

Defining the cooperation partners

Structure of the Centres

An essential feature of a Centre is represented by the interdisciplinary network consisting of many health care partners of different specializations.

In all certified Centres, the structure of this network has some similarities. The identical network structures are very rarely encountered. This is consciously wished, because the purpose of the Centres is not the standardization of the structures, but the improvement of the patients' care.

Terms of appointment and registration of the cooperation partners

The official structure of a Centre, according to the specialty requirements, will be recorded by OnkoZert based on the data given in the offer request (offer request form) in a so called master data sheet.

Of course, patients can be treated by health care partners that do not have the status of a cooperation partner. It is also possible that a cooperation partner is active for several Centres. When appointing cooperative partners, one will take into consideration the fact that a recognition is possible only under the following conditions.

	The cooperation partner actively participates in the continuous development of the Centre and respectively takes part in the Centre's actions (for example specializations, patients' information).
	The relevant requirements in the Catalogue of Requirements are fulfilled.
	The fulfillment of requirements is described for each cooperation partner in the Catalogue of Requirements.
	There is a written convention between the Centre and the cooperation partner. The content of the convention is provided in the Catalogue of Requirements.
	To the extent that for a specialty a mandatory participation is provided, according to the Catalogue of Requirements for the tumour board (e.g. radiologist, pathologist, radiotherapist), each appointed cooperation partner has to prove the participation in the weekly tumour board at least once a month. This is necessary even if the specialty is already represented by another cooperative partner on a continuous basis in the tumour board (monthly attendance is required at least quarterly).

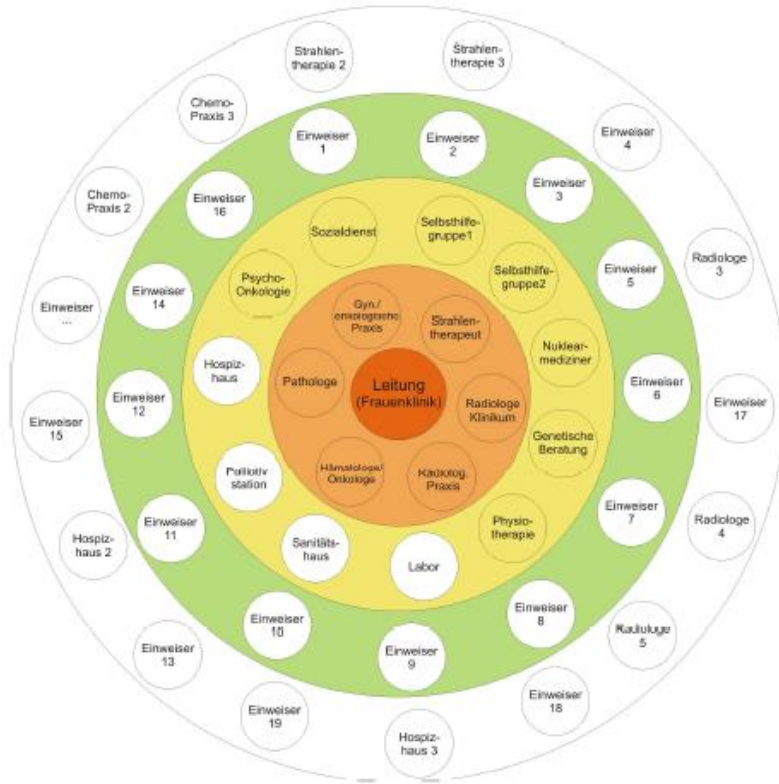
Please check, based on this criteria, whether we are really talking about a cooperative partner or a health care partner, with whom a common patient care is taken.

With this criteria it is possible to check, whether it is a cooperative partner or a health partner.

The circle of cooperation partners can be changed respectively extended during the annual audit (written communication to OnkoZert with at least 2 months before audit).

Defining the cooperation partners

Example for the structure of a Breast Cancer Centre



Strahlentherapie	Radiotherapy
Chemopraxis	Chemotherapy office
Einweiser	Referrer
Psychoonkologie	Psycho-oncology
Hospizhaus	Sanatorium
Pathologie	Pathologist
Hämatologe/Onkologe	Medical oncologist
Sanitätshaus	Medical-sanitary shop
Sozialdienst	Social service
Gyn./onkologische Praxis	Gynaecology/oncology office
Labor	Laboratory
Selbsthilfegruppe	Self-support group
Nuklearmediziner	Nuclear medicine doctor
Genetische Beratung	Genetic advice
Physiotherapie	Physiotherapy
Leitung (Frauenklinik)	Management (Gynaecology clinic)

Interior circle	●	Leading unit/management
Circle 2	●	Main cooperation partner
Circle 3	●	Cooperation partners
Circle 4	○	Cooperation partners (will not be checked during the on-site audit)

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Circle 4	○	Referrer (will not be checked during the on-site audit)
Exterior circle	○	Health care partner (will not be checked during the audit)

Defining the cooperation and health care partners

Interior circle	Leading/ management unit	-leadership, management and coordination of the Centre -taking over multidisciplinary tasks, as for example: oncological documentation, professional development organization and public relations activities
Circle 2	Main cooperation partners	-taking over important parts of health care -participation mainly periodically in tumour boards -involvement and collaboration within the Centre is settled in writing -check/inspection during certification regarding fulfillment of certification requirements
Circle 3	Cooperation partners	-involvement and collaboration within the Centre is settled in writing -check/inspection during certification regarding fulfillment of certification requirements
Circle 4	Referrer	-certification requirements for referrers are not provided -a written convention will be established with the referrers, in which the collaboration is generally regulated (in particular, the participation to the Centre's events and collaboration regarding surveillance data)
Exterior circle	Health care partner	- no involvement in the network -collaboration only regarding patients care which will be analyzed during the audit - no special obligations within the Centre

Choosing the cooperation partners – recommendations

When forming the structure of a Centre, the certification system provides multiple possibilities and liberties. However, besides the skills of the cooperation partners, the following principles must be taken into consideration:

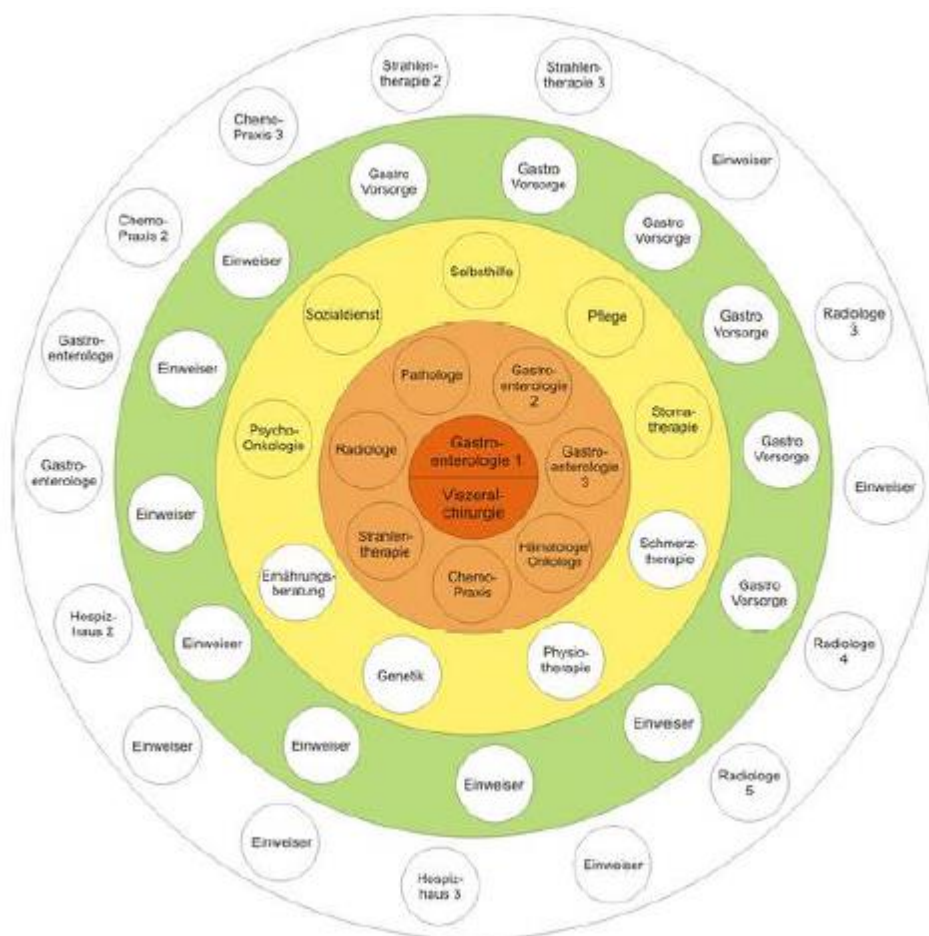
The geographical distance between the cooperation partners' premises and the main location (max. distance 45 km) Objective: small distances	The ideal situation is often considered that one where the cooperation partners are situated directly in the main location. Because this cannot be 100% insured, there is the possibility to have external cooperation partners (for example for genetic advice, radiology, ...)
Number of cooperation partners Objective: controllable number of cooperation partners	Each network needs management. The management expenses and the complexity of the network increases together with the number of cooperation partners.

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<p>More cooperation partners of a speciality Objective: as far as possible only 1 cooperation partner per speciality</p>	<p>In many cases it is favorable to have one cooperation partner per speciality. He has to treat a large percentage of the Centre's patients. Here, however, the individual case must be analysed. Namely: for example, it may be more advantageous to have more cooperation partners regarding the medicinal tumour therapy.</p>
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Defining the cooperation partners

Example for the structure of a Colorectal Cancer Centre



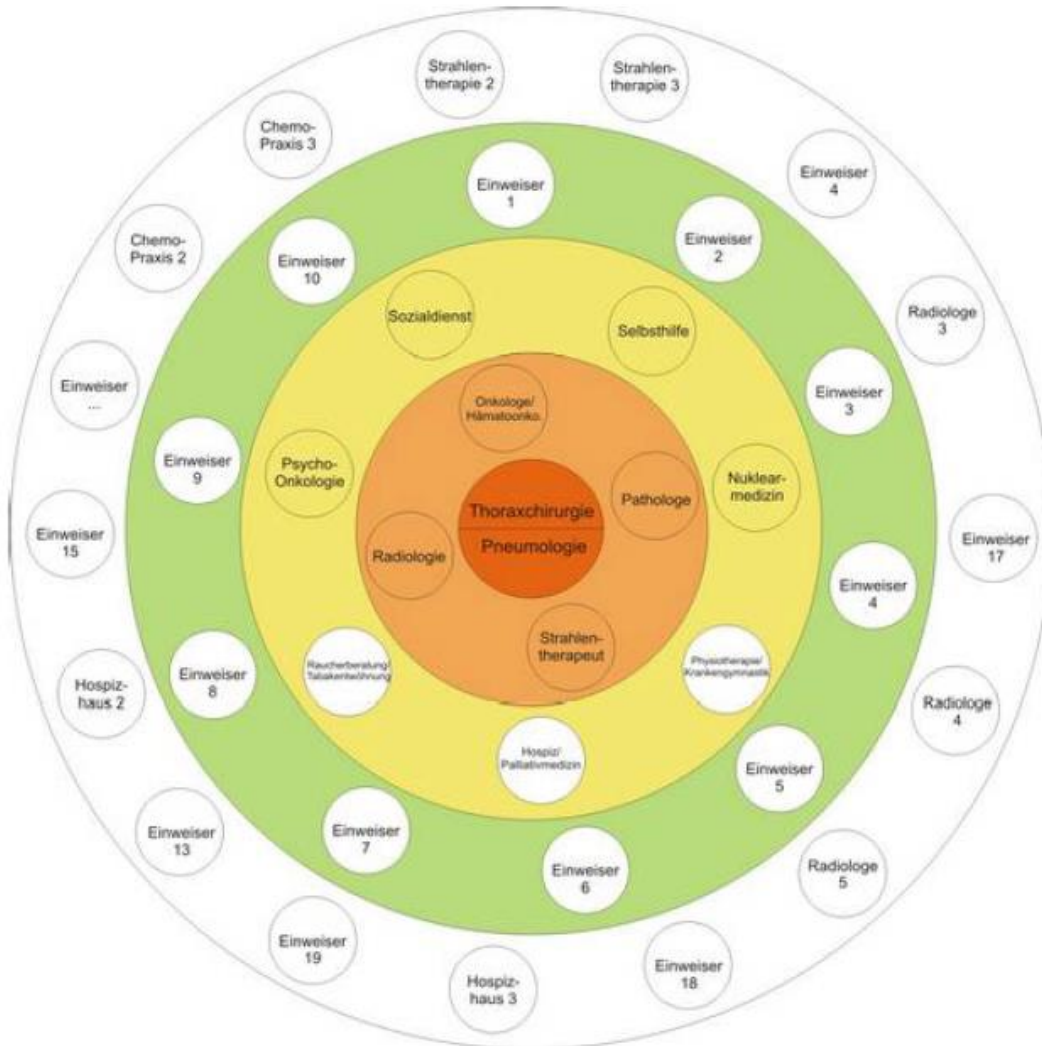
Strahlentherapie	Radiotherapy
Chemopraxis	Chemotherapy office
Einweiser	Referrer
Psychoonkologie	Psycho-oncology
Hospizhaus	Sanatorium
Pathologie	Pathologist
Hämatologie/Onkologie	Medical oncologist
Sanitätshaus	Medical-sanitary shop
Sozialdienst	Social service
Gyn./onkologische Praxis	Gynaecology/oncology office
Labor	Laboratory
Selbsthilfegruppe	Self-support group
Nuklearmediziner	Nuclear medicine doctor
Genetische Beratung	Genetic advice
Physiotherapie	Physiotherapy
Leitung (Frauenklinik)	Management (Gynaecology clinic)
Gastroenterologie	Gastroenterology

Defining the cooperation partners

Schmerztherapie		Pain therapy
Darm Vorsorge		Colorectal prevention
Viszeralchirurgie		Visceral surgery
Interior circle		Leading unit/management
Circle 2		Main cooperation partner
Circle 3		Cooperation partners
		Cooperation partners (will not be checked during the on-site audit)
Circle 4		Referrer/preventive insurance network (will not be checked during the on-site audit)
Exterior circle		Health care partner (will not be checked during the audit)

Defining the cooperation partners







Example for the structure of a Lung Cancer Centre



Strahlentherapie	Radiotherapy
Chemopraxis	Chemotherapy office
Einweiser	Referrer
Psychoonkologie	Psycho-oncology
Hospizhaus	Sanatorium
Pathologe	Pathologist
Hämatologe/Onkologe	Medical oncologist
Sanitätshaus	Medical-sanitary shop
Sozialdienst	Social service
Gyn./onkologische Praxis	Gynaecology/oncology office
Labor	Laboratory
Selbsthilfegruppe	Self-support group
Nuklearmediziner	Nuclear medicine doctor

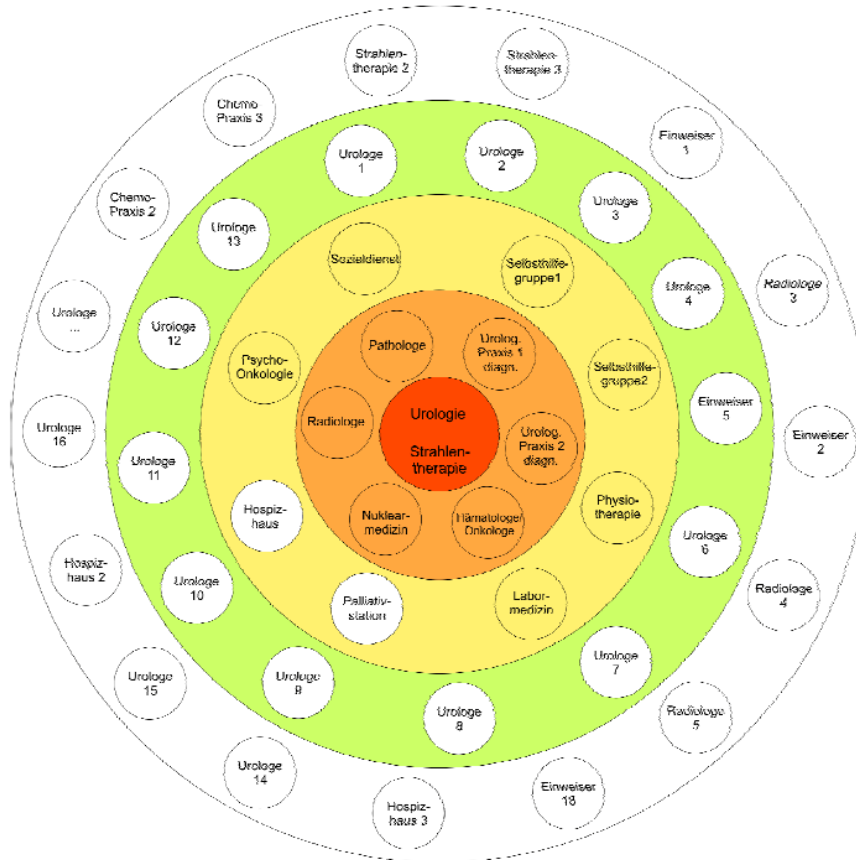
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Genetische Beratung	Genetic advice
Physiotherapie	Physiotherapy
Leitung (Frauenklinik)	Management (Gynaecology clinic)
Thoraxchirurgie	Thoracic surgery
Pneumologie	Pneumology
Nuklearmedizin	Nuclear medicine

Interior circle		Leading unit/management
Circle 2		Main cooperation partner
Circle 3		Cooperation partners
		Cooperation partners (will not be checked during the on-site audit)
Circle 4		Referrer (will not be checked during the on-site audit)
		Health care partner (will not be checked during the audit)







Defining the cooperation partners

Example for the structure of a Prostate Cancer Centre



Strahlentherapie	Radiotherapy
Chemopraxis	Chemotherapy office
Einweiser	Referrer
Psychoonkologie	Psycho-oncology
Hospizhaus	Sanatorium
Pathologie	Pathologist
Hämätologie/Onkologie	Medical oncologist
Sanitätshaus	Medical-sanitary shop
Sozialdienst	Social service
Gyn./onkologische Praxis	Gynaecology/oncology office
Labor	Laboratory
Selbsthilfegruppe	Self-support group
Nuklearmediziner	Nuclear medicine doctor
Genetische Beratung	Genetic advice
Physiotherapie	Physiotherapy
Leitung (Frauenklinik)	Management (Gynaecology clinic)

Defining the cooperation partners

Urologe		Urologist
Urologie		Urology
Labormedizin		Laboratory medicine
Interior circle		Leading unit/management
Circle 2		Main cooperation partner
Circle 3		Cooperation partners
		Cooperation partners (will not be checked during the on-site audit)
Circle 4		Referrer (will not be checked during the on-site audit)
Exterior circle		Health care partner (will not be checked during the audit)

**In the event of conflict or inconsistency between the terms of the German version of this document and the English translation, the German version shall prevail.*