

HCP TEAM

SUGGESTED EVIDENCE/ DOCUMENT		ME
1	Specific written information provided to the patients.	ME 1.1.1
2	Process to identify the educational needs of patients	ME 1.2.1
3	Last year report of patients' complaints and proposed improvement actions if applicable.	ME 1.3.1
4	Results from the last year assessment of the experience or satisfaction of patients and families.	ME 1.4.1
5	Template document of informed consent for research	ME 1.5.2
6	HCP policy/protocol regarding disclosure to patients	ME 1.6.6
7	Description of process followed for patients' involvement in their care process	ME 1.8.1
8	Specific information provided about patients' associations (examples)	ME 1.9.1
9	List of patient associations and a brief explanation of the activities carried out	ME 1.9.2
10	List of affiliated centres in neighbouring countries for cross-border care	ME 2.1.1
11	List of policies and procedures established for cross border patients	ME 2.1.2
12	List of centres or highly specialized units outside to which you can refer patients	ME 2.2.1
13	3 anonymized copies of discharge reports	ME 2.3.1
14	Training activities at national level (list and a brief explanation of each)	ME 2.4.1
15	List of educational and training goals aligned with ERN and addressed to staff and other care professionals	ME 3.1.1
16	The process followed to identify training needs.	ME 3.1.2
17	List of <u>training activities</u> within and outside the Healthcare Provider's facility (list and a brief explanation of each)	ME 3.1.3
18	List the <u>training activities</u> organised by the Network in which you have participated and what has the participation consisted of	ME3.1.4
19	List of <u>research activities</u> of the Network in which you have participated (clinical trials and observational prospective studies).	ME 3.2.1
20	Description of the process followed to involve patients and families included in research studies.	ME 3.2.3
21	List of peer reviewed publications in scientific journals in the framework of the Network in which you have participated	ME 3.2.4
22	List of other professionals and caregivers with whom you maintain an advisory service.	ME 4.1.1
23	List of procedures in which telemedicine can be used in your HCP team	ME 4.2.1
24	List of e-health tools (list and a brief explanation of each)	ME 4.2.1
25	Telemedicine guidelines used	ME 4.2.2
26	Inclusion and exclusion criteria for potential telehealth patients.	ME 4.2.3
27	Quality and safety strategies: objectives and actions carried out in the period	ME 5.1.1
28	Results of the evaluation of the quality program from last year.	ME 5.1.3
29	Description of the improvement actions after analysing the reported adverse events	ME 5.1.5
30	List of clinical guidelines (developed or adapted by the ERN) that have been implemented in your patients. You can include other good practices recommended by the Network.	ME 5.2.1

31	Results of the evaluation of adequate compliance with the clinical practice guidelines from last year.	ME 5.2.2
32	Annual data (from the last 5 years), of the number of patients of the group of diseases you serve. Include the reference data agreed by the Network for each of the items.	ME 6.1.1 ¹¹
33	Annual data (from the last 5 years), of the number of procedures of the group of diseases you serve. Include the reference data agreed by the Network for each of the items.	ME 6.1.2 ¹¹
34	a) Result of the monitoring indicators reported periodically to the European Commission for the last 3 years b) Result of the clinical indicators established by the Network.	ME 6.1.3 ¹¹
35	List activities or working groups of the Network in which you have participated (list and a brief explanation of each)	ME 6.1.4

¹¹ This evidence is requested as general information in the self-evaluation form