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## APPLICATION FORM

### ESGO Certification for advanced ovarian cancer surgery

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Kindly fill in this application form and send it together with the self-assessment form and required documentation to the ESGO Guidelines Secretariat

by email to [esgo-guidelines@esgomail.org](mailto:esgo-guidelines@esgomail.org)

or by post to YMCA Palace, Na Porici 12/1041, 110 00 Prague, Czech Republic.

The administrative fee is due via a bank transfer.

#### **1. General information**

**Kindly be advised that ESGO will only accept applications from those centres, where the number of advanced ovarian cancers operated during the last three calendar years is  $\geq 24$  per year with minimum 12 complete primary debulking surgeries per year. Please note that diagnostic and palliative surgery, secondary and tertiary recurrences, borderline tumors, non epithelial tumors, and stage I-II epithelial ovarian cancer are not taken into account.**

#### **Hospital name:**

Address:

General email:

Telephone:

Type of hospital: Regional County Community

Is it part of a General Hospital? Yes No

Unit / Department:

University Department:

Stand Alone Centre: Yes No

#### **Head of the department:**

Email:

**Contact person** (if different from the above):

Email:

Should your application be approved, the name and the contact details of your institution will be placed on the ESGO website. By default, the contacts will be limited to the address and the general email. However, if you wish to have more details available to visitors of the ESGO website (doctors, patients), kindly indicate so.

## **2. Documentation to be attached to the application**

Along with the self-assessment form, kindly gather or retrieve from the database the appropriate information as specified below, in the form of a table containing all patients debulked in the last three (3) calendar years, and anonymised per patient.

- All referred cases (N)
- Age
- Pathology type and grade
- FIGO stage and sub-stage
- Performance status
- Number PDS
- Number IDS
- % of complete cytoreduction at primary and interval surgery

Further provide:

- number of surgeries per surgeon per year
- documentation of clinical trials (NCT Number and recruitment numbers overall per year, and if available publication list)
- description of how complications are documented and quality management is performed

## **3. Administration fee**

Kindly note that your application will be processed only after we receive the administration fee (500 EUR).

Please make sure that “ESGO Certification” and the name of the applicant centre appear on the bank transfer. Please make drafts payable to:

European Society of Gynaecological Oncology, Geneva

Bank details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland

Account number: 29983-92

IBAN: CH36 0483 5002 9983 9200 0

Clearing number: 4835

SWIFT: CRESCHZZ12A

Please contact ESGO Guidelines Secretariat, if you need an invoice.

#### **4. Audit**

Please note that upon initial check, your application will be sent to the ESGO Certification Jury for their evaluation. The Jury has a right to request operative and pathology reports of patients operated in a randomly selected period from the provided table (see point 2).

If the jury is unsure and the discussion with the centre may not resolve all questions, an onsite audit, funded by the applicant, might be required in exceptional cases. Kindly note that by submitting the application, you are committing to fund possible audit expenses.

**[guidelines.esgo.org](http://guidelines.esgo.org) | [esgo-guidelines@esgomail.org](mailto:esgo-guidelines@esgomail.org)**

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