



How to **PREPARE AND CONDUCT** **A SITE VISIT** for accreditation as a training centre



Webinar

Presentors: Nicolò Bizzarri
René Verheijen

ESGO Accreditation Committee, Working Group of Accreditation in Training

What we will discuss

1. **Aim and scope** of accreditation for Training
2. Accreditation **criteria** dictated by the Curriculum
3. General – on line - accreditation **process**
4. How to **prepare** a visit
5. **Format** of site visits
6. Visitor's **demeanor**
7. **Tips & tricks**
8. How to **conclude** a visit
9. What it leads up to – the **FESGO Diploma** !



**Nicolò
Bizzarri**

member



**René
Verheijen**

chair

Working group of Accreditation in Training



**Ignacio
Zapardiel**

Chair

Accreditation Committee

Aim and scope of accreditation for Training

- **Identification of qualities (criteria)** of a training centre
- **Monitor quality indicators** for training
- Remind the centre (trainers & trainees?) about **training principles and minimal requirements**, with emphasis on a safe training environment
- The visit assesses **quality of training**, NOT of care or research
- although **care and research are important features** of a training centre



Criteria for accreditation as a TRAINING CENTRE

are dictated by the ESGO Curriculum !

i.e. they follow the requirements for an adequate and safe training environment,

- ## Training in Gynaecological Oncology
-
- Foundation training** **Basic Training** **Intermediate** **Advanced Training**
- General Medicine:**
Women's Health
- General Ob-Gyn**
PACT Core Programme
- General Ob-Gyn**
PACT Electives
- Fellowship**
Oncology Programme
- Medical degree
- Specialist registration
- Subspecialist registration



1.3.1 Qualitative criteria

- Availability of **data managers**.
- One (1) designated and qualified **Educational Supervisor** per trainee.
- One (1) **Training Programme Director**.
- At least the Training Programme director and/or the Educational Supervisor has participated in a **train-the-trainers course** at least once in the five (5) years prior to accreditation.
- **Radiotherapy** is available in the centre or in an affiliated hospital.
- All cancer cases are systematically (and at least once) discussed in a **multidisciplinary team**.
- Availability of **theatres equipped for teaching** both open and minimally invasive surgery.
- Availability of specialised **oncology nurses**.
- A **hospital-wide post-graduate teaching programme** across all oncological specialties.
- Internal **quality control and audit**.
- **Mortality and morbidity registration** and meetings.

1.3.2 Quantitative criteria

- Three (3) full-time equivalent gynaecological oncologists, one (1) additional for each additional fellow/trainee.
- At least 150 new genital cancer cases per year.
- At least ten (10) new vulvar cancer cases per year.
- At least a total of 100 radical surgery cases per year per trainee.
- At least 40 cytoreductive procedures per year.
- At least 60% of early endometrial cancers undergo minimally invasive surgery (MIS).

Apart from these explicit criteria OTHER prerequisites for training:

- e.g.
- **safe** training environment
 - **systematic and structured** assessments
 - **modular** training (both in terms of electives and of stepwise training)
 - presence of **skills lab**
 - **research** facilities and involvement

The **DATA** for these criteria have been provided at application
but should be **DOUBLE CHECKED** at the time of the visit !



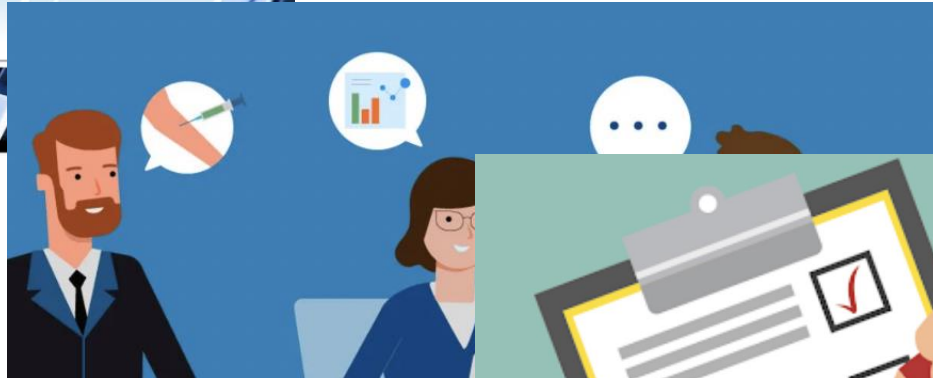
Therefor the visit contains several **presentations** on the centre's achievements
AND
visitors are encouraged to **check data on sites in the public domaine** (website, pubmed etc)

Accreditation process

Application by the centre



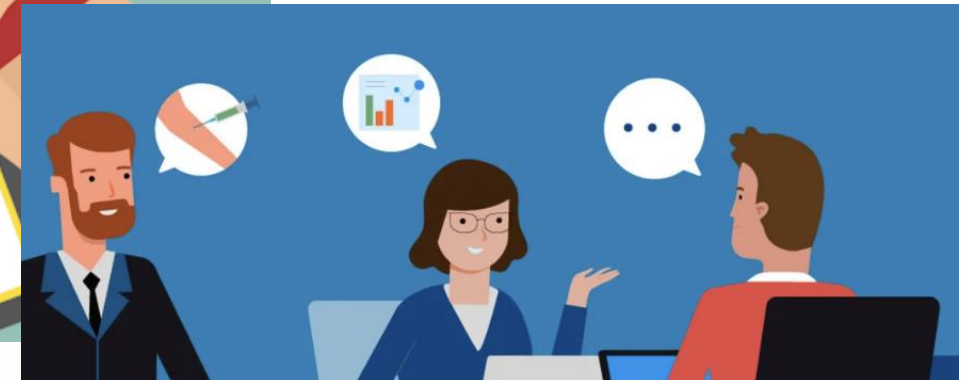
Review of submitted data



Site visit



Review of visiting report



Accreditation in Training – NEWLY DIGITALIZED

Digitalisation, on-line application

.....easy, intuitive

Digitalisation, on-line application

Self-assessment of local Training Programme

Structured preview before presentation to committee

On-line approval by members of committee

Dashboard with automatic overview for office and committee

On-line application:

ESGO Accreditation as a Training Centre in Gynaecological Oncology

Please create a username and password that will be used to log into the system to complete your application for Accreditation as a Training Centre in Gynaecological Oncology.

Please enter an email address that may be shared at your institution for those who may be involved with completing the application. Note that you will receive emails with active hyperlinks to the forms you will need to complete as part of your application. If your institution email server blocks such emails you should consider using an alternate email address, such as your personal email address, that will allow emails with active hyperlinks to come through.

Once you submit this form a link will be sent to the email address you provided. Clicking on that link will allow you to complete your application. You will be asked to log in using the credentials you provide below. Note that you will only need to enter ONE of these values (username, password, email address) to log into the application system.

Institution Name

Username

Password

Email address

Before submitting this form you should print a copy for your records.



Reviewing process automated

REDCap

Logged in as rene.h.m.verheijen@gmail.com

Log out

My Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Codebook

Project status: Production

Data Collection

Record Status Dashboard

View / Edit Records

Applications

Data Exports, Reports, and Stats

Field Comment Log

File Repository

Customize & Manage Locking/E-signatures

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

ESGO Database

European Society of Gynaecological Oncology

Training Centre Accreditation PID 35

Project Home

The tables below provide general dashboard information, such as a list of all users with access to this project, g statistics, and upcoming calendar events (if any).

Current Users (4)	
User	Expires
katerina.sibravova@ (Katerina Sibravova)	never
mark.f.munsell@ (Mark Munsell)	never
opoleckah@esgom. (Helena Opolecka)	never
rene.h.m.verheijen@ (René Verheijen)	never

Project Statistics	
Records in project	3
Most recent activity	09-21-2023 13:53
Space usage for docs	0.42 MB

Automatic invitations to jurors (committee members):

From: centre.accreditations@esgo.org

To: mark.f.munsell@gmail.com; opoleckah@esgomail.org; rene.h.m.verheijen@gmail.com

Subject: Application for Accreditation as a Training Centre in Gynaecological Oncology Completed - Please Review

Message: Global Hospital has submitted an application for Accreditation as a Training Centre in Gynaecological Oncology, and the Visiting Report has been completed. Please review the application. You may access the application by logging into the [ESGO REDCap application](#).

PREPARE FOR REVIEW OF THE INSTITUTE

- READ the **application**

Population of area served by hospital	<input type="text"/>
Number of beds in the department (gyne-oncology)	<input type="text"/>
Number of new clinical cases per year (new patients)	<input type="text"/>
Number of new vulval cancer cases per year	<input type="text"/>
Total number of radical surgical procedures* per year	<input type="text"/>
*as defined in the ESGO Curriculum	
Number of cytoreductive procedures per year	<input type="text"/>
Percentage of early endometrial cancer cases undergoing MIS	<input type="text"/>
Please enter a number between 0 and 100. Do not include the % symbol.	
Which radical procedure(s) is/are (also) performed by MIS?	

PREPARE FOR REVIEW OF THE INSTITUTE

- READ the **application**

General Characteristics of the Training Centre	
Population of area served by hospital	Availability within the same hospital of:
Number of beds in the department (gyne-oncology)	1. Data manager(s) <input type="radio"/> Yes <input type="radio"/> No
Number of new clinical cases per year (new patients)	2. Designated and qualified Educational Supervisor <input type="radio"/> Yes <input type="radio"/> No
Number of new vulval cancer cases per year	3. Radiotherapy <input type="radio"/> Yes <input type="radio"/> No
Total number of radical surgical procedures* per year	4. All cancer cases are discussed in an MDT <input type="radio"/> Yes <input type="radio"/> No
*as defined in the ESGO Curriculum	5. Theatres equipped for teaching open and MI surgery <input type="radio"/> Yes <input type="radio"/> No
Number of cytoreductive procedures per year	6. Specialised oncology nurse(s) <input type="radio"/> Yes <input type="radio"/> No
Percentage of early endometrial cancer cases undergoing laparotomy	7. Hospital-wide post-graduate teaching programme <input type="radio"/> Yes <input type="radio"/> No
Which radical procedure(s) is/are (also) performed by MIS?	8. Internal quality control and audit system <input type="radio"/> Yes <input type="radio"/> No
	9. Mortality and morbidity registration and meetings <input type="radio"/> Yes <input type="radio"/> No
	10. Chemotherapy unit <input type="radio"/> Yes <input type="radio"/> No
	11. Psycho-oncological care <input type="radio"/> Yes <input type="radio"/> No
	12. Nuclear medicine <input type="radio"/> Yes <input type="radio"/> No
	13. Plastic and reconstructive surgery <input type="radio"/> Yes <input type="radio"/> No
	14. Vascular surgery <input type="radio"/> Yes <input type="radio"/> No
	15. Palliative care <input type="radio"/> Yes <input type="radio"/> No
	16. Lymphoedema treatment <input type="radio"/> Yes <input type="radio"/> No

PREPARE FOR REVIEW OF THE INSTITUTE

- READ the application

Population of area served by hospital

Number of beds in the department (gyne-oncology)

Number of new clinical cases per year (new patients)

Number of new vulval cancer cases per year

Total number of radical surgical procedures* per year

*as defined in the [ESGO Curriculum](#)

Number of cytoreductive procedures per year

Percentage of early endometrial cancer cases undergoing

Which radical procedure(s) is/are (also) performed by MIS?

General Characteristics of the Training Centre

Availability within the same hospital of:

1. Data manager(s)

2. Designated and qualified Educational Supervisor

3. Radiotherapy

4. All cancer cases are discussed in an MDT

5. Theatres equipped for teaching open and

6. Specialised oncology nurse(s)

7. Hospital-wide post-graduate teaching programme

8. Internal quality control and audit system

9. Mortality and morbidity registration and

10. Chemotherapy unit

11. Psycho-oncological care

12. Nuclear medicine

13. Plastic and reconstructive surgery

14. Vascular surgery

15. Palliative care

16. Lymphoedema treatment

Congruency and Compliance with ESGO Curriculum

Fellows in your centre are remunerated and national guidelines for working conditions are respected.

☐ Yes ☐ No

Your centre has at least one recognized/certified subspecialist in gynaecological oncology.

☐ Yes ☐ No

Your curriculum extends between 2 and 3 years.

☐ Yes ☐ No

Training objectives and learning targets are clearly defined.

☐ Yes ☐ No

Your curriculum consists of well defined modules.

☐ Yes ☐ No

The modules include also other specialties.

☐ Yes ☐ No

The training programme includes a schematic schedule with all modules and daily activities.

☐ Yes ☐ No

All modules outside gynaecological oncology (other specialties) together do not take more than 6 months in total.

☐ Yes ☐ No

For each fellow an individual educational plan is available.

☐ Yes ☐ No

Trainees participate in all relevant activities of the training unit.

PREPARE FOR REVIEW OF THE INSTITUTE

- READ the **application**
- READ the **comments and recommendations (!)** made at the preview of the application

COMPLETENESS OF APPLICATION

Have all required documents and information been provided?

☐ Yes ☐ No

Is there a local institutional website that can be consulted for information?

☐ Yes ☐ No

ASSESSMENT OF THE INFORMATION PROVIDED

Is the information provided congruent with information in the public domain (papers, institutional website, etc.)?

☐ Yes ☐ No

Is the local training programme in compliance with the [ESGO Curriculum](#)?

☐ Yes ☐ No

Does the current organization of the fellowship seem to be in accordance with ESGO regulations?

☐ Yes ☐ No

Do the qualitative requirements seem to be met?

☐ Yes ☐ No

Do the quantitative requirements seem to be met?

☐ Yes ☐ No

Comment

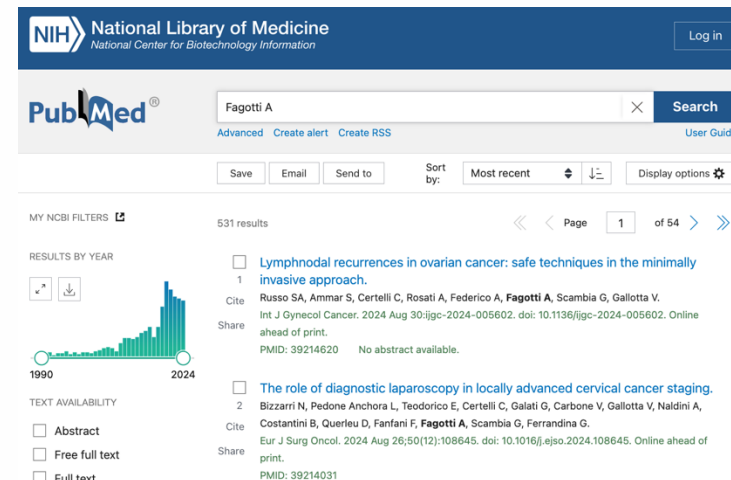
PREPARE FOR REVIEW OF THE INSTITUTE

- READ the **application**
- READ the **comments and recommendations (!)** made at the preview of the application
- VISIT **website** of the centre and supporting material (pubmed etc)



Accreditations

The Complex Operative Unit of Oncological Gynecology has obtained accreditation from the **European Society of Gynecologic Oncology (ESGO)** as a reference center for the treatment of malignant neoplasms of the ovary.



PREPARE FOR REVIEW OF THE INSTITUTE

- READ the **application**
- READ the **comments and recommendations** (!) made at the preview of the application
- VISIT **website** of the centre and supporting material (pubmed etc)

TRAVEL PREPARATIONS

- In general hosting institute will provide link or tickets
- ESGO Office will provide all necessary documents, please check !
- In general there will be a dinner/get together on the evening before the visit

FIRST and EVERY OTHER visit: one day on-site

First REPEAT and EVERY OTHER visit: half a day tele-visit

The blueprint scenario of each visit:

- **intro** by visiting and hosting team
- meeting of **head** of dept./director/dean
- presentation of **centre** (data!)
- meeting **other specialists** from MDT
- meeting (confidentially!) with **fellows**
- visit of the **premises**
- drafting and presentation of the **visiting report**



Clinical Learning Environment Elements



Demeanor during a visit

A site-visit has actually TWO purposes:

- checking the **criteria**
- reminding of **training principles**

Thus running the risk of:

- being **too inquisitive and harsh**
- being **too schoolmarmisch**

Don't hesitate to mention **issues**,
but in a constructive manner.



Visiting team, JUNIOR & SENIOR !



Tel Aviv, 2020

Visiting team, JUNIOR & SENIOR !



Paris, 2022

Visiting team, JUNIOR & SENIOR !



Ankara, 2023

Visiting team, JUNIOR & SENIOR !



New York, 2023

Visiting team, JUNIOR & SENIOR !



Leuven, 2024


- usually the hosts will organise a **dinner** the evening before the site-visit, use this to get acquainted but do not start the visit by asking/discussing technical questions.
- at the beginning of the visit briefly present the visiting team and **emphasise the purpose**, namely to assess the quality of training, rather than the quality of care.
- talk as much as possible to the **fellows** during the tour of the centre, this might give essential info on the training climat
- the senior visitor should give as much question time as possible to the **junior visitor**, if appropriate to start questions (e.g. during the interview of the fellows)
- if there are **issues**, try to mutually find and suggest solutions, rather than just criticise



Conclusion of a visit

4. Quantitative Criteria


Is the volume of clinical workload appropriate?

 ☐ Yes ☐ No


Three (3) full-time equivalent gynaecological oncologists, one (1) additional for each additional fellow/trainee.

 ☐ Yes ☐ No

At least 150 new genital cancer cases per year.

 ☐ Yes ☐ No

How many new genital cancer cases per year?



At least 10 new vulvar cancer cases per year.

 ☐ Yes ☐ No



How many new vulvar cases per year?





Conclusion of a visit

4. Quantitative Criteria

Is the volume of clinical workload appropriate?

 ☐ Yes ☐ No


Three (3) full-time equivalent gynaecological oncologists, one (1) additional for each additional fellow/trainee.

 ☐ Yes ☐ No


At least 8. Conclusions and Recommendations

Conclusions:

☐ according to the standards of the [ESGO Curriculum](#)

☐ not according according to the standards of the [ESGO Curriculum](#)

☒ subject to condition(s)*

reset

***The following condition(s) (mandatory recommendation(s)) should be fulfilled before accreditation.**

Recommendation #1:




Certificate of Accreditation

Hospital for Women, University Hospital Basel (USB)
Gynaecologic Oncology/ Gyn. Cancer Centre, Basel, Switzerland

is recognised as an accredited

European Training Centre in Gynaecological Oncology

For a time period of 5 years


Prof. Nicole Concin
ESGO President


Maja Pakiz
Chair of the Training committee

Geneve
February 6, 2024

The European Voice of Gynaecological Oncology

ESGO Individual Certification of Fellows

86 certified fellows
10 fellows certified via eLogBook
95 fellows in training via eLogBook

- ✓ **2-4 years of subspecialty training** in gynae oncology
- ✓ At least **1 year in an ESGO accredited centre**
- ✓ Training shall follow the **ESGO Curriculum** which contains detailed requirements and validated assessment tools.
- ✓ Passing the **ESGO exam**
- ✓ **ESGO eLog book** must be submitted and approved by the ESGO committee

ESGO
Exam



**Core knowledge
assessment test**
of 100 MCQs
in gynaecological
oncology



ESGO Individual Certification of Fellows

Review of eLogbook & Approval by Working Group

The screenshot displays the ESGO eLogbook interface, which is organized into several sections for user documentation and assessment. The top navigation bar includes the ESGO logo, the user's name, and the login date (01.03.2022 - 01.03.2024). The main content area is divided into six panels:

- Documentation of surgical procedures:** A list of procedures with dates, locations, and roles. For example, "06.12.2022 Endometrium Surgeon" and "23.11.2022 Ovary / tube Assistant". Each entry has a status icon (red, green, or yellow) and a checkbox. An "Add new" button is at the bottom.
- Postgraduate education:** A list of educational activities with dates, topics, and roles. For example, "02.12.2022 Modern aspects of diagnosis and treatment in oncogynecology Oral presenter". Each entry has a status icon and a checkbox. An "Add new" button is at the bottom.
- Publications:** A list of publications with dates, titles, and roles. For example, "20.10.2022 International Journal of Gynecologic Cancer Oct 2022, 32 (Suppl 2) A184-A185: 2022-RA-217-ESGO Intravenous leiomyomatosis of the uterus with intracardiac extension: a case report, DOI: 10.1136/ijgc-2022-ESGO.396 Co-author". Each entry has a status icon and a checkbox. An "Add new" button is at the bottom.
- Competency assessments:** A list of assessments with dates, names, and roles. For example, "21.01.2023 Olga (Volha) Matylevich". Each entry has a status icon and a checkbox. A "Send invitation" button is at the bottom.
- Multi-source feedback:** A list of feedback entries with dates, names, and roles. For example, "24.01.2023 Eldar Sarydze". Each entry has a status icon and a checkbox. A "Send invitation" button is at the bottom.
- Summative assessments:** A list of summative assessments with dates and roles. For example, "20.01.2023". Each entry has a status icon and a checkbox.

Each section includes an "Add new" button and a "Send invitation" button. The interface is designed to be user-friendly and comprehensive, allowing users to track their progress and receive feedback throughout their training.



Diploma

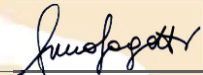
Glennon Kate, MD

Mater Misericordiae University Hospital

Department of Gynaecological Oncology, Dublin, Ireland

is recognised as an accredited

EUROPEAN GYNAECOLOGICAL ONCOLOGIST



Prof. Anna Fagotti

ESGO President



Prof. Daniela Fischerova

Chair of the Training committee

Prague

July 7, 2024

The European Voice of Gynaecological Oncology

THANK YOU!

