

## **ESGO RE- ACCREDITATION VISIT SUGGESTED SCHEDULE**

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

### **VISIT COORDINATION**

13. ESGO Office coordinates the date of the visit with the visited centre and team of visitors appointed by ESGO.
  - it is recommended to run the visit on Fridays (full day) with arrival of visitors the day before
  - accommodation is arranged by the hosting Centre and communicated to the ESGO Office
  - hosting centre covers travel expenses of visitors; travel claims are sent directly to the visited institute
14. ESGO Office coordinates necessary documentation that needs to be sent before the visit to visitors
  - Application form for (re) accreditation
  - Visit report of the 1<sup>st</sup> visit
  - Agenda of the visit
  - Traveling details (itinerary, address of the hotel, address of the hospital)
15. ESGO visitors send the visiting report to ESGO Office for administration of the further approval process