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|  | ESGO logo  |  |

APPLICATION FORM

ESGO Accreditation

for Endometrial cancer surgery

Kindly fill in this application form and send it together with the self-assessment form and required documentation to the ESGO Administrative Office

by email to opoleckah@esgomail.org or to adminoffice@esgomail.org

The administrative fee is due via a bank transfer.

1. General information

Kindly be advised that ESGO will only accept applications from those centres that meet the QI requirements

Hospital name:

Address:

General email:

Telephone:

Type of hospital: [ ] Regional [ ] County [ ] Community

Is it part of a General Hospital? [ ] Yes [ ] No

Unit / Department:

University Department:

Stand Alone Centre: [ ] Yes [ ] No

Head of the department:

Email:

Contact person (if different from the above):

Email:

Should your Application be approved, the name and the contact details of your institution will be placed on the ESGO website. By default, the contacts will be limited to the address and the general email. However, if you wish to have more details available to visitors of the ESGO website (doctors, patients), kindly indicate so.

1. Documentation to be attached to the Application

Along with the self-assessment form, kindly gather or retrieve from the database the appropriate information as specified below, in the form of a table containing all patients treated for endometrial carcinoma in the last three (3) calendar years and anonymized per patient.

* + All referred new cases (N)
	+ Age
	+ Pathology type and grade
	+ FIGO stage and sub-stage
	+ Number of primary surgeries for all stages
	+ Number of primary surgeries for early stage by minimally invasive technique (non-converted)
	+ Number of complete cytoreduction for advanced stage (III-IV) at primary surgery

Further provide:

* + Number of surgeries per surgeon per year
	+ Documentation of clinical trials (NCT Number and recruitment numbers overall per year, and if available publication list)
	+ Description of how complications are documented, and quality management is performed
	+ List of articles published on endometrial carcinoma by team members over the last 3 years (if applying for Center of Excellence)
1. Administration fee

There is an administrative fee of 1.000 EUR due from applicant centres from High income countries and 500 EUR from centres from Low and Middle income countries (please consult the list of LMIC countries as of the World Bank).

The ESGO Administrative Office will send you the ESGO Invoice for payment. Kindly note that your Application will be processed only after we receive the administration fee.

1. Audit

Please note that upon initial check, your Application will be sent to the ESGO Accreditations Jury for their evaluation. The Jury has a right to request operative and pathology reports of patients operated in a randomly selected period from the provided table

If the jury is unsure and the discussion with the centre may not resolve all questions, an onsite audit, funded by the applicant, might be required in exceptional cases. Kindly note that by submitting the Application, you are committing to fund possible audit expenses.

Date: ………………. Place: …………………..

Head of Department:

Signature………………...

*Kindly fill in the Application form and send to ESGO Administrative office*

 *at opoleckah@esgomail.org or* *adminoffice@esgomail.org* *(exclusively by e-mail).*