**EVIDENCE CHECKLIST FORM**

**EAACI “Certified Clinical Centre” and “Clinical and Research Centre”**

**for Drug Allergy**

**This document is prepared for you to check your evidence.**

*While preparing your application, please first read the” Standards” for Drug Allergy and the document of “Questions and Answers for the Quality Centres”.*

Evidence of “Part 1” should be provided by both Clinical and Clinical and Research Centre applications whereas those of “Part 2” should be provided by only Clinical and Research Centre application***.*** Clinical Certified Centre application doesn’t require evidence from part 2.

*Please* ***check all the boxes*** *that you provided the relevant evidence and* ***list the relevant evidence*** *in the next column and* ***submit this document while uploading all your documents in online application.***

**PART 1**

**Evidence Checklist for**

**Both Certified “Clinical” and “Clinical and Research Centre” for Drug Allergy**

**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** | * The statement of the centre about their aim, mission and vision
* Strategic plan of the centre for drug allergy diagnosis, and management
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| **1.2 REGULATION** | * Relevant bylaws, instructions, SOP
* Descriptions of works and workflows
* Job descriptions of the staff working in the outpatient clinic
* Statement of the centre about their sources (which guidelines or other sources are used)
* Algorithms related to management of drug allergy
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| **1.3.1. FACULTY AND STAFF** | * Lists of the physicians, assigned physicians, nurses and technicians working in the Drug allergy Outpatient Clinic, provided by the Hospital Administration or local departmental leadership
* CV of the experts (Certificates of the Allergy and Immunology, list of publications, talks, projects courses and/or training in general and related to drug allergy). A statement should also be included about providing the criteria for being considered as an expert in the field
* Workflow and documents (reports, consultation notes etc.) related to multidisciplinary approaches.
* List of the physicians in multidisciplinary team
* Patient’s notes (when available) or meeting reports showing the multidisciplinary approach
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| **1.3.2. SETTINGS AND INFRASTRUCTURE** | * An official document provided by the hospital administration or local departmental leadership on the existence of the Drug Allergy
* Outpatient Clinic, location of the clinic and staff list and support statement for application
* List of the equipment available in the outpatient clinic
* Pictures from the outpatient clinic
* Documentation of the facilities of the clinic (skin prick test, intradermal tests, patch test, drug provocation test, advanced tests when available, statement and pictures of the laboratories)
* Drug provocation and skin test forms
* Drug desensitization form
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| **1.4. PATIENT CENTREED APPROACH** | * The statement of the centre of their policy on patient centreed approach with examples
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| **1.5. IMPACT ON PUBLIC HEALTH AND HEALTH ADVOCACY** | * Public releases on drug allergy of the centre (tv talks, newspapers, radio talks, social media posts, web page posts, leaflets etc)
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| **1.6. ARCHIVING AND DATA PROTECTION** | * Documents on data management and security overview, privacy and confidentiality policies
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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)** |
| **2.1.1. CLINICAL PRACTICE** | * Documents on management algorithms
* Consent forms of the drug tests and desensitization
* Examples of test forms of the cases (if it is permitted by local regulations)
* List of drugs for which a desensitization procedure is available and written drug-specific desensitization procedures, including technical details for dilution preparation and administration and references
* Examples from drug desensitization forms (case files) (if permitted by local regulations)
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| **2.1.2. LONG TERM MANAGEMENT** | * Examples from written plans for the patients
* Examples from Drug Allergy Passports
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| **2.2. PATIENT CENTREED APPROACH** | * Documents, brochures, information sheets on drug allergy provided to the patients/ their relatives
* Agenda for seminars for the patients with drug allergy
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| **2.3. FACULTY AND STAFF DEVELOPMENT PROGRAM** | * Agenda and the program of the educational sessions on drug allergy (yearly)
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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. EVALUATIONS OF THE OUTCOMES** | * Statistical reports related to outcomes and safety\*(e.g. number of the patients applying the outpatient clinic/year, number of the tests applied/year, number of desensitization procedures/year, number of adverse events in the tests/year)
* Patients feedback (if any)
* Staff feedback (if any)

 *\*Basic information is necessary, however, providing more specific data could be helpful* |  |

**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 reports on follow up criteria (based on data in part: Quality Standards #3)
* The documents on how the centre evaluates the output
* Meeting reports on evaluation of the centre
* The documents on the decision on revision of the management of the outpatient clinic
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**PART 2**

**Evidence Checklist for**

**EAACI Certified Clinical and Research Centre for Drug Allergy Only**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **Mandatory** | * List of the peer reviewed published articles on drug allergy of the centre with the link to full text or pubmed (the last 5 years)
* Statement about the access to a research laboratory (with a letter of the head of the laboratory)
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| **Provide only those related to the selected criteria** | * Information on H index of the experts (Scopus or Web of Science)
* List of the peer reviewed published articles on drug allergy of the centre with the link to full text or Pubmed (the last 5 years)
* List of the active ongoing projects of the centre on drug allergy and their outcomes
* List of the multicentre studies involved or registries on drug allergy
* List of the clinical studies involved on drug allergy
* List of the manuscript published in Q1 and Q2 journals (with evidence) on drug allergy
* List of the translational studies on drug allergy
* List of the abstracts presented in congress (national and international) (the last 5 years) on drug allergy
* Document on existance of MsD or PhD program on drug allergy
* Educational program of the centre on drug allergy
* Documentation on patent on drug allergy
* Data on public impact on drug allergy
* Information on advocacy studies on drug allergy
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