

Checklist of the Documents Requested for the Application

EAACI Certified Clinical Centres on Immunotherapy

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 on Immunotherapy** 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 and support by evidence** related to these **basic standards** in digital format.

Once you prepare your report, digital evidence and fill the application form, then 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 are 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 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 centre for immunotherapy indication and management
1.2 REGULATION	<input type="checkbox"/> Relevant bylaws, instructions/protocols or SOPs related to Immunotherapy management <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 clinical practice sources (which guidelines or other sources are used)
1.3.1. FACULTY AND STAFF	<input type="checkbox"/> Lists of the physicians assigned physicians; nurses and technicians working in the Immunotherapy Outpatient Clinic, provided by the Hospital Administration or local departmental leadership <input type="checkbox"/> CV of the experts (certificates of the allergy & immunology specialist/pediatrics with expertise in allergy, list of publications, talks, projects courses and/or training in general and related to Immunotherapy). A statement should also be included about providing the criteria for being considered as an expert in the field. <input type="checkbox"/> Workflow and documents (reports, consultation notes etc.) 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 on the existence of the Immunotherapy Outpatient Clinic, location of the clinic and staff list and support statement for application <input type="checkbox"/> List of the equipment available in the outpatient clinic <input type="checkbox"/> Pictures from the outpatient clinic <input type="checkbox"/> Documentation of the facilities of the clinic
1.4. PATIENT CENTERED APPROACH	<input type="checkbox"/> The statement of the centre of their policy on patient centered approach with examples
1.5. IMPACT ON PUBLIC HEALTH AND HEALTH ADVOCACY	<input type="checkbox"/> Public releases on Immunotherapy of the centre (tv talks, newspapers, radio talks, social media posts, web page posts)
1.6. ARCHIVING AND DATA PROTECTION	<input type="checkbox"/> Document on data management and security overview, privacy and confidentiality policies

QUALITY STANDARDS 2: DOING

Standards	Documents required
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2.1.1. CLINICAL PRACTICE	<input type="checkbox"/> Documents on management algorithms <input type="checkbox"/> Consent form of the Immunotherapy <input type="checkbox"/> Examples of test forms of the cases (if it is permitted by local regulations) <input type="checkbox"/> Written specific immunotherapy procedures, including technical details <input type="checkbox"/> Examples from Immunotherapy forms (case files) (if it is permitted by local regulations))
2.1.2. LONG TERM MANAGEMENT	<input type="checkbox"/> Examples from written plans for the patients
2.2. PATIENT CENTERED APPROACH	<input type="checkbox"/> Documents, brochures, information sheets on Immunotherapy provided to the patients and their relatives. <input type="checkbox"/> Agenda for seminars for the patients with respiratory allergy under the use of Immunotherapy.
2.3. FACULTY AND STAFF DEVELOPMENT PROGRAM	<input type="checkbox"/> Agenda and the program of this 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 patients applying to the outpatient clinic/year, number of Immunotherapies/years, number of adverse events/year) <input type="checkbox"/> Patients feedback (if it exists) <input type="checkbox"/> Staff feedbacks (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"/> Reports on follow-up criteria (based on data in part: Quality Standards #3) <input type="checkbox"/> The documents on how the centre evaluates the output <input type="checkbox"/> Meeting reports on evaluation of the centre <input type="checkbox"/> The documents on the decision on revision of the management of the outpatient clinic