



ESGO/EBCOG ACCREDITATION VISIT - SUGGESTED SCHEDULE

1. Meet with head of the Centre, senior staff, Postgraduate Dean or Hospital Director. There should be a presentation on the facilities, training programme and future plans.
2. Guided tour of the Centre
3. Presentation of protocols and guidelines, numbers of surgical procedures, number of new patients
4. Interview with fellows
5. Lunch with senior staff and fellows
6. Interview with anaesthetist, surgeon, urologist, pathologist, radiologist and General Manager, if appropriate.
7. Interview with head of department and other senior staff including designated clinical tutors.
8. Meet psychologist and head nurse of the hospital ward and day ward.
9. Preparation of preliminary conclusions and recommendations
10. Presentation to Head of the Centre and senior staff preliminary conclusions and recommendations.

**Seven hours is the minimum any hospital visit should take,
if conducted properly**

COORDINATION OF THE VISIT

1. The hosting Centre and ESGO Administrative office coordinate the visit with the appointed visitors
 - It is recommended to give 2-3 proposals to all visitors
 - The final date of the visit is to be reported to the ESGO Administration Office
 - Hotel accommodation is arranged by the hosting Centre
 - Claim of expenses is sent directly to the hosting Centre
2. Information to ESGO/EBCOG visitors - before the visit
 - Hosting centre:
 - Agenda of the visit
 - The official sub-specialty training programme of the hosting centre
 - Traveling details (itinerary, address of the hotel, address of the hospital)
 - ESGO Admin office:
 - Application form of the Centre
 - Visiting report that should be filled in and returned after the visit by e-mail