

Villejuif, 21 September 2007

Dear OEI Members, Dear Colleagues,

The OEI Accreditation Working Group pursued its efforts for the Accreditation project following the project plan that was presented to you previously.

An exhaustive review of the standards and criteria already developed in other quality manuals from various countries followed by a thorough reflexion on the needs in terms of quality performance in the field of prevention, care, research, follow-up and education allowed us to elaborate **a set of qualitative standards and criteria** that can be used by our Cancer Centres in order to improve internally the quality of their organisation and management and also in order to get an evaluation of their performances in terms of compliance to the quality standards.

Next to this qualitative set of questions, we also designed a **quantitative questionnaire allowing to evaluate the infrastructures, resources and activities** going on in each of the Cancer Centres.

Both those questionnaires have been now translated into **an electronic tool** that can be used by OEI members as a self-assessment tool.

This electronic tool underwent a **first pilot** among four of our OEI centres, has been updated and is currently being tested through a second pilot where it will be also used for an external evaluation and audit of the cancer centres who take part in this second pilot. We hope to be able to analyse the results of the **second pilot** and improve the tool in order to provide our members with a **final version of the OEI Accreditation tool at the end of 2008**.

Hopefully, we will then be able to start a first round of self-evaluation and peer-review of the voluntary centres who wish to participate in the Accreditation process.

In the meanwhile and following the first Accreditation workshop organised in Villejuif 1<sup>st</sup> and 2<sup>nd</sup> February 2007 and following the General Assembly of the OEI in Copenhagen in June 2007, it appeared clearly that **many of our OEI centres are willing to use the existing electronic tool for self-evaluation** in order to get acquainted with the project but also to have access to a first internal assessment of their organisation and management and their compliance with the quality standards and criteria currently defined in the OEI Accreditation tool.

In order to allow this self evaluation and to answer the request of our OEI members, the OEI Accreditation Working Group decided to organise the **1<sup>st</sup> OEI Accreditation e-Tool Training Session**.

During this training course, the participants will **learn how to use the Accreditation tool for self-evaluation** at the institutional level and also in technical terms through the various possibilities offered by the **electronic format**.

**Each participant will also get a username and a password that will allow its cancer centre to have a unique and personalised access to the electronic tool and be able to fill in the data and answer the questions with full confidentiality.**

**Please note that only participation to the training course gives access to the electronic tool** which is otherwise also available for demonstration on the OEI website (<http://www.oeci-eeig.org/>; <http://oeci.selfassessment.nu/>)

This training course is organised during the next OEI meeting hosted by our Hungarian colleagues in Budapest represented by Professor Miklos Kasler from the National Institute of Oncology in Budapest.

**The 1<sup>st</sup> OEI Accreditation e-Tool Training Session is planned**

**Saturday 10 November from 2 pm to 5 pm**

**Mozart meeting room**

**Hotel Novotel Budapest Congress**

**Alkotás utca 63-67, 1123 Budapest, Hungary**

Participation to the training course is free of charge for one representative of each OEI Cancer Centre, and at a cost of 50 Euros for each extra participant of an OEI Cancer Centre.

Participants from non-OEI Cancer Centres can get access to the course for a fee of 200 Euros, but will not receive a username and password for further access after the meeting.

The OEI Accreditation Working Group does not cover travel and accommodation of participants.

We thank you again for your interest in the OEI Accreditation project and hope that this first training course will answer your needs and be an interesting, interactive and enthusiastic moment for our OEI members.

**You will find attached a participation form that you can return us either by e-mail ([cecile.tableau@igr.fr](mailto:cecile.tableau@igr.fr)) or by fax + 33 1 42 11 61 60 before 31<sup>st</sup> October 2007.**



OEI

Organisation of European Cancer Institutes  
European Economic Interest Grouping

Do not hesitate to contact us for further information on the activities of the OEI Accreditation Working Group and for the details of this training course.

Warm regards,

Mahasti Saghatian, MD  
Chairwoman OEI Accreditation  
On behalf of the OEI Accreditation Working Group,

**OEI Accreditation Working Group members**

Wim van Harten,  
Antonio Llombart-Bosch,  
Claudio Lombardo,  
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Julian Malicki  
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**Accreditation Project Manager**  
Henk Hummel

Enc : participation form.