**Sample - Cooperation agreement (cross-organ)**

between

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|  | **Name of clinic** **Full address****consisting of the centres**Breast Cancer Centre exemplaryColon Cancer Centre exemplary….Further centres can be added later by notifying the centre representative. The extension must be approved by the cooperation partner with a renewed signature.Centre representative 1): Dr. med. XY |
|

and the cooperation partner "Pathology"

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|  | **Cooperation partner Pathology****Full address**Manager cooperation partner: Dr. med. XY |
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By signing this cooperation agreement, the requirements for cooperation described below are acknowledged.

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| Date |  | Centre Representative 1) |  | Date |  | Manager cooperation partner |

1) If the cooperation agreement applies to several centres, then the cooperation agreement must be signed by the management or 1 representative of all centres appointed by them.

**Preface**

The aim of this agreement is to define the cooperation between the centres and the named cooperation partner.

Certification of the centres requires an agreement between the main / cooperation partners to ensure that the requirements of the German Cancer Society's Catalogue of Requirements are met. The following agreement contains the requirements of the Catalogue of Requirements and thus, represents an essential part of the cooperation between the cooperation partners. Of course, the cooperation can go beyond the specified extent.

**Centre-relevant process descriptions**

The services of the cooperation partner for the centre are defined in the corresponding chapters of the Catalogue of Requirements. The cooperation partner has corresponding process descriptions for these services, which are regularly checked to ensure that they are up to date. In the event of significant changes to the processes that could prove critical to the fulfilment of the certification requirements, these must be agreed with the centre representative or centre coordinator.

**Obligation to implement guidelines**

The cooperation partner ensures the implementation of the current version of the guidelines identified for him in the Catalogue of Requirements.

**Collaboration on tumour documentation**

The centres are obliged to run an interdisciplinary tumour documentation system. The requirements for tumour documentation are generally described in the Catalogue of Requirements. The cooperation partner undertakes to promptly provide the centres with the data generated by it or to enter the corresponding data directly into the centres' tumour documentation system.

Special stipulations for cooperation in the area of tumour documentation are described in the Catalogue of Requirements or in special agreements.

**Quality management of the centre**

The cooperation partner agrees that the established quality management regulations of the centre will also be implemented in his or her facility, as far as it is applicable to him or her. The centre provides this set of rules and changes in the current version. The cooperation partner will inform his or her employees about the rules, train them and instruct them in compliance with the rules for services for the centre. The cooperation partner will ensure that its employees have access to the set of rules. The cooperation partner is entitled to suggest changes and additions to the regulations with regard to its services to the centre.

**Internal / external audits**

The cooperation partner agrees that the external experts who certify the centres may comply with this agreement in the form of a document / file check and on-site inspection. This takes place after a previous registration. The cooperation partner provides the necessary contacts as well as documents and records for these audits.

Internal audits, organized by the centres, are also carried out in the form described above. The section “Compliance with confidentiality” is to be particularly observed here.

**Certification-specific requirements**

The certification requirements are specified in the DKG Catalogue of Requirements according to the specialty of the cooperation partner. The cooperation partner is obliged to fill in the relevant parts of the Catalogue of Requirements including the corresponding Quality Indicators, to update them annually and to make this information and data available to the centre representative. The centre is available to support the cooperation partner with questions about the certification requirements and their presentation. The deadlines for submitting / updating the Catalogue of Requirements are specified by the certification system.

**Failure to meet certification requirements**

If the information provided by the cooperation partner in the Catalogue of Requirements is no longer correct, which means that the certification requirements are not met, the cooperation partner must immediately inform the centres affected in writing. This duty to inform also exists if essential legal regulations are no longer met, which could have a direct impact on the fulfilment of the certification requirements.

**Compliance with the duty of confidentiality**

The cooperation partner ensures compliance with the confidentiality obligation. The parties undertake to comply with the legal provisions on data protection.

**Centre events (training courses, patient events, conferences, quality circles)**

The cooperation partner is entitled to participate in or help shape the events of the centres and is invited to do so in writing.

At certain events (quality circles, morbidity / mortality conferences), the cooperation partner may be required to participate in accordance with the certification requirements defined in the DKG Catalogue of Requirements. In accordance with the currently valid Catalogue of Requirements, the cooperation partner undertakes to participate in these events.

**Public relations / external presentation**

The cooperation partner agrees to be publicly identified as part of the centres (e.g., homepage, flyer). The contact persons are mentioned by name with contact details (e-mail, telephone).

**Tumour Conference / Availability**

The cooperation partner undertakes to participate in the tumour conference (specialist doctor) in accordance with the scope defined in the Catalogue of Requirements. If participation is not possible, the cooperation partner independently appoints a representative with the required minimum qualification. The basic framework conditions for the preparation, implementation and follow-up of the tumour conference are recognized, as described in the current version of the Catalogue of Requirements.

If web conferences are used, sound and the presented documents are to be transmitted. Each cooperation partner must have the opportunity to independently present documents / images.

**Entry into force, contract period and termination**

The agreement is effective immediately after it is signed. If individual requirements have not yet been implemented at this time, they will be implemented by the date of initial certification at the latest. This does not affect the general certification stipulation that the solutions shown in the certification audit must have been functional for at least 3 months. The cooperation partner agrees to remedy deviations found in the certification audit within the deadline agreed with the centre.

The agreement can be terminated with a notice period of six months to the end of the year. The agreement can be terminated indefinitely at any time for an important reason. This is the case, for example, if essential certification requirements are no longer met by the cooperation partner or the improvements in the deviations agreed with the centre are not remedied on schedule during the certification audit.

**Other regulations**

The conclusion of the cooperation agreement does not exclude cooperation with other clinics.

**Further individual agreements**

(e.g., organ-specific or centre-specific features; to be filled in only if required)

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