

Recognition of Training Institution for Medical Biopathologists and specialists in laboratory medicine by the European UEMS Board MB-LM

1. Conditions of appliance

The conditions to be a Board Certified Training institution are as follows:

1.1. Be recognised as a training facility in MB-Laboratory medicine by the responsible national authority for this purpose in its Country.

1.2. Be directed by a medical doctor, who is:

- a specialist in MB-Laboratory medicine registered by the national authority.
- responsible for a team comprising: other specialist in MB-Laboratory medicine and professionals allied to medical biopathology – laboratory medicine.

1.3. Contain the facilities to perform laboratory diagnostic assessments and functional investigation in the field of the laboratory medicine. Maintain a network of contacts among clinical colleagues and professionals allied to medicine in hospital settings. Show training activity :

- in clinical domains through organising of case presentations, symposia, staff meetings and journal club meetings
- in research work by trainee participation in the research activities of the unit,
- in the domain of teaching in the availability of the requisite educational tools, particularly a library sufficiently stocked with MB-laboratory medicine texts and works, which are kept up to date as well as audio-visual aids for teaching.

NB - It is recommended that the number of trainees in any one unit does not exceed the number of available specialists in MB-laboratory medicine for training.

2. General scheme

If one institution wishes to be recognized as a training centre by the European Board of MB – laboratory medicine, registration to the Board is the first compulsory step. The form can be found on the website of UEMS European

Board of MB-laboratory medicine and should be sent by regular mail to the secretary of the MB-laboratory medicine section.

Registration fees will be directly paid to the Treasurer in euro (either by credit transfer or banker's draft), at the same time as the registration file is sent. Files and payment should be arranged before the visit. No visit will be done before receipt of full registration payment and of synthetic form.

After the visit and the decision of the Board, certification is often given for 5 years. If there are any recommendations, restricted certification is given. Recommendation should be followed by the local visitor in the appropriate period. If recommendations have been applied the full time-certification is attributed by the Board. If the recommendations are not implemented within the provisory period the Board has to decided for further procedure.

If an already certified MB – laboratory medicine training institution changes its Head it is required to make a new application for accreditation. It is preferable that two of the trainers in a unit are EB-certified specialists in MB-Laboratory medicine, the Chief and another trainer. In case the new Head of the institution is the successor of the former and he is EB-certified and trainer and the Service has not changed, the recertification process will be on file.

3. On site visit of the Centre

Before the site visit, the National delegate to the MB-laboratory medicine UEM section is informed and should give information about the institution which wish to be visited for Board certification.

A Site Visit Committee is responsible for the management of visits to the Training centres that have applied for Board Certification. The visit should be organized by the president of the Board. The Visit committee should be accompanied by a local visitor or in case of lack of local visitor by a national delegate of the Board.

The conditions to be a Board Visitor are as follows:

- To be a EB- Certified physician
- To have experience of the site visit process.

When the date of the visit is agreed upon, two representatives nominated by MB-laboratory medicine UEMS Board will evaluate the training programme of the centre. When the E.B site visit is combined with the National site visit, only one representative is required to carry on the site visit.

They meet with the trainers who will describe the centre, explain its organization and the training they offer the trainees. The facilities of the centre are inspected. Some of the administrators and e.g. Chief PR and/or Chief OT

are seen and all trainees are interviewed. A synthetic form describing the service has to be presented by the applicant to the visitors on the day of the visit. They check it and after approval for certification, it is sent by e mail to the secretary, who will upload it on the website.

At the end of the visit, the provisional conclusions are presented by the visitors to the Head of the training institution.

4. Process after the site inspection

A report of each on-site visit is sent by the Site Visit Team Leader to the chairman of the UEMS EB MB-laboratory medicine for discussion and decision during the next meeting

An activity report has to be written by the chairman of the UEMS EB MB-laboratory medicine and presented during each General Assembly. It will be added to the minutes of the General Assembly.

5. After the Board decision.

After board decision the list of Board Certified Training Centres and the full reports (with the synthetic forms) will be sent by the Chairperson of the Board to the Secretary for display on the public website. The Board president notifies the applicants.

The secretary posts the Board Certification Diploma to the head of the Centre.

The Secretary and the Chairman of the Board check the existing list of certified Training Sites twice a year and then the Secretary puts the updated list on the website (on February and October).

6. Diplomas for Board Certification of training centres

Hereby certifies that ----- XXX under the direction of Dr YYY -----
Is certified as a training institution in MB-Laboratory medicine until
Date ... VALID until ...

Signatures : President of the UEMS MB-Laboratory medicine Board,
Secretary of the UEMS MB-Laboratory medicine section.

7. Recertification

Any Centre with certification for 5 years must re-apply for further accreditation.

Recertification will be awarded on file for five years if no change has taken place since the first visit. A new visit will be carried out if change has occurred.

The Chairman of European Board of MB-Laboratory medicine is responsible for updating the Board Certified Training Centres in close cooperation with the Secretary and the Treasurer of the MB-Laboratory medicine UEMS section.

He/she will start the procedure of recertification. Information on recertification will be sent by the secretary of the section (including application form and the Synthetic form).

Applicants for recertification send their application form to the mentioned Chairman, who is responsible of their management.

On receipt of these documents the Board will make a decision during the January meeting each year and the President of the Board will send the information to the Head of the recertified Centre. The new Diploma will follow by post, sent by the Secretary.

Revision History

Set up: Draft 23rd of June 2008

Revised: by Damiano Castelli may 2012

Revised by the working group "Inspection documents" (D.Castelli; A. Robalonunes; L.Marcelis) June 2012.

Final revision by Damiano Castelli, July 2012