**EVIDENCE CHECKLIST FORM**

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

**for Rhinology**

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

*While preparing your application, please first read the” Standards” for Rhinology 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 Rhinology**

**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 AR, CRS with or without nasal polyposis and NERD diagnosis, and management
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| **1.2 REGULATION** | * Relevant bylaws, instructions/protocols or SOPs related to AR, CRS with or without nasal polyposis and NERD management
* 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 AR, CRS with or without nasal polyposis and NERD
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| **1.3.1. FACULTY AND STAFF** | * Lists of the physicians, assigned physicians, nurses and technicians working in the Rhinology Outpatient Clinic, provided by the Hospital Administration or local departmental leadership
* CV of the experts (certificates of the allergy & immunology or ENT specialist, list of publications, talks, projects, courses and/or training in general and related to rhinology). A statement should also be included about providing the criteria for being considered as an expert in the field
* Workflow 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 Rhinology. Outpatient Clinic, location of the clinic and a supporting statement for the application
* List of equipment available in the outpatient clinic
* Pictures from the outpatient clinic.
* Documentation of the diagnostic services of the clinic (skin tests, specific IgE tests, rhinomanometry, aspirin provocation test (if available), nasal endoscopy, nasal provocations, PFT and other available tests) with pictures of the relevant facilities such as laboratories
* Documentation of the treatment options of the clinic on the management of the cases (allergen immunotherapy, aspirin desensitization, biologic treatments, etc).
* Availability of standardized forms for tests used in rhinology
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| **1.4. PATIENT CENTRED 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 rhinology 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 managment 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 tests (allergen immunotherapy, nasal endoscopy, biologic treatments and aspirin desensitization)
* Examples of test forms of the cases (if it is permitted by local regulations)
* Examples from AIT protocols
* Examples of biological treatments for CRS with ot without nasal polyposis
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| **2.2. PATIENT CENTREED APPROACH** | * Documents, brochures, information sheets on rhinology provided to the patients/their relatives
* Agenda for seminars for the patients with AR, CRS or NERD (if applicable)
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| **2.3. FACULTY AND STAFF DEVELOPMENT PROGRAM** | * Agenda and the program of the educational sessions (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, number of the different diagnostic tests/year, number of aspirin provocations/year, number of AIT and biological treatments applied/year, etc);
* Patients feedback (if any)
* Staff feedback (if any)

*\*Basic information is necessary, however, providing more specific data could be helpful for determining the expertise in the different studies performed by the centres.* |  |

**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 outputs
* 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 in Rhinology 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 rhinology of the centre with the link to full text or pubmed (the last 5 year)
* 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 rhinology of the centre with the link to full text or Pubmed (the last 5 year)
* List of the active ongoing projects of the centre on rhinology and their outcomes.
* List of the multicentre studies involved or registries on rhinology
* List of the clinical studies involved on rhinology
* List of the manuscript published in Q1 and Q2 journals (with evidence) on rhinology
* List of the translational studies on rhinology
* List of the abstracts presented in congress (national and international) (the last 5 year) on rhinology
* Document on existance of MsD or PhD program on rhinology
* Educational program of the centre on rhinology
* Documentation on patent on rhinology
* Data on public impact on rhinology
* Data on health advovacy on rhinology
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