

Checklist of the Documents Requested for the Application

EAACI Certified Clinical centre in Rhinology

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 Rhinology** 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 it with evidence** related to these **basic standards** in digital format.

Once you have prepared your report, gathered the evidence in digital format and filled the application form, you can submit your application online through the EAACI Quality Centres website.

Please note that:

1. The evidence indicated **in the evidence box** for each **basic standard** 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 include it
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	<ul style="list-style-type: none"> <input type="checkbox"/> The statement of the centre about their aim, mission and vision <input type="checkbox"/> Strategic plan of the centre for AR, CRS with or without nasal polyposis and NERD diagnosis, and management
1.2 REGULATION	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant bylaws, instructions/protocols or SOPs related to AR, CRS with or without nasal polyposis and NERD 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 sources (which guidelines or other sources are used) <input type="checkbox"/> Algorithms related to management of AR, CRS with or without nasal polyposis and NERD
1.3.1. FACULTY AND STAFF	<ul style="list-style-type: none"> <input type="checkbox"/> Lists of the physicians, assigned physicians, nurses and technicians working in the Rhinology Outpatient Clinic, provided by the Hospital Administration or local departmental leadership <input type="checkbox"/> CV of the experts (certificates of the allergy & immunology or ENT specialist, list of publications, talks, projects, courses and/or training in general and related to rhinology). 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	<ul style="list-style-type: none"> <input type="checkbox"/> An official document provided by the hospital administration or Local Departmental Leadership on the existence of Rhinology Outpatient Clinic, location of the clinic and a supporting statement for the 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 diagnostic services of the clinic (skin tests, specific IgE tests, rhinomanometry, aspirin provocation test (if available), nasal endoscopy, nasal provocations, PFT and other available tests,) with pictures of the relevant facilities such as laboratories <input type="checkbox"/> Documentation of the treatment options of the clinic on the management of the cases (allergen immunotherapy, aspirin desensitization, biologic treatments, etc) <input type="checkbox"/> Availability of standardized forms for tests used in rhinology
1.4. PATIENT CENTERED APPROACH	<ul style="list-style-type: none"> <input type="checkbox"/> The statement of the center of their policy on patient centered approach with examples
1.5. IMPACT ON PUBLIC HEALTH AND HEALTH ADVOCACY	<ul style="list-style-type: none"> <input type="checkbox"/> Public releases on rhinology 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 (allergen immunotherapy, nasal endoscopy, biologic treatments and aspirin desensitization) <input type="checkbox"/> Examples of test forms of the cases (if it is permitted by local regulations) <input type="checkbox"/> Examples from AIT protocols <input type="checkbox"/> Examples of biological treatments for CRS with or without nasal polypsis
2.2. PATIENT CENTERED APPROACH	<input type="checkbox"/> Documents, brochures, information sheets on rhinology provided to the patients/their relatives <input type="checkbox"/> Agenda for seminars for the patients with AR, CRS or NERD (if applicable)
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 the different diagnostic tests/year, number of aspirin provocations/year, number of AIT and biological treatments applied/year, etc); <input type="checkbox"/> Patients 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 for determining the expertise in the different studies performed by the centres.</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 center. <input type="checkbox"/> The documents on the decision on revision of the management of the outpatient clinic