

OECI Accreditation and Designation Standards

Requested documents

How to read the document:

The documents requested in the Requested Documents questionnaire support the OECI Quality Standards. The requested documents provide essential information for the audit team and therefore need to be translated into English, either fully or in the form of a summary.

1 Governance

1.1 Management

- 1.1.1 Mission statement and vision
- 1.1.2 Organogram of the centre
- 1.1.3 Organogram of the research organisations within the centre
- 1.1.4 List of key staff members
 - Include heads of departments/services/units/programmes

1.2 Strategy

- 1.2.1 Overall strategy of the centre
- 1.2.2 Oncology strategic plan
 - Fully translated, including planned activities, developments and priorities for cancer care, research, and education
- 1.2.3 Annual or multi-Annual Report
 - Fully translated, covering the entire centre
- 1.2.4 Annual or multi-Annual Oncology Report
 - (if the centre is part of a University or General Hospital)

2 Organisation

2.1 Quality

- 2.1.1 System descriptions for risk management, safety management and patient safety management
- 2.1.2 The latest Quality Improvement Report
- 2.1.3 Quality cancer performance indicator sets

2.2 Accreditation and auditing

- 2.2.1 Reports from other (external) accreditations / audits / visits
Summaries of reports from other external accreditations / audits. Improvement points are required to be translated into English
 - 1. Hospital (general)
 - 2. Pharmacy
- 2.2.2 Previous improvement plan including the follow-up of OECl A&D visit.
Only for centres in the re-accreditation process

3 Patient involvement and empowerment

3.1 Results of patient satisfaction surveys

- 3.1.1 The latest results of patient satisfaction surveys for inpatients, outpatients and day care
Summary, with results and improvement points translated into English

3.2 Patient information brochures

- 3.2.1 Overview of the titles of the patient information brochures
- 3.2.2 Some examples of information brochures, for instance information on admission and treatments.

4 Multidisciplinarity

4.1 Multidisciplinary teams (MDTs)

- 4.1.1 MDT procedures
Standard procedures across all MDTs fully translated in English
- 4.1.2 Three examples of tumour-specific MDT procedures in English

5 Prevention and Early Detection

6 Diagnosis

6.1 Accreditations

6.1.1 Reports from other (external) accreditations / audits / visits)

Summaries of reports from other (external) accreditations. Improvement points are required to be translated into English

1. Radiology department
2. Nuclear Medicine department
3. Pathology department

7 Treatment

7.1 Guidelines and patient pathways

7.1.1 Three examples of patient care pathways (see definition)

Translated into English

7.2 Accreditations

7.2.1 Reports from other external accreditations / audits)

Summaries of reports from other external accreditations. Improvement points are required to be translated into English

1. Surgical oncology
2. Radiotherapy department
3. Cell Transplant/Therapy Unit

8 Research

8.1 Strategic plan for oncology research

8.1.1 Current strategic plan for research

Fully translated

8.2 Scientific Report of the centre

8.2.1 Latest scientific report

Fully translated latest scientific report that describes the research activities related to cancer.

8.3 Reviews by external bodies

8.3.1 Latest review/report on research at the centre by international review bodies (e.g. European Academy Designation of Research Excellence)

8.3.2 Latest review/report on research at the centre by the Scientific Review Board of the centre

8.3.3 Latest review/report on key institutes/units by national review bodies.

8.4 Research output

8.4.1 List of publications contributed to by authors at the centre in the last 3 years.

Underline the authors of your institute, add the impact factor, and put them in order from highest to lowest impact factor for **each of the 3 years**.

9 Education and Training

10 General

10.1 Peer review objectives

The goals your institute would like to achieve, which are described in the project plan. Which goal(s) would you like to achieve? Define the goals according to the SMART-method: Specific, Measurable, Achievable, Realistic, Time-related.

10.2 Geographic and demographic location

Describe the geographic and demographic location of your centre, including the population served for various cancer types.

10.3 Explanation of the national healthcare system

Summary of the national healthcare system. Include for example important national authorities, health insurance.

10.4 Explanation of the education of medical specialists

10.5 Explanation of the education of nurses

Generally, and specifically for oncology nurses.