



## AMERICAN SOCIETY FOR RADIATION ONCOLOGY

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[www.astro.org/apex](http://www.astro.org/apex)

### Informational Meeting Itinerary

This document presents an outline of an itinerary for a 90-minute staff meeting to present the APEX Accreditation Program to practice leadership and staff but can be tailored to meet the facility needs.

**Practice staff to invite:** Program leadership (medical director, finance, legal, etc.) chief physicist, chief therapist, administrative staff lead.

Time	Section	Potential Talking Points
5 min	Introduction	<ul style="list-style-type: none"> <li>• Discussion of meeting goals and topics of discussion</li> </ul>
30 min	Review of current practice data	<ul style="list-style-type: none"> <li>• Discussion of any known areas of needed growth or process change</li> <li>• Last known date of quality management review</li> <li>• Review of recent errors.</li> </ul>
30 min	Present the APEX Program	<p>View sections any of the APEX session from the 2021 ASTRO Annual Meeting:</p> <ul style="list-style-type: none"> <li>• APEX overview: 1:52 - 8:35 (7m)</li> <li>• Yale's experience and Self-Assessment: 12:44 - 24:30 (12m)</li> <li>• Froedtert &amp; Medical College of Wisconsin's experience and outcomes: 32:11 - 37:03 (5m)</li> <li>• Johns Hopkins' experience aligning processes across facilities: 37:04 - 39:33 (2m)</li> </ul> <p>Share feedback from colleagues at APEX accredited facilities</p>
15 min	Describe what APEX will mean for your practice	<ul style="list-style-type: none"> <li>• Showcase the APEX Standards that are most relevant to known growth areas</li> <li>• Present application fee, staff requirements and program options (payment, cycle length, etc.)</li> </ul>
10 min	Questions and Discussion	<ul style="list-style-type: none"> <li>• Open discussion</li> </ul>

#### Materials:

- APEX video: <https://www.astro.org/Daily-Practice/Accreditation>
- APEX Standards: <https://www.astro.org/ASTRO/media/ASTRO/Daily%20Practice/PDFs/ProgramStandards.pdf>
- APEX Accredited Facilities: <https://www.astro.org/Daily-Practice/Accreditation/APEX-Accredited-Facilities>