

EAHAD

Accreditation and Audit of Haemophilia Centres Working Group

Terms of Reference

1. Purpose of the Accreditation and Audit of Haemophilia Centres Working Group

The Accreditation and Audit of Haemophilia Centres working group's goals are:

- To update the current guidelines on the Certification of European Haemophilia Centres to include administration and monitoring of novel treatment products and gene therapy.
- To collect and analyse information about national haemophilia audit practices and procedures in different countries.
- To set standards for the auditing of Haemophilia Centres in Europe in order to improve the quality of patient care.
- To set up a pilot project to evaluate the feasibility, duration, and cost of implementing audits as a permanent part of the certification process.
- To establish and coordinate an audit procedure across European haemophilia centres by assessing and improving patient care, creating a culture of quality improvement, and offering education to participants.

This Working Group will work towards a set of objectives agreed in discussion with the EAHAD Executive Committee.

2. Membership

- The Working Group is composed of nine (9) to twelve (12) members including a chairperson.
- The Working Group will include at least one (1) EAHAD Executive Committee member.
- The Working Group will include representatives from countries where a national or local audit procedure for haemophilia centers is in place.
- The Working Group will be multidisciplinary and include physicians, a nurse, a physiotherapist, a psychosocial professional, a laboratory scientist/technician and at least one patient representative which will be designated by the EHC.
- The EAHAD Executive Committee shall appoint the Working Group chairperson(s).
- When a vacancy arises, or a new need is identified on the working group, a call for new members will be published on the EAHAD website and circulated via EAHAD's social networks.
- Existing working group members will review the applications. Agreement within the working group is desired and a majority of members of the working group must agree on the appointment of a new member. In case of a tie, the chair(s) of the working group has the deciding vote.

3. Duration of the mandate:

The Working Group will have a fixed term mandate of two (2) years. After that period, the mandate term will be re-evaluated by the Executive Committee, based on goals, objectives, and deliverables.

4. Frequency of Meetings

- Maximum of five (5) meetings per year. The meetings will be in-person or virtual.
- In-person meetings should, when possible, be organised to coincide with other meetings (e.g. the annual congress, Executive Committee meetings)
- All members are required to actively participate in the work of the Working Group
- At least one staff representative from the EAHAD Office will attend the meetings and help with the preparatory work, the minutes and reporting.

5. Funding

- Meetings and support by the EAHAD Office will be funded by EAHAD with possible external support according to the EAHAD Sponsorship Policy.
- The annual budget is 10,000 EUR.
- The funding will cover in-person meetings, teleconferences, publication fees, IT support, etc.

6. Reporting requirements

- The Working Group will produce reports outlining its progress on agreed objectives. The reports will be submitted to the Executive Committee. A summary will be included in the EAHAD annual report.
- Minutes will be drafted and distributed to Working Group members after the meeting date.

7. Dissemination activities

The Working Group will support the dissemination of its activities by providing content to the EAHAD staff to share via the EAHAD website and social media channels. Publications and presentations by the working group are encouraged. Any publications should acknowledge the Working Group and all its members.

8. Review of the terms of reference

- The Working Group will review the terms of reference every two (2) years

October 2023