**EVIDENCE CHECKLIST FORM**

**EAACI CENTRE OF EXCELLENCE (ECE)**

**This document has been prepared to help you review and verify your submitted evidence.**

*While preparing your application, please first read the standards for EAACI Centre of Excellence (ECE) and the document of “Questions and Answers for the Quality Centres”.*

Please tick all the boxes where you have provided the required evidence. In the next column, list the corresponding evidence for each item. Submit this completed form along with all supporting documents as part of your online application.

**DOCUMENT (EVIDENCE) CHECKLIST**

**QUALITY STANDARDS 1: PLANNING**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **1.1.AIM AND STRATEGY** | * A document stating the aim of the centre
* Strategic plan of the centre for patient care, education and research
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| **1.2 REGULATION** | * Instructions, Standard Operating Procedures (SOP) related to patient care, education and basic or clinical/translational research
* Works and workflows
* Job descriptions and working positions of the staff (for e.g. PhD student, fellowship, etc)
* Documents of the clinical guidelines, SOPs and protocols followed by the centre, including the last review dates
* Reports from quality assurance activities, audits, or clinical practice reviews demonstrating compliance with quality standards
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**QUALITY STANDARDS 2: DOING**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **2.1 EAACI Involvement** | * List of team members with their EAACI membership numbers and roles within the centre

Documents of EAACI involvement **(at least 2 of the below**)* Contributed guidelines, position papers
* Participation in EAACI ExCom, Committees, IGs, WGs, or Sections
* Organized EAACI-endorsed scientific events, workshops, or training programs (e.g., event programs, flyers)
* Mentorship program hosting
* Awards provided by EAACI
* Junior members (JMs)
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| **2.2. Multidisciplinary team** | * List of the multidisciplinary staff and their role
* Notes/minutes of the multidisciplinary meetings, patients' discussions and meetings
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| **2.3. Research** | * Documents related to existing of a research laboratory (provided by research lab, responsible person, or head of department or hospital administration)
* List of staff members with specializations, degrees and academic qualifications
* List of technical staff and responsibilities
* List of the equipment/technologies available
* Organizational chart of the research team (roles and responsibilities in ongoing research projects)
* Photo of the equipment’s, rooms, laboratories
* List of collaboration facilities
* Document of participation in clinical trials, registries, including study titles and reference numbers
* List of the active projects and the type of funding
* List of the peer-reviewed published articles on allergy/immunology of the last 5 years (please provide links to abstract/full text manuscripts)
* List of the abstracts presented in congresses (national and international) of the last 5 years
* List of international research collaborations, joint projects with other institutions or centres, and any specific agreements (e.g., Memorandums of Understanding)
* Grant and funding records over the last 5 years
* List of the patents
* List of PhD students and technical staff actively engaged in allergy-related research
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| **2.3.1 Minimum Research Standards** | **Obligatory:** * At least one member of the unit should have a H-index ≥30 (Web of Science)
* Having at least 10 research articles published in peer reviewed journals in the last 5 years, at least 4 four of them being translational studies

**AND** **fulfilling at least 3 of the following criteria:*** Having a budget for research exceeding 200.000 € (grants from university, national institutes, European foundations etc) in the last 5 years
* Currentlyhaving at least 2 active research projects funded by national or international grants, excluding regional or private foundations
* Participation in clinical trials or registries (at least 3 in the last 5 years)
* Having a patent in the last 10 years
* Presenting at least 15 abstracts in allergy and immunology congresses in the last 5 years: 10 of them in national congresses and 5 in EAACI or other international congresses
* Offering or being affiliated with MsD or PhD programs in allergy and immunology or associated fields
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| **2.4. Patient Care** | * List of dedicated clinical units (outpatient, inpatient, emergency, and immunotherapy units)
* List of patient volume
* List of specialized diagnostic and treatment equipment available (e.g., spirometry, FeNO, challenge testing, allergen immunotherapy, desensitization areas)
* Photos of patient care facilities and equipment
* Documents of clinical protocols, SOPs, and structured workflows
* Documents of the electronic medical record system
* List of collaborations with patient associations (letters, joint program descriptions)
* Documents of multidisciplinary team meetings and case discussions
* Floor plan or layout of patient care facilities
* Records of joint initiatives, such as awareness campaigns, educational programs, or patient support services
* Examples of patient educational materials (brochures, leaflets, videos) co-created or distributed in collaboration with patient associations
* Documents of workshops, seminars, or community outreach programs involving patient associations
* Evidence of patient satisfaction surveys or feedback mechanisms that include input from patient associations
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| **2.5. Education and faculty/staff development** | * Curriculum of the program for fellows
* List of designated educational spaces (lecture halls, seminar rooms, simulation labs)
* Photos of educational spaces and training facilities
* Documents of a medical library or online learning resources
* List and descriptions of available training sessions/programs, courses, and workshops
* Records of staff participation in educational activities in the last 5 years
* Template of evaluation forms used for staff assessments
* List of mentorship programs and assigned mentors/mentees
* Documents of staff participation in EAACI events, international collaborations, or scientific networks
* List of available training sessions related to research methodologies
* Records of staff participation in MsD or PhD training programs
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| **2.6. Archiving / data protection** | * Documents on data storage system
* Documents on confidentially of the data
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**QUALITY STANDARDS 3: REVIEWING**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **3.1. EVALUATION OF THE CENTRE** | * Documents of performance and outcomes of the centre
* Documents for the follow up criteria for evaluation of the outcomes of the centre
* Reports on these outcomes (the last year)
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**QUALITY STANDARDS 4: REVISION OF THE PROGRAM**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **4.1 REVISION OF THE PROGRAM** | * The  monthly or annual reports on follow up criteria of the last year
* The documents on how the centre evaluates the outputs
* Meeting reports on decision about the evaluation of the centre
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