

Checklist of the Documents Requested for the Application

EAACI Certified Clinical Centres in Food Allergy

This document is prepared for you to check your evidences.

*While preparing your application, **please first read the standards for EAACI Certified Clinical / Research centres in Food Allergy** and check whether your center **fulfills all the basic (essential) standards**.*

If you fulfill the **basic criteria**, we kindly ask you to **prepare a report on how you provide the basic standards and support by evidences** related to these **basic standards** in digital format.

Once you prepare your report, digital evidences and fill the application form, then you can submit your application online by web page to the Quality Committee.

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** (ie: 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 evidences 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 food allergy diagnosis, and management.
1.2 REGULATION	<input type="checkbox"/> Relevant bylaws, instructions/protocols or SOPs related to food allergy 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) <input type="checkbox"/> Algorithms related to management of food allergy.
1.3.1. FACULTY AND STAFF	<input type="checkbox"/> Lists of the physicians, nurses and technicians working in the Food Allergy 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 food allergy). A statement should also be included about providing the criteria for being considered as an expert in the field. <input type="checkbox"/> Workflows 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 Food Allergy 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 (skin prick test, patch test, oral food challenge test, advanced tests when available (e.g. BAT), statement and pictures of the laboratories) <input type="checkbox"/> Oral food challenge and skin test form <input type="checkbox"/> Food immunotherapy and/or biologics form
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 food allergy of the centre (tv talks, newspapers, radio talks, social media posts, web page posts, leaflets etc).
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
2.1.1. CLINICAL PRACTICE	<input type="checkbox"/> Documents on management algorithms <input type="checkbox"/> Consent form of the allergy tests and food immunotherapy <input type="checkbox"/> Examples of test forms of the cases (if it is permitted by local regulations) <input type="checkbox"/> Written food-specific immunotherapy/oral food challenges procedures, including technical details <input type="checkbox"/> Examples from food 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. <input type="checkbox"/> Examples from Food Allergy Passports.
2.2. PATIENT CENTERED APPROACH	<input type="checkbox"/> Documents, brochures, information sheets on food allergy provided to the patients and their relatives. <input type="checkbox"/> Agenda for seminars for the patients with food allergy.
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 (e.g. number of the patients applying the outpatient clinic, number of skin tests/year, oral food challenges/year, food allergy passports issued/year, etc); <input type="checkbox"/> Patients feedbacks (if exists) <input type="checkbox"/> Staff feedbacks (if 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 centre evaluates the outputs. <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.

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EAACI Certified Clinical and Research Centre in Food Allergy
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Standards	Documents required
Mandatory	<input type="checkbox"/> List of the peer reviewed published articles on food allergy of the center with the link to full text or pubmed (the last 5 year). <input type="checkbox"/> Statement about the access to a research laboratory (with a letter of the head of the laboratory).
Provide only those related to the selected criteria	<input type="checkbox"/> Information on H index of the experts (Scopus or Web of Science). <input type="checkbox"/> List of the peer reviewed published articles on food allergy of the centre with the link to full text or Pubmed (the last 5 year). <input type="checkbox"/> List of the active ongoing projects of the centre on food allergy and their outcomes. <input type="checkbox"/> List of the multicentre studies involved or registries on food allergy. <input type="checkbox"/> List of the clinical studies involved on food allergy. <input type="checkbox"/> List of the manuscript published in Q1 and Q2 journals (with evidence) on food allergy. <input type="checkbox"/> List of the translational studies on food allergy. <input type="checkbox"/> List of the abstracts presented in congress (national and international) (the last 5 year) on food allergy. <input type="checkbox"/> Document on existence of MsD or PhD program on food allergy. <input type="checkbox"/> Educational program of the centre on food allergy. <input type="checkbox"/> Documentation on patent on food allergy. <input type="checkbox"/> Data on public impact on food allergy. <input type="checkbox"/> Data on health advocacy on food allergy