

The European Reference Networks call for proposal Part 2



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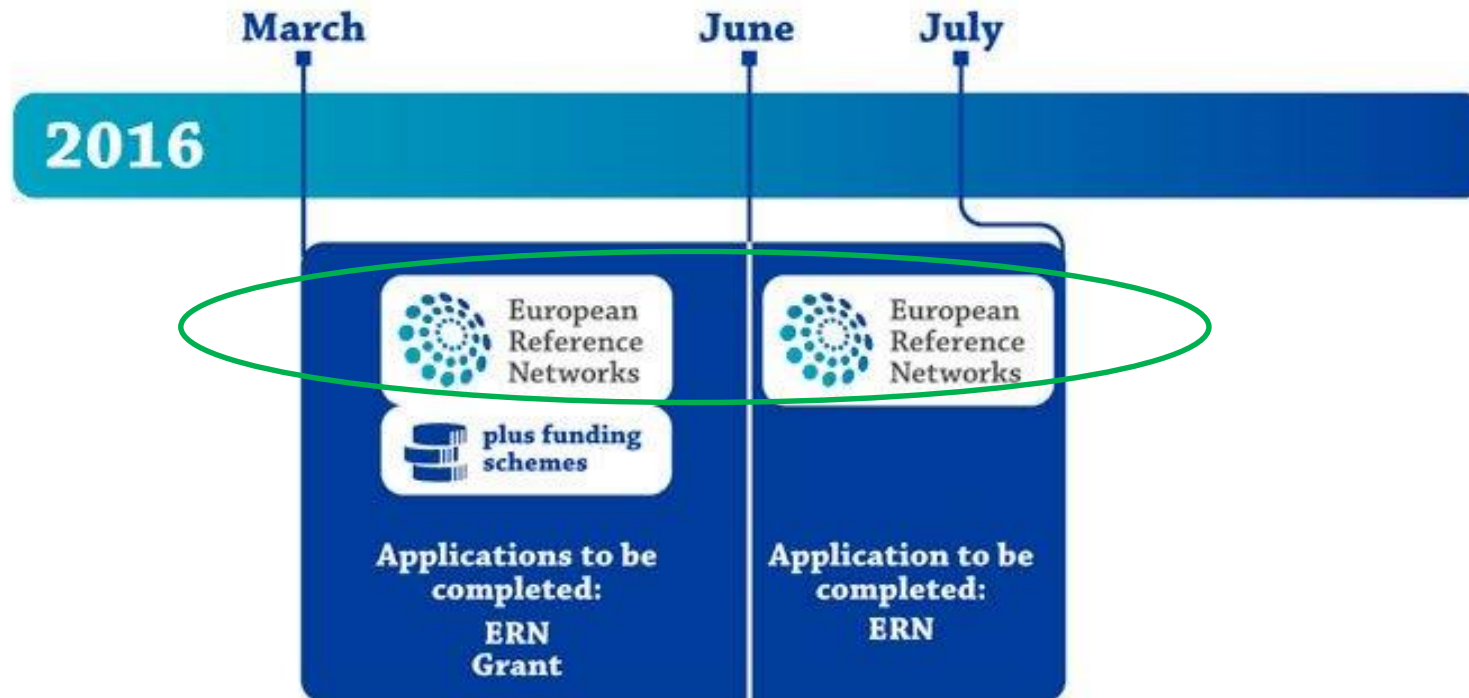
European Commission



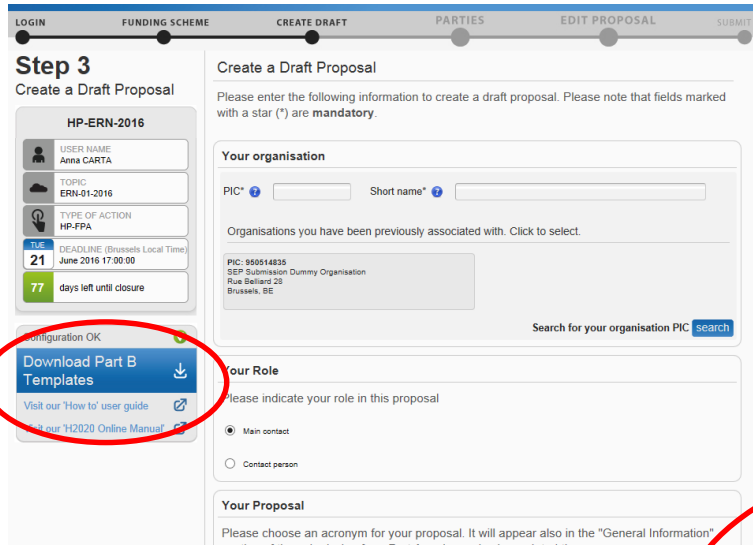
Brussels, 7 April 2016

Presentation blocks

- Manuals and tools (Anna)
- Applications' documents – active pdf (Enrique)



Where and what ?



Step 3
Create a Draft Proposal

HP-ERN-2016

USER NAME: Anna CARTA
TOPIC: ERN-01-2016
TYPE OF ACTION: HP-FPA
DEADLINE (Brussels Local Time): June 2016 17:00:00
77 days left until closure

Download Part B Templates

Configuration OK

Visit our 'How to' user guide

Our 'H2020 Online Manual'

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 950514835
SEP Submission Dummy Organisation
Rue Belliard 28
Brussels, BE

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact
 Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form. Part A and one also be updated there.

European Commission > DG Health and Food Safety > Public health > European Reference Networks > Implementation of ERN > Call

EUROPEAN REFERENCE NETWORKS

All topics

Policy

Board of Member States

Networks implementation

Assessment process

Projects

Go back to [European Reference Networks](#) > [Implementation of ERN](#) > [Call](#)

More information



Supportive documents

- CHAFAE website
- FAQs on ERNs
- Documents for the application and the ERN assessment process:
 1. Description and procedures (2 MB)
 2. Toolbox (2 MB) (applications, checklist, etc.)
 3. Operational criteria for Networks (897 KB)
 4. Operational Criteria for Healthcare providers (2 MB)
 5. Application Form for Networks (2 MB)
 6. Application Form for Healthcare Providers (2 MB)
 7. Self-assessment for Networks (3 MB)
 8. Self-assessment for Healthcare providers (3 MB)
 9. Sample Letter of National Endorsement for Healthcare Providers (1,448 KB)
- SANTE-ERN@ec.europa.eu

Info day

DG SANTE together with CHAFAE is organising an info day in Brussels on the 7 April 2016 to explain the call for ERN to the interested stakeholder and to answer your questions on this call.

The 9 documents

1. **Description and Procedures**
2. **Technical Toolbox for Applicants**
3. **Operational Criteria for the Assessment of Networks**
4. **Operational Criteria for the Assessment of HealthCare Providers**
5. **Network Application Form** in Active PDF
6. **Membership Application Form** in Active PDF
7. **Self-Assessment Checklist for Networks** in Active PDF
8. **Self-Assessment Checklist for Healthcare Providers** in Active PDF
9. Sample Letter of **National Endorsement for Healthcare Providers**

4
informative
and guiding

5 application
forms

Who's applying?

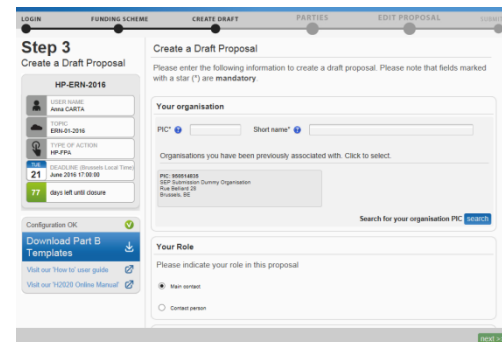
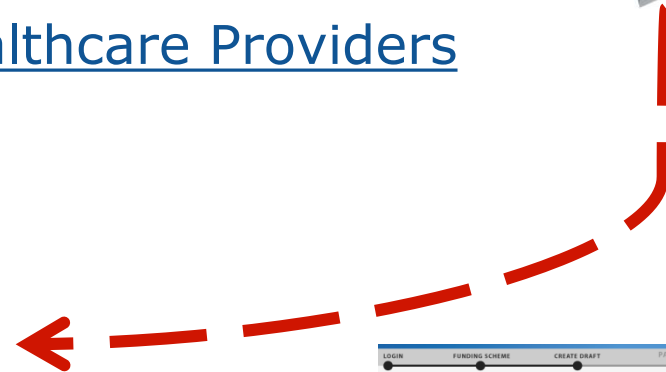
The Healthcare Provider Representative:

1. Membership [Application Form](#)
2. [Self-Assessment Checklist](#) for Healthcare Providers
3. [National Endorsement for Healthcare Providers](#)



The Network coordinator:

1. Network [Application Form](#)
2. [Self-Assessment Checklist](#) for Networks



DOCUMENTS TO BE UPLOADED AT THE TIME OF APPLICATION

- ONE NETWORK APPLICATION FORM
- ONE MEMBERSHIP APPLICATION FORM FOR EACH HEALTHCARE PROVIDER (INCLUDING THE COORDINATING MEMBER)
- ONE NETWORK SELF-ASSESSMENT
- ONE SELF-ASSESSMENT PER HEALTHCARE PROVIDER
- ONE LETTER OF ENDORSEMENT FOR EACH HEALTHCARE PROVIDER (INCLUDING THE COORDINATING MEMBER)

ALL OTHER SUPPORTING DOCUMENTATION LISTED IN **ANNEX IX, APPENDIX B** OF THE SELF-ASSESSMENT SHOULD BE SUBMITTED DIRECTLY TO THE IAB, AT ITS REQUEST.

1. Description and Procedures

This documents provide Network and HCPs applicants with an overview of the **whole European Reference Network Process**.

- Roles and Responsibility
- Assessment Process for the Applicant
- Publication of the Call for Interest
- Preparing the Proposal for a European Reference Network
- Completing the Application
- Submitting the Application Forms, Self-Assessments and Supporting
- Assessment of the Proposal
- Approval of Members to Existing ERNs
- Loss of Membership or Termination of a Network
- Guidelines for the Use of Logo
- Glossary of Terms



2. Technical Toolbox for Applicants



It includes **all documents** related with the call and the evaluation of the applications.

It is mainly addressed to the Network coordinators and the Healthcare Providers representatives.

- ✓ **Annex I – Operational Criteria**
- ✓ **Annex II – Application Forms**
- ✓ **Annex III – Application Checklist**
- ✓ **Annex IV – Self-Assessment**
- ✓ **Annex XI – Sample Letter National Endorsement (Healthcare Providers)**

Tools for the assessment

Annex V to X

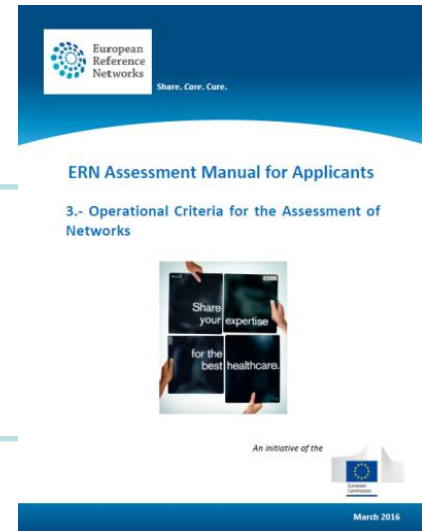
- Interview Guide Virtual Interviews
- On-site Audit Schedule Template
- On-site Audit Checklist
- Assessment Report Templates for Networks and HCP
- Decision Guidelines for the Approval

Technical Tools



3. Operational Criteria for the Assessment of Networks

The operational criteria are link to the Commission Delegated Decision 2014/286/EU.



Purpose of the operational criteria:

To provide a common framework to assess Networks' and Healthcare Providers' **compliance with this legislation.**

The **Operational Criteria for Networks** consists of **9 subsections** or themes.

Each theme includes one or more criterion that the Network must comply with.



CORE MEASURES

Network Applicants **must ensure that they are in compliance** with these requirements by either having **it in place** or addressed within a detailed and **well-defined implementation strategy** within one year of the formal establishment of the Network.

REMAINING MEASURES

a clearly **defined action plan** and set **timelines** for achievement of the measure will be accepted initially as evidence.

The first theme structure

1. ESTABLISHMENT OF A EUROPEAN REFERENCE NETWORK

Legislated Requirement

2014/287/EU Chapter II Article 2.2

1.1 CRITERIA

The Network meets the minimum requirement for Healthcare Provider membership and their location to be recognised as a European Reference Network.



1.1.1 MEASURE

The Network is comprised of a minimum of 10 Members across 8 Member States.

Guideline

The combined scope of all Members should cover the full range of services throughout the trajectory of care needed for patients living with a rare or low prevalence complex disease or condition specific to the Network's area of expertise. Other Healthcare Providers may become Affiliated Partners in order to have access to good practice guidelines for diagnosis, care and treatment; and involvement in research activities. The 10 members include Healthcare Providers approved as "full members" by the European Reference Network Board of Member States. Potential Affiliated Partners will not be considered as applicant Healthcare Providers. The addition of Affiliated Partners will take place only after the approval of the ERN by the Board and following the formal designation of each of the Affiliated Partners by its national authorities.

Evidence

- List of Applicant Healthcare Providers and their Member States

Method of Assessment

- Eligibility Check
- Documentation Review

4. Operational Criteria for the Assessment of HealthCare Providers

The Operational Criteria for Healthcare Providers consist of **two** sections.

- 1. General criteria**
2. Specific criteria

The first section covers **general criteria** that are common to all specialised healthcare providers (e.g. organisation and management, research and training, and information systems).

The results of **other accreditation and/or certification schemes** may be accepted as evidence of compliance only if they are formally recognized by the national authority and have been completed within the last 4 years.



Specific criteria

The second section consists of **specific criteria** with regards to the condition(s) or disease(s) covered by the Network.

For the specific criteria **the requirements are defined by the Network**. As evidence, the Healthcare Provider must demonstrate compliance with these requirements.

6. COMPETENCE, EXPERIENCE, AND OUTCOMES OF CARE
7. HUMAN RESOURCES
8. ORGANIZATION OF PATIENT CARE
9. FACILITIES AND EQUIPMENT



Organisation of the Operational Criteria

Networks

General Criteria and Conditions to be fulfilled:

1. Establishment of a European Reference Network
2. Highly Specialised Healthcare
3. Governance and Coordination
4. Patient Care
5. Multidisciplinary Approach
6. Good Practice, Outcome Measures, and Quality Control
7. Contribution to Research
8. Continuous Education, Training, and Development
9. Networking and Collaboration

Defined in the Network application proposal and fulfillment assessed for each applicant healthcare provider.

Based on the evidence and consensus of the scientific, technical and professional community

Healthcare Providers

General Criteria and Conditions to be fulfilled:

1. Patient Empowerment and Patient-Centred Care
2. Organisation, Management, and Business Continuity
3. Research, Education and Training
4. Expertise, Information Systems, and e-Health Tools
5. Quality and Safety

Specific Criteria and Conditions to be fulfilled:

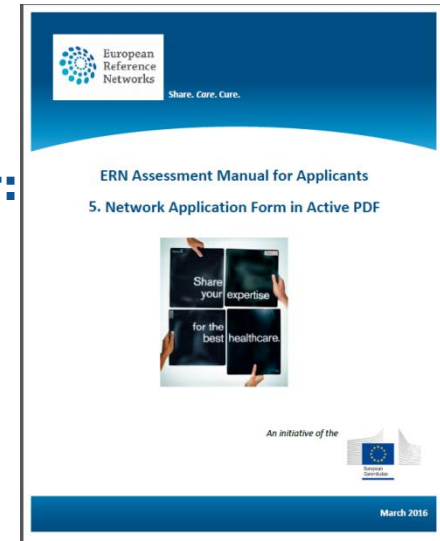
1. Competence, Experience and Outcomes of Care
2. Human Resources
3. Organisation of Patient Care
4. Facilities and Equipment

5. Network Application Form in Active PDF

• *Application should include:*

Description of the Network and Healthcare Provider:

- *Description of the governance*
- *Thematic area of expertise (diseases and conditions)*
- *Epidemiology, volume cases*
- *Scope and type of services.*
- *Expected added-value and objectives of the Network*
- *Specific criteria to be fulfilled by all Members*



First, complete the Network Application and circulate to each Healthcare Provider.

Second, each Healthcare Provider should complete the Form.

Third, the Coordinator should review all the Forms to ensure consistency.



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6. Membership Application Form in Active PDF



European
Reference
Networks

Share. Care. Cure.

ERN Assessment Manual for Applicants

6. Membership Application Form in Active PDF

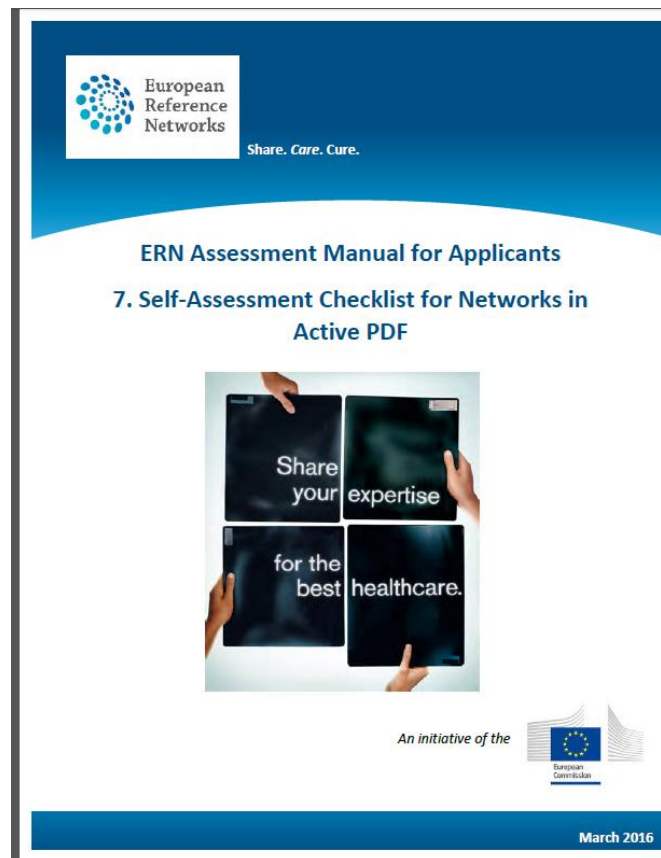


An initiative of the



March 2016

7. Self-Assessment Checklist for Networks in Active PDF




The image shows the cover of a document titled "ERN Assessment Manual for Applicants" with a specific section "7. Self-Assessment Checklist for Networks in Active PDF". The cover features the European Reference Networks logo and the slogan "Share. Care. Cure." at the top. The central graphic consists of four tablets held by hands, with the text "Share your expertise for the best healthcare." arranged across them. At the bottom, it states "An initiative of the" followed by the European Commission logo. The date "March 2016" is printed in the bottom right corner.

European Reference Networks
Share. Care. Cure.

ERN Assessment Manual for Applicants
7. Self-Assessment Checklist for Networks in Active PDF

Share your expertise
for the best healthcare.

An initiative of the 

March 2016

8. Self-Assessment Checklist for Healthcare Providers in Active PDF



The image shows the cover of a document titled "8. Self-Assessment Checklist for Healthcare Providers in Active PDF". The cover features the European Reference Networks logo and the slogan "Share. Care. Cure." at the top. Below this, it reads "ERN Assessment Manual for Applicants" and "8. Self-Assessment Checklist for Healthcare Providers in Active PDF". A central graphic shows four hands holding up tablets with the text "Share your expertise for the best healthcare." The bottom right corner includes the text "An initiative of the" followed by the European Commission logo. The date "March 2016" is printed at the bottom right of the cover.

European Reference Networks
Share. Care. Cure.

ERN Assessment Manual for Applicants
8. Self-Assessment Checklist for Healthcare Providers in Active PDF

Share your expertise
for the best healthcare.

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European Commission

March 2016



THE SELF-ASSESSMENT CHECKLIST TOOL FOR HEALTHCARE PROVIDERS

Criteria and conditions for Healthcare Providers³

I. PATIENT EMPOWERMENT AND PATIENT CENTRED CARE						
1.1 The Healthcare Provider has strategies in place to ensure that care is patient-centred and that patients' rights and preferences are respected.						
Measurement Elements	0	1	2	Comments		
1.1.1 The Healthcare Provider's commitment to patient-centered care is formally and consistently communicated with patients and their families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.1.2 Processes are in place to assist patients and their families in knowing who is providing their care, and the role of each person on the multidisciplinary care team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.1.3 Patient education materials appropriate for readers of varying literacy levels and for speakers of different native languages are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.1.4 The Healthcare Provider provides patients and their families with written information about the facility, the organization, and its specific area of expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
1.1.5 The Healthcare Provider gives patients and their families written information about their rights and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.1.5 There is a policy and procedure in place to disclose unanticipated outcomes and complications to patients and their families, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X

Symbol indicates the requirement to prepare or collect a specific document as evidence of compliance. The document should be ready to submission at the IAB's request

9. Sample Letter of National Endorsement for Healthcare Providers



Minimum thresholds to meet: Network

- An **overall compliance rate of 50% of the maximum score.**
- There should be **no measurement elements under any theme rated as "0".**
- **A minimum of 10 HCP from 8 Member States in a Network must receive a positive assessment** against the Healthcare Provider Decision Guidelines.
- If the Network is unable to meet **all** of the above conditions, **this will result in a negative assessment for both the Network and the Healthcare Provider.**

Minimum thresholds to meet: HCP

- **Each theme under the *General Criteria* must achieve 70%** compliance against the maximum score.
- **Each theme under the *Specific Criteria* must achieve 80%** compliance against the maximum score.
- There should be **no measurement elements under any theme rated as “0”**.



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Thank you!



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http://ec.europa.eu/health/ern/policy/index_en.htm



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