**EVIDENCE CHECKLIST FORM**

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

**for Food Allergy**

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

*While preparing your application, please first read the” Standards” for Immunotherapy 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 Food 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 food allergy diagnosis, and management |  |
| **1.2 REGULATION** | * Relevant bylaws, instructions/protocols or SOPs related to food allergy management * Descriptions of works and workflows * Job descriptions of the staff working in the outpatient clinic * Statement of the centre about their clinical practice sources (which guidelines or other sources are used) * Algorithms related to management of food allergy |  |
| **1.3.1. FACULTY AND STAFF** | * Lists of the physicians, nurses and technicians working in the Food Allergy Outpatient Clinic, provided by the Hospital Administration or local departmental leadership * 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 allergies). A statement should also be included about providing the criteria for being considered as an expert in the field * Workflows 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 |  |
| **1.3.2. SETTINGS AND INFRASTRUCTURE** | * 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. * List of the equipment available in the outpatient clinic * Pictures from the outpatient clinic. * 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) * Oral food challenge and skin test form * Food immunotherapy and/or biologics form |  |
| **1.4. PATIENT CENTERED APPROACH** | * The statement of the centre of their policy on patient centered approach with examples |  |
| **1.5. IMPACT ON PUBLIC HEALTH AND HEALTH ADVOCACY** | * 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** | * Document on data management and security overview, privacy and confidentiality policies |  |

**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 form of the allergy tests and food immunotherapy * Examples of test forms of the cases (if it is permitted by local regulations) * Written food-specific immunotherapy/oral food challenges procedures, including technical details * Examples from food immunotherapy forms (case files) (if it is permitted by local regulations) |  |
| **2.1.2. LONG TERM MANAGEMENT** | * Examples from written plans for the patients * Examples of Food Allergy Passports |  |
| **2.2. PATIENT CENTERED APPROACH** | * Documents, brochures, information sheets on food allergy provided to the patients and their relatives * Agenda for seminars for patients with food allergy |  |
| **2.3. FACULTY AND STAFF DEVELOPMENT PROGRAM** | * Agenda and the program of this educational sessions (yearly) |  |

**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 (e.g. number of the patients applying to the outpatient clinic, number of skin tests/year, oral food challenges/year, food allergy passports issued/year, etc.) * Patients feedbacks (if any) * Staff feedbacks (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 |  |

**PART 2**

**Evidence Checklist for**

**EAACI Certified Clinical and Research Centre in Food 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 food allergy of the center with the link to full text or PubMed (the last 5 years) * Statement about the access to a research laboratory (with a letter from the head of the laboratory) |  |
| **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 food 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 food allergy and their outcomes * List of the multicentre studies involved or registries on food allergy * List of the clinical studies involved in food allergy * List of the manuscript published in Q1 and Q2 journals (with evidence) on food allergy * List of translational studies on food allergy * List of the abstracts presented in congress (national and international) (the last 5 years) on food allergy * Document on existence of MsD or PhD program on food allergy * Educational program of the centre on food allergy * Documentation on patent on food allergy * Data on public impact on food allergy * Data on health advocacy on food allergy |  |