

Director - Surgeon – Medical Oncologist – Clinical Researcher?

Your professional expertise as OECI auditor is essential -
as reviewer of the OECI quality standards in cancer institutes

The OECI and **Kerteza** are organising a training for new chairs and auditors,
are you:

DIRECTOR in a (cancer) institute?

or

(MEDICAL) PROFESSIONAL?

Why?

Auditing is a rewarding exercise to obtain thorough insights in other centres.

DIRECTORS and **(MEDICAL) PROFESSIONALS*** in oncology care or research are invited to apply for the OECI chairs and auditors training. You are required:

- To be employed by a cancer institute or hospital in the specific field of oncology,
- To have engagement by your management to apply as an OECI auditor,
- To have the following skills and qualities:
 - o speaks and writes fluently in English,
 - o has a good overview of the field of oncology in a cancer institute,
 - o is a team player,
 - o has an objective and analytic way of thinking,
 - o has a quality improvement attitude,
 - o Is willing and able to commit time and effort for preparation, peer review visit, designation screening and reporting.

DIRECTORS of a cancer centre are trained to become the chair of an auditors team. It is very important to have chairs of the audit teams with sufficient authority.

Registration for the training is open till 15 July 2011 through the application form on:
<http://oeци.selfassessment.nu>

Date of the training: Monday 3 October till Tuesday 4 October 2011 (Mon 9 am till Tue 3.30 pm)
Place: Brussels
Costs: Covered by the OECI A&D Group, including: participation, travelling, accommodation

Is a colleague is interested? Please forward this message.

* Surgeon, radiotherapist, pathologist, medical oncologist, psychiatrist - Manager or quality manager - Oncology nurse, social worker, psychologist, other paramedic/supportive care workers - Researcher in basic, translational , clinical research - Microbiologist, or other professional...

Additional information

Tasks of auditors and chairs of audit team

- Prepares the peer review visit according to the preliminary designation type,
- Prepares the peer review visit by analysing the self assessment results and documents of a cancer institute,
- Attends the preparation meeting of the audit team one month in advance of the peer review visit,
- Attends the preparation meeting on the evening before the start of the peer review,
- Performs the peer review according to the agenda and designation checklist,
- Writes notes during interviews, presentations and tours,
- Scores the standards as a team during the peer review visit,
- Draws peer review findings as a team for the preliminary results presentation at the end of day two of the peer review: strengths and opportunities,
- Processes notes in e-tool in the first week after the visit and score the standards that are reviewed,
- Provides a list of strengths and opportunities,
- Gives written response on the comments and feedback on the draft report of the cancer institute, and formulates the final strengths, opportunities and conclusions of the peer review.

Additionally for chairman/woman

- The chair opens the peer review visit with a presentation,
- The chair has a leading role in the representation of the team,
- The chair has a leading role in a balanced division of tasks in the team,
- The chair has a leading role in meetings and interviews,
- The chair presents the preliminary results at the end of the peer review visit,
- The chair presents the preliminary designation type at the end of the peer review visit,
- The chair has a leading role in the content of the report and editorial changes.

Kerteza

Kerteza is an organisational development and management consultancy company that offers bespoke services which support and guide healthcare organisations to design, develop, implement and maintain quality, safety and process management systems www.kerteza.com

Appendices

- Application form audit team chairs
- Application form auditors

OECEI Accreditation Programme

Interest form for OECEI Accreditation/Designation audit team chairs

Please fill out the form completely, including digital signatures and a Curriculum Vita, and return it by e-mail to the OECEI Accreditation&Designation programme Secretariat:

Femke Boomsma, f.boomsma@ikno.nl, Comprehensive Cancer Centre The Netherlands (IKNL), PO Box 330, 9700 AH Groningen, the Netherlands.

Title	
First Name	
Family name	
Employed at	
Type of institution of residence	
Position/function in the institution	
Postal Address	
Phone	
Fax	
E-mail Address	

Previous auditing experience:

.....

Fields of expertise

Previous auditing training (please specify):

.....

Auditing experience (please specify):

Field	If yes, speciality
<input type="checkbox"/> Management	
<input type="checkbox"/> Quality control	
<input type="checkbox"/> Patients involvement	
<input type="checkbox"/> Medical oncology	
<input type="checkbox"/> Nursing	
<input type="checkbox"/> Care	
<input type="checkbox"/> Surgery	
<input type="checkbox"/> Radiology/Nuclear Medicine	
<input type="checkbox"/> Radiotherapy	
<input type="checkbox"/> Laboratory	
<input type="checkbox"/> Pharmacy	
<input type="checkbox"/> Pathology	
<input type="checkbox"/> Supportive/ palliative care	
<input type="checkbox"/> Prevention	
<input type="checkbox"/> Research	
<input type="checkbox"/> Education	

Language skills spoken

<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Italian	<input type="checkbox"/> Swedish	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Finnish	<input type="checkbox"/>
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Language skills written

<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Italian	<input type="checkbox"/> Swedish	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Finnish	<input type="checkbox"/>
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By submitting this application, I certify that:

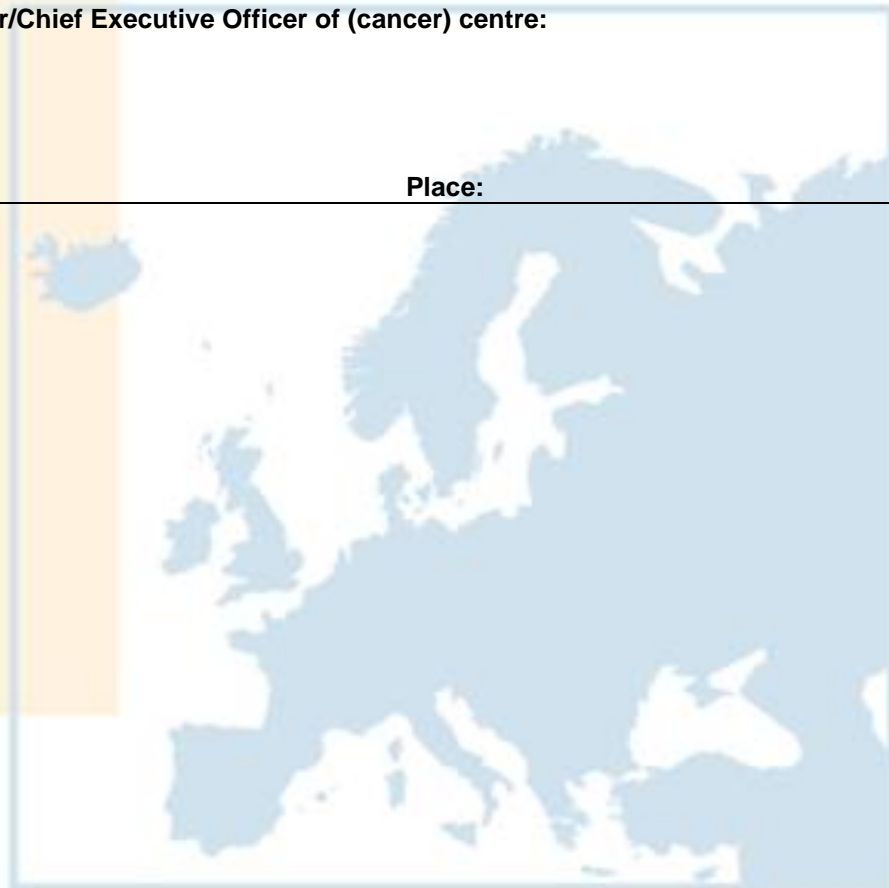
- I meet the criteria for OECl auditors (included),
- I agree to the rules and regulations of the OECl Accreditation programme.

Please insert print name: _____

Signature of Director/Chief Executive Officer of (cancer) centre:

Date: _____

Place: _____



OECI Accreditation Programme

Interest form for OECI Accreditation Auditors

Please fill out the form completely, including digital signatures and a Curriculum Vita, and return it by e-mail to the OECI Accreditation Secretariat:

Femke Boomsma, f.boomsma@ikno.nl, Comprehensive Cancer Centre The Netherlands (IKNL), PO Box 330, 9700 AH Groningen, the Netherlands

Title	
First Name	
Family name	
Employed at	
Type of institution of residence	
Position/function in the institution	
Postal Address	
Phone	
Fax	
E-mail Address	

Previous auditing experience:

.....

Fields of expertise

Auditing training (please specify):

.....

Auditing experience (please specify):

Field	If yes, speciality
<input type="checkbox"/> Management	
<input type="checkbox"/> Quality control	
<input type="checkbox"/> Patients involvement	
<input type="checkbox"/> Medical oncology	
<input type="checkbox"/> Nursing	
<input type="checkbox"/> Care	
<input type="checkbox"/> Surgery	
<input type="checkbox"/> Radiology/Nuclear Medicine	
<input type="checkbox"/> Radiotherapy	
<input type="checkbox"/> Laboratory	
<input type="checkbox"/> Pharmacy	
<input type="checkbox"/> Pathology	
<input type="checkbox"/> Supportive/ palliative care	
<input type="checkbox"/> Prevention	
<input type="checkbox"/> Research	

Send the application form by email to: f.boomsma@ikno.nl and use the email address for more information
 F. Boomsma, MSc. (Femke) OECI A&D Coordinator

<input type="checkbox"/> Education	
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Language skills spoken

<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Italian	<input type="checkbox"/> Swedish	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Finnish	<input type="checkbox"/>
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Language skills written

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By submitting this application, I certify that:

- I am authorized by my (cancer) centre to act as an auditor in the OECI Accreditation programme,
- I meet the criteria for OECI auditors (included),
- I agree to the rules and regulations of the OECI Accreditation programme.

Signature applicant auditor:

Signature of Director/Chief Executive Officer of (cancer) centre:

Please insert print name of Director/CEO:

Contact information of Director/CEO (phone number an e-mail):

Date:

Place:
