

PROVISIONAL PROCESS OF AUDITING OF CENTERS

by means of HTC and National Representative

- Centres are randomly chosen during the HTC meeting once a year
- The center is advised 4 month before the audit
- All HTC Committee members and the (local) national HTC representative should participate on the first audit in 2019 to review the process and discuss the experiences
- In the future the “visiting committee” will be composed of the (local) national HTC representative and 1/2 members of the HTC Committee
- 2 months before visiting the hand surgical department the following documents should be sent to the HTC Committee:

DOCUMENTS REQUESTED TO THE CENTER BEFORE THE VISITATION

- Number of FTE (Full Time Equivalent) of surgeons
- Personal data including contact details of surgeons working in the department of hand surgery (age, member of national society, EBHS diploma, data on his/her specialty: plastic, orthopedic or general surgeon, microsurgery diploma)
- Number of fellows and residents
- Status of hospital – i.e.: private, government, or university hospital
- Names and contact details of the Chief Executive/medical director/divisional director
- A list of hand trauma operations over a 3 months period per surgeon. Operations can have been performed in the OR in an in-patient setting or in the OR in an outpatient setting.
- Morbidity/mortality meetings
- A copy of the annual plan
- Teaching and training schedule
- Possibility to teach microsurgery (microscope for training)
- Publications from the department
- Ongoing research projects
- Evidence of collaboration with other hospitals/centers - Position in the region
- Number and availability of hand therapists
- Organization of hand trauma outpatient clinics
- The center’s timetable including outpatient clinics, OR time, morbidity and mortality meetings, inter disciplinary meetings

Auditing:

- checking certificates / diplomas (EBHS diploma, national hand surgery society certificate/microsurgery courses)
- checking charts of the last operated patients (e.g. last month) or checking charts from the last 30 patients operated on

Conference (final part):

- the center will be asked to organize a meeting with the visiting HTC Committee
- it could take 30 minutes and it should be the last thing (like a farewell)
- one or two members of the service can present their experience with a specific pathology (it could be repeated and improved in the next FESSH meeting)
- one member of the visitation team can present a small lecture
- one member of the hand therapist team should present their treatment.
- one member of the medical direction should give a final statement.

A FINAL REPORT WILL BE GIVEN TO THE HEAD OF THE UNIT and to the FESSH Council

If the Center will be not accredited there is the possibility to re-apply. The final report should be aimed to improve the standards of centers.