**EVIDENCE CHECKLIST FORM**

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

**for Immunotherapy**

**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 Immunotherapy**

**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 immunotherapy indication and management |  |
| **1.2 REGULATION** | * Relevant bylaws, instructions/protocols or SOPs related to Immunotherapy 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) |  |
| **1.3.1. FACULTY AND STAFF** | * Lists of the physicians, assigned physicians; nurses and technicians working in the Immunotherapy 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 Immunotherapy). 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 |  |
| **1.3.2. SETTINGS AND INFRASTRUCTURE** | * An official document provided by the hospital administration on the existence of the Immunotherapy 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 |  |
| **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 Immunotherapy of the centre (tv talks, newspapers, radio talks, social media posts, web page posts) |  |
| **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 Immunotherapy * Examples of test forms of the cases (if it is permitted by local regulations) * Written specific immunotherapy procedures, including technical details * Examples from Immunotherapy forms (case files) (if it is permitted by local regulations) |  |
| **2.1.2. LONG TERM MANAGEMENT** | * Examples from written plans for the patients |  |
| **2.2. PATIENT CENTERED APPROACH** | * Documents, brochures, information sheets on Immunotherapy provided to the patients and their relatives * Agenda for seminars for patients with respiratory allergy under the use of Immunotherapy |  |
| **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 and safety (e.g. number of patients applying to the outpatient clinic/year, number of Immunotherapies/years, number of adverse events/year) * 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 on Immunotherapy 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 immunotherapy 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 immunotherapy at the centre with the link to full text or PubMed (the last 5 years) * List of the active ongoing projects of the centre on immunotherapy and their outcomes * List of the multicentre studies involved or registries on immunotherapy * List of the clinical studies involved on immunotherapy * List of the manuscript published in Q1 and Q2 journals (with evidence) on immunotherapy * List of translational studies on immunotherapy * List of the abstracts presented in congress (national and international) (the last 5 years) on immunotherapy * Document on existence of MsD or PhD program on immunotherapy * Educational program of the centre on immunotherapy * Documentation on patent on immunotherapy * Data on public impact on immunotherapy * Information on advocacy studies on immunotherapy |  |