How to Prepare Your Application for EAACI Quality Centres

This document aims to support you for preparing your application.

Why EAACI establishes the Quality Centres?

- The main idea behind the establishment of EAACI Quality Centre is to support the mission of EAACI to improve quality of health care, research and education in allergy and clinical immunology in Europe.
- By doing this, EAACI targets to increase the quality standards of patient care, research and education as well as collaborations of the centres in the field of Allergy and Immunology in Europe.

Which Quality Centre category to apply?

- The EAACI Quality Centres has been the “Umbrella Term” which covers different centre categories beneath it.
- These centres are categorized as "EAACI Centre of Excellence” (CoE), EAACI EAACI Research Centre of Excellence (R-CoE) ; and EAACI Certified Centres (E-CC) in certain fields of Allergy and Immunology.
- CoE and R-CoE are the certifications given to the centres working with high academic output. The only differences between CoE and R-CoE is lack of patient care in R-CoE. The centres may apply to only one category.
- EAACI Certified Centres (E-CC) defines the centers that fulfill the standards for delivering high-quality patient care in a specific area of Allergy and Immunology.
- The applicant centers may apply as many clinical or clinical and research centers as they want depending on providing the standards for each application.

Which centres are eligible for application to a Quality Centre Category?

- Please first read the “Standards” related to your application” (i.e. Centre of Excellence, or Certified Centres) and check whether your centre fulfils all the standards and provide relevant evidence.
- If you fulfil the standards with demonstrating all the relevant digital evidence, you can apply.

When to apply?

- The calls are open once yearly for all centre categories.
- Please follow the announcement of EAACI for new term application.

How the standards for EAACI Quality Centres are determined?

- EAACI guarantees that all processes related to Quality Centres are under quality standards by covering "Planning, Doing, Checking and Revising" parts which is specific to centre categories.
- The rationale behind essential standards is to certify the centers which provide standardized and evidence-based care in that specific area.
- The applicant centers should fulfill all standards.

How to apply?

- Please review the standards to ensure your centre meets the standards.
- If so, kindly prepare a report outlining how these standards are met,
- Please prepare supporting digital evidence,
- Please fill the "General Checklist Form"
- Please fill and sign the "Application Form"
- Submit all materials electronically by web page to the Quality Committee.

What are your sources for preparation?

- EAACI Quality Committee prepared a variety of documents that would be helpful for your application.
- "Instruction for EAACI Quality Centres" provides general information related to EAACI Quality Centres.
- "Question and answers for Quality Centres" provides all the information related to application process to the EAACI Quality Centres.
- Standards specific to Centre categories: Each application categories has their own "Standards" for the application in charge "(i.e.: Standards for EAACI Centre of Excellence or Standards for EAACI Certified Centre for Asthma). All applicant centres should review these standards and prepare their reports based on these standards.
- "General Application Form" is for your reference to check what to do while applying.
- "Application form" is for determination of your application type, information related to your centre and application, contact information and should be filled and signed on application.

How to prepare your report?

- We kindly ask you to prepare a report on how you provide the basic standards.
- This report should cover all the standards which is written based on section for maximum 400 words for each standards.
- The report form should be in "pdf".
- The number and the name of the evidence provided (please see below) for relevant standard should also be written in parenthesis in the text.

How to prepare digital evidence?

- The list of the required digital evidence exists in the standards.
- The evidence indicated in the evidence box for each standards should be in digital format (jpeg images or electronic documents such as pdf) and should be uploaded as a single document in pdf or jpeg form depending on the evidence category for each standard.
- Numbering of the evidence should be based on section and with the name of document (ie: PC 1.1 Aim and strategy). Name of the document should be explanatory of the evidence.
- The applicant centres should cite the number of the evidence in the related part of the text in each section.
- The centres can upload additional evidence to support their eligibility and competency.
- All digital documents can be provided as a single pdf document if all the evidence are listed and presented in order based on sections.
- The digital evidence can be in native language.

How to submit your application?

- Once you prepare your “Report part” and “Digital evidence” and fill the “General Checklist” and the filled and signed “Application Form”, then you can submit your application online by web page to the Quality Centres.

EAACI is aware of the diversity in regulations across countries, which may lead to a limitation for covering some of the basic standards. So, if any of the standards are not covered due to local regulations or data protection policy, please first contact the Quality Committee to evaluate the eligibility of your application.