

## **EAPC Preventive Cardiology Centre Accreditation**

### **Frequently Asked Questions (FAQs)**

#### **Contents**

1. What are the types of centre accreditation offered? .....	2
2. Is my centre eligible to apply for EAPC centre accreditation? .....	2
3. What are the fees? .....	2
4. How does the application work? .....	2
5. Must we translate standard procedure documents/information into English? .....	3
6. What is the review process?.....	3
7. What if my application gets declined? .....	3
8. How long is the accreditation valid for?.....	3
9. Our institution covers two sites. Do we need to submit separate applications? .....	4
10. What benefits will our centre receive if we become EAPC accredited? .....	4
11. What is the audit process for accredited centres?.....	4
12. Once accredited, should we inform EAPC of any changes in our centre structure?..	4
13. I have a question which is not covered in the FAQs – what should I do? .....	5

### 1. What are the types of centre accreditation offered?

As a clinical prevention centre you can apply for up to three different categories:

- Cardiovascular risk management and prevention
- Secondary prevention and rehabilitation
- Sports cardiology

### 2. Is my centre eligible to apply for EAPC centre accreditation?

Your centre is eligible for application if you meet at least the following requirements:

- Be a clinical prevention centre for cardiovascular risk management and prevention / secondary prevention and rehabilitation / sports cardiology
- Be established for at least 2 years
- Have at least one staff member who is an EAPC Silver/Gold member
- Be established in an ESC member or ESC affiliated country

Besides the eligibility criteria your centre will be evaluated based on a set of pre-specified minimal and optimal criteria on the quality of infrastructure, equipment and facilities, staff and care.

### 3. What are the fees?

There is a non-refundable administrative fee of **€300** on submission.

Once accreditation is granted the fee depends on the number of categories that you are accredited for. You can apply for minimally 1 category and up to all 3 categories. It is possible to receive accreditation for 1 category but fail in another category. In that case only one category must be paid for.

Overview of applicable fees:

- 1 category: €5,700
- 2 categories: €9,900 (Applied Discount of 15%)
- 3 categories: €12,300 (Applied Discount of 30%)

After 3 years you will have to submit for re-accreditation. The same fees will be applicable as with the initial application.

### 4. How does the application work?

You can fill out an online application form on a dedicated web platform that is accessible through the [ESC website](#).

You should allow yourself at least a couple of days/weeks to complete the forms as you might need assistance from your hospital administration for certain questions.

After the submission you will receive an automatic e-mail to confirm reception of your application form. In the meantime the accreditation team will check if your application is complete and could

ask you to provide additional information if needed. Once the application is complete and you meet the pre-defined eligibility criteria, your application will be sent to EAPC experts for review (after payment of the administrative fee).

The accreditation committee will grant accreditation twice per year. The overall process should take no longer than 8 months. You will be informed via e-mail of the result.

#### 5. Must we translate standard procedure documents/information into English?

No, all your documents on site can be present in the native language. The application itself must be answered in English.

#### 6. What is the review process?

The submission of the application and the payment of the administrative fees will trigger the review process. The overall process should take approximately 60 days, and there are two levels of review:

- Administrative review: to check if a minimum number of mandatory requirements are met.
- Expert Review: with two reviewers from EAPC. In case of conflicting reviews, the application will be sent to the Reviewing Chair, for final decision.

Upon completion of the review process, you will be informed by email of the outcome of your application by the EAPC Accreditation Office

#### 7. What if my application gets declined?

There are two possibilities if you do not meet enough criteria to receive accreditation.

- If you meet only few minimal criteria you will be fully declined and you will have the possibility to resubmit after at least a year. You will receive general feedback on requirements and standard of care
- If you do not meet enough criteria but a certain number of criteria are met, you will have the possibility to re-submit within 6 months with no additional administrative fee. You will receive information on the required improvements.

The payment of the administrative fee (€300) is required to initiate the review process, and is non-refundable.

#### 8. How long is the accreditation valid for?

The accreditation is valid for 3 years. You will automatically be invited for re-submission before your accreditation expires.

### 9. Our institution covers two sites. Do we need to submit separate applications?

A single application is sufficient if both sites:

- Are run by the same management
- AND using identical protocols
- AND have the same levels of facilities
- AND all staff at any of the sites are included in the application forms

In case the two sites have different management and different working practices, separate applications will be required and fees will apply for each application.

### 10. What benefits will our centre receive if we become EAPC accredited?

Your centre will distinguish itself with a certain quality of care in the CV prevention landscape according to professional standards. You can test your performance and quality against benchmarks set by a trusted party.

Besides this quality label additional benefits are offered to accredited centres:

- Your centre accreditation will be published on the ESC website
- You will receive an official accreditation certificate & plaque
- You will receive a media kit in English with a sample for press release and messages for social media
- A networking event will be organised for accredited centre representative at ESC preventive cardiology congress (formerly EuroPrevent)/ ESC congress
- You will be announced with testimonial and photo on ESC social media and EAPC bulletins/newsletters
- You will receive emails with updates of new accredited centres in your network
- You will receive 1 free registration for the ESC Preventive Cardiology congress (formerly EuroPrevent)

### 11. What is the audit process for accredited centres?

Each year the accreditation committee will organise random site visits to accredited centres in order to evaluate and control the quality of care as indicated in the submission form. Additionally a survey will be sent to all applicants for evaluation of the accreditation process.

### 12. Once accredited, should we inform EAPC of any changes in our centre structure?

You must notify EAPC within 30 days on a hospital letterhead for all major changes to the organisation of the centre. The following are considered as major changes:

- Change of address / move into a new building
- Addition or subtraction of a site
- Major changes to protocols/equipment

If you are not sure whether the change is of a major character, please [contact us](#). Failure to comply with this notification can result in the loss or revocation of accreditation.

During the 3-year accreditation period, you do not need to notify EAPC of single additions or subtractions in medical or technical staff. These modifications will be noted at the time of reaccreditation.

### 13. I have a question which is not covered in the FAQs – what should I do?

Please use our [contact us form](#)

- Select category: Certification Programmes (individual & institutions)
- Sub-category: EAPC Preventive Cardiology Centre Accreditation