that all non-conformances have been suitably addressed, the facility will receive an accreditation certificate. Follow-up will include a mid-cycle surveillance visit. An initial one-year surveillance visit is available by request.