|  |  |
| --- | --- |
| Oncology Centre (OC) |  |
| Clinic |  |
| Address (street, zip code, city) |  |

|  |  |  |
| --- | --- | --- |
|  | Centre management | Centre coordinator |
| Title, Last name, First name |  |  |
| Tel. |  |  |
| E-mail |  |  |

The certification request gathers information about the basic structures of the Oncology Centre. These data are used to assess the fundamental eligibility requirements for an initial certification through a structural analysis. Due to the complexity of this request, it is advisable to contact OnkoZert by telephone before processing it, in order to highlight any special features in the processing of this request based on the individual characteristics of the oncology centre.

**1 Organ Cancer Centres / Modules of the Oncology Centre**

As a minimum requirement for initiating a certification process, at least two Organ Cancer Centres/ Modules must be certified by the German Cancer Society (DKG). The details provided here must be aligned with the "Certcalculator" (see the following section).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organ | Certcal-culator. 1) | Certified since | Target date for Initial certification Centre / Module | QM-Standard (ISO / KTQ / …) | QM-Certification body (for ISO / KTQ / …) |
| Colorectal | 1 |  |  |  |  |
| Pancreas | 2 |  |  |  |  |
| Stomach | 3.1 |  |  |  |  |
| Liver | 3.2 |  |  |  |  |
| Oesophagus | 4 |  |  |  |  |
| Haematological Neoplasia | 7 |  |  |  |  |
| Breast | 8 |  |  |  |  |
| Gynaecology | 9 |  |  |  |  |
| Skin | 10 |  |  |  |  |
| Prostate | 11 |  |  |  |  |
| Kidney | 13 |  |  |  |  |
| Urinary bladder | 14 |  |  |  |  |
| Sarcoma | 15 |  |  |  |  |
| Head and Neck | 16 |  |  |  |  |
| Neurooncology | 17 |  |  |  |  |
| Lung | 18 |  |  |  |  |
| Peadiatric | 19 |  |  |  |  |
| Familial Breast and Ovarian Cancer (FBOC) 2) | --- |  |  |  |  |

1) numbering according to the Certcalculator

2) not listed in the Certcalculator

**2 Certcalculator** (=Area of application)

The area of application of the Oncology centre must be presented in the Appendix “Certcalculator” (available for download at <https://www.onkozert.de/en/certification-systems/>) and submitted as an attachment to this request in Excel format to OnkoZert. In the “Certification Calculator”, in addition to Organ cancer centres and Modules, Transit centers and Foci must also be specified.

**3 Structural specifications of the Catalogue of Requirements** (Excerpt)

Cooperation partner „Radiotherapy“

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit / Practice | Clinic / Location | Street | Postal Code | City |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Number of Accelerators at the Location (according to the Radiation Oncology Catalogue of Requirements) |  |

Cooperation Partner "Haematology / Oncology"

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit / Practice | Clinic / Location | Street | Postal Code | City |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Authorisation for further training for Haematology / Oncology available (according to CR 6.1.3) | |  | yes | |  | no |
|  | | | | | | | |
| Number of months for further training authorization |  | | |

**4 Cooperation partners** (Master data sheet)

The registered treatment network and its cooperation partners are documented across all organ areas in the so-called Master data sheet. The Master data sheet template is individually created by OnkoZert based on the "Certcalculator" and any available data from already certified Organ cancer centres/ Modules. The master data sheet is an official attachment to this enquiry (part of the evaluation within the framework of the “structural analysis”). After receipt of this request, the individual master data sheet is automatically sent to the centre for further coordination.

**5 Timeline for Initial certification**

|  |  |
| --- | --- |
| Planned date for the certification of the Oncology Centre: |  |

This request should be submitted to OnkoZert approximately 6–9 months before the planned date of the initial certification audit.

A structural analysis is carried out based on the attached data, the positive result of which is the prerequisite for approval to proceed with the audit and for determining the audit date.

**6 Centre matrix**

Before processing this Centre matrix, OnkoZert should be contacted personally. Based on the centre structure and care structure, guidance and specific considerations for the development of this Centre matrix will be provided.

A sample Centre matrix is available at <http://www.onkozert.de/onkologische_zentren.htm>, illustrating an example of how to complete it.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Colon | Anal Cancer | Pancreas | Stomach | Liver/Bile | Oesophagus | Other gastrointestinal tumours | Endocrine malignancies | Haematological neoplasms | Breast | Gynaecological tumours | Skin | Prostate | Testicles | , Penis | Kidneys | Urinary bladder | Soft tissue sarcomas | Head/neck tumours | Neuro-oncological tumours | Lung/ Mesothelioma | Paediatric oncology | FBREK |
| Level of competence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QM system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 Network structure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 Interdisciplinary cooperation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 Cooperation with referring physicians and aftercare treatment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 Psycho-oncology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5 Social work and rehabilitation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.6 Patient survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.7 Study management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.8 Nursing care |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.9 General service areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 Organ-specific  diagnostics |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 Radiology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 Nuclear medicine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 Surgical oncology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 Medical oncology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 Radio-oncology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 Pathology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 Palliative care / hospice work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 Tumour documentation / Outcome quality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| Central | “Centrally” managed in the Oncology Centre Joint organisation for various organs and cooperating specialty units |
| Specialty related | Is coordinated by one specialty unit for several organs |
| Organ-specific | Is “independently” managed by one unit of the Oncology Centre “decentralised approach” |
|  | Treatment area is not relevant for corresponding organ or treatment is not provided for one specific organ |
| Level of competence |  |
| C | Organ Cancer Centre |
| M | Module |
| F | Foci |
| T | Transfer/Transit Centres |
| A | Active treatment but not considered within scope of certification |
| n | No treatment of this organ in line with the Centre philosophy |