



Requirements on verification Burn Centre

The verification consists of a number of requirements and responsibilities such as:

1. Formal request
2. Application form
3. Payment verification fee
4. Self-Assessment form and schedule date
5. Review
6. Visit Burn Centre
7. Post-Visit
8. Certificate and final invoice (additional costs)

Step 1. Formal request

Burn Centres interested in verification or re-verification should send a formal request to the European Burns Association by email to eba@congresscare.com. Please include contact and mailing information. Information on requirements for verifications and an application form will be sent out upon receipt of the request.

Step 2. Application

Those burn centres who wish to apply for verification should send in a completed copy of the form *Application for site visit* (enclosed).

Step 3. Payment verification fee

After receiving the form *Application for site visit* by the EBA an invoice (verification fee of 2.000 euros) will be sent to the hospital. Additional costs associated with the visit are the responsibility of the burn centre institution - this includes travel expenses, hotel nights, meals while on-site and airport transfer.

Step 4. Self-Assessment form and settle a date for visit

After payment the Self-Assessment form will be sent to the contact person in the burn centre. And must be completed and returned to the EBA Office, as directed. After receiving the form the EBA Office staff begins scheduling the visit with the site visitors and the contact person of the burn centre.

A confirmation of the date will be sent to all participating parties by email.

Step 5. Review

The EBA Certification Committee reviews the Self-Assessment form. This form will be equivalent to the evaluation form.

Step 6. Visit Burn Centre

The burn centre is responsible for arranging airport pickup and hotel accommodations for the reviewers.

The burn centre should schedule an informal dinner the night before the visit attended by the directly responsible(s) for the burn centre, the Nurse Manager(s) and the administrator. Here, the reviewers will be able to go over questions they had with burn centre personnel in an informal environment.

The formal visit and evaluation takes place the next morning and include an introductory meeting, a tour of the burn centre, followed by an exit interview, usually ending by no later than 1:00 pm.

Step 7. Post-Visit

Site reviewers prepare the site visit report and forward it to the EBA Office where it is sent to the Certification Committee for comments/approval. If there are issues with the verification which need to be addressed, or if a focused review needs to be scheduled, that information will be outlined in the letter.



A final invoice will be sent to the burn centre with the travel expenses of the reviewers (and possibly hotel accommodation if not arranged by the burn centre).

Step 8. Certificate and final invoice (additional costs)

After payment of all the costs and approval of the report, the burn centre is notified of the verification and a certificate will be sent. The verification award is in effect for five (5) years. The entire verification process takes about two to six months.