

Checklist of the Documents Requested for the Application

EAACI Certified Clinical Centres in asthma/severe asthma

This document is prepared for you to check your evidence

*While preparing your application, **please first read the standards for EAACI Certified Clinical & Research centres in asthma/severe asthma** and check whether your centre **fulfils all the basic (essential) standards**.*

If you fulfil the **basic criteria**, we kindly ask you to **prepare a report on how you provide the basic standards supported by evidence** in digital format.

Once you prepare your report, digital evidence and application form, you can submit your application online.

Please note that:

1. The evidence indicated **in the evidence box** for each **basic standards** should be in digital format (jpeg images or electronic documents such as word files or pdf) and should be **numbered based on section** (i.e.: section 1.1 strategic plan)
2. All digital documents can be presented in one pdf document if relevant explanation and numbering is used
3. The centres can upload additional evidence to support their eligibility and competency
4. The centres are not asked for the existence of evidence related to “Area for improvement” part but, if the centre already has evidence for that standard, they can attach this to the document
5. The digital evidence can be in the centre’s native language

EAACI is aware of the diversity in regulations across countries, which may lead to a limitation for covering some of the basic standards. So, if any of the standards are not covered due to local regulations or data protection policy, please first contact the Quality Committee to evaluate the eligibility of your application.

Please do not hesitate to contact with us for any questions.

Contact information: info@eaaci.org

DOCUMENT (EVIDENCE) CHECKLIST

QUALITY STANDARDS 1: PLANNING

Standards	Documents required
1.1.AIM AND STRATEGY	<input type="checkbox"/> The statement of the centre about their aim, mission and vision <input type="checkbox"/> Strategic plan of the center for asthma /severe asthma diagnosis, and management
1.2 REGULATION	<input type="checkbox"/> Relevant bylaws, instructions, SOP <input type="checkbox"/> Descriptions of works and workflows <input type="checkbox"/> Job descriptions of the staff working in the outpatient clinic <input type="checkbox"/> Statement of the centre about their sources (which guidelines or other sources are used) <input type="checkbox"/> Algorithms related to management of asthma/severe asthma
1.3.1. FACULTY AND STAFF	<input type="checkbox"/> Lists of the physicians, assigned physicians, nurses and technicians working in the asthma/severe asthma outpatient clinic, provided by the hospital administration or local departmental leadership <input type="checkbox"/> CV of the experts (Certificates of the Allergy & Immunology or pulmonology speciality, list of publications, talks, projects courses and/or training in general and related to asthma). A statement should also be included about providing the criteria for being considered as an expert in the field <input type="checkbox"/> Workflow related to multidisciplinary approaches <input type="checkbox"/> List of the physicians in multidisciplinary team <input type="checkbox"/> Patient's notes (when available) or meeting reports showing the multidisciplinary approach
1.3.2. SETTINGS AND INFRASTRUCTURE	<input type="checkbox"/> An official document provided by the hospital administration or Local Departmental leadership on the existence of the asthma/severe asthma outpatient clinic, location of the clinic and staff list and support statement for application <input type="checkbox"/> List of equipment available in the outpatient clinic <input type="checkbox"/> Pictures from the outpatient clinic <input type="checkbox"/> Documentation of the facilities of the clinic (PFT, BPT, SPT rooms, inhalational treatment training room statement and pictures of the laboratories) <input type="checkbox"/> PFT, BPT and SPT forms ADDITIONAL EVIDENCES FOR SEVERE ASTHMA <input type="checkbox"/> The availability of tests, for the phenotyping of severe asthma (SPT, in vitro serum specific IgE tests, FeNO, etc is necessary) <input type="checkbox"/> Picture of the room for biological treatment <input type="checkbox"/> Forms related to biological treatment
1.4. PATIENT CENTERED APPROACH	<input type="checkbox"/> The statement of the center of their policy on patient centered approach with examples ADDITIONAL EVIDENCES FOR SEVERE ASTHMA <input type="checkbox"/> Examples from personalized action plans <input type="checkbox"/> Examples from patient education courses on biological and severe asthma

	<input type="checkbox"/> Examples from the notes of the patients' follow-up visits
1.5. IMPACT ON PUBLIC HEALTH AND HEALTH ADVOCACY	<input type="checkbox"/> Public releases on asthma / severe asthma of the center (tv talks, newspapers, radio talks, social media posts, web page posts, leaflets etc)
1.6. ARCHIVING AND DATA PROTECTION	<input type="checkbox"/> Documents on data management and security overview, privacy and confidentiality policies

QUALITY STANDARDS 2: DOING

Standards	Documents required
2.1.1. CLINICAL PRACTICE	<input type="checkbox"/> Documents on management algorithms <input type="checkbox"/> Consent forms of the tests (BPT, SPT, etc) <input type="checkbox"/> Examples of these test forms <input type="checkbox"/> Written BPT procedures, examples from PFT, pre/post PFT, BPT (case files if it is permitted by local regulations) SEVERE ASTHMA <input type="checkbox"/> Consent forms of the biological introduction <input type="checkbox"/> Examples from patient follow up
2.1.2. LONG TERM MANAGEMENT	<input type="checkbox"/> Examples of written action plans for the patients
2.2. PATIENT CENTERED APPROACH	<input type="checkbox"/> Documents, brochures, information sheets on asthma / severe asthma provided to the patients/ their relatives. <input type="checkbox"/> Agenda for seminars for the patients with asthma / severe asthma
2.3. FACULTY AND STAFF DEVELOPMENT PROGRAM	<input type="checkbox"/> Agenda and the program of the educational sessions (yearly)

QUALITY STANDARDS 3: REVIEWING

Standards	Documents required
3.1. EVALUATIONS OF THE OUTCOMES	<input type="checkbox"/> Statistical reports related to outcomes* and safety* (e.g. number of the patients applying the outpatient clinic, number of PFT, BPT and SPT per year). <input type="checkbox"/> Patient feedback (if it exists) <input type="checkbox"/> Staff feedback (if it exists) <i>*Basic information is necessary, however, providing more specific data could be helpful</i>

QUALITY STANDARDS 4: REVISION OF THE PROGRAM

Standards	Documents required
4.1 REVISION OF THE PROGRAM	<input type="checkbox"/> The reports on follow up criteria (based on data in part: Quality Standards #3) <input type="checkbox"/> The documents on how the center evaluates the outputs <input type="checkbox"/> Meeting reports on evaluation of the centre

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| | <input type="checkbox"/> The documents on the decision on revision of the management of the outpatient clinic |
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If the application is for severe asthma, then, all the relevant documents stated above should be related to severe asthma