

# WEO Centers of Excellence

## Application Preparation Sheet

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The following information and documents will be asked to submit as a part of the WEO Centers of Excellence Application Form. It is strongly recommended to prepare all information and documents ready before starting the online application form.

Full information on the WEO Centers of Excellence, including criteria, is available on our [website](#).

### Basic information of your center

- Name
- Postal address
- Official website

### Director of Endoscopy information

- Personal details
- Number of years in the role
- **Document:** English CV of the Director of Endoscopy

### Contact information

only if it's not the same as the Director of Endoscopy.

### Faculty information

- Number of GI faculty
- Number of faculty performing endoscopy
- Number of therapeutic endoscopists
- **Document:** English CVs of 2-3 senior faculty (in case of multiple documents, please zip the documents)

### Center information

- Number of endoscopy rooms
- **Document:** a listing of all procedure types performed at your unit with case numbers for each procedure
- **Document:** 2-3 photographs of endoscopy rooms/unit (in case of multiple documents, please zip the documents)
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### Program information

- Does your center provide an accredited general GI/endoscopy training program?
  - Number of trainees per year
  - Duration of the program (number of years)?
  - How long has the training been in place?
- Does your center provide a therapeutic endoscopy training program?
  - Number of trainees per year
  - Procedures that are taught through the program
- Does your center provide a short-term endoscopic training program?
  - Does your center accept international trainees?
- Does your center have a defined curriculum for the endoscopic trainings?

- Please describe models utilized for the endoscopic trainings e.g. hands-on, animal lab
- Does your center have an established quality improvement process for endoscopy? e.g. morbidity and mortality conference or case-conferences where adverse events are discussed
  - Frequency of such conferences
- Does your center conduct live endoscopy courses or hands-on courses in endoscopy?
  - Are these for regional/national/international audiences?
  - How many years has/have the course(s) been in existence?
- Does your faculty participate in national or international endoscopy courses/train the trainer programs?
  - Please list major courses and programs that your faculty has participated in for the past 2 years

#### Endoscopic reprocessing

- Endoscopic reprocessing practiced at your center (Manual/Automated)
- Does your center have defined endoscopic reprocessing protocols including quality control mechanisms as described by international guidelines?
- **Document:** 2-3 photographs of the endoscopy reprocessing unit including reprocessing equipment (in case of multiple documents, please zip the documents)

#### Quality metrics information

- Does your center collect information on quality metrics in endoscopy e.g., polyp detection rate, biliary cannulation rate etc.
  - Please describe quality metrics that are routinely collected at your center

#### Publication information

- **Document:** a list of all endoscopically-related publications and international presentations from the center for the last 3 years.

#### Terms and Conditions

You will be asked to accept [WEO's Privacy Policy](#) as well terms and conditions specifically set for the Centers of Excellence program, which are available on the [webpage](#).

#### Application fee payment

The application fee payment of 50 EUR does **not** guarantee Centers of Excellence recognition and is **non-refundable**.

Payment is possible via bank transfer, debit and credit card. For those who supply credit card details on application, the fee will be deducted as part of the application process. Those who select to pay via bank transfer will receive the WEO bank details.

The application review only takes place after the application fee is received.