Handbook for the European Board for Accreditation in Hematology (EBAH)



European Board for Accreditation in Hematology

Version control

Version	Date	Changes	Approval
0.1	March 29, 2023	The first version	
1	April 19, 2023	Implemented amendments following the EBAH Committee meeting	EBAH Committee

EBAH
European Board for Accreditation in Hematology

Table of Contents

1. Introduction 4
2. EBAH mission and vision 4
3. EBAH Committee 5
4. Accreditation process 6
   4.1. Application 6
   4.2. Application assessment 7
   4.3. Accreditation decision 8
5. Summary 8

1. Introduction

The European Board for Accreditation in Hematology (EBAH) is a non-profit organization founded to promote high standards in hematology by offering credibility and recognition to individuals, institutions, and educational programs that meet strict qualification and accreditation criteria. It was established in 2006 by the European Hematology Association (EHA) with the aim of promoting high-quality hematology education in Europe and beyond. EBAH offers accreditation to courses, conferences, and other educational activities that meet its standards and criteria for content, organization, and faculty. The accreditation is recognized by the EHA and other relevant medical societies and associations. The ultimate goal of EBAH is to improve the quality of patient care by ensuring that healthcare professionals stay up-to-date with the latest developments and best practices in hematology. This handbook is designed to provide a comprehensive guide on the accreditation process and requirements for certification for institutions, individuals, and educational programs.

2. EBAH mission and vision

The European Board for Accreditation in Hematology (EBAH) is an institution that aims to improve the quality of education in the field of hematology. Its primary mission is to establish and maintain high standards of education and training in hematology-related medical fields.

EBAH aims to achieve its mission by providing accreditation to courses, symposia, congresses, and other educational activities that meet a set of specific criteria. EBAH strives to support and promote the highest standards in hematology by accrediting events and programs that have a robust scientific program, that has been developed based on the latest research and practical skills and are taught by recognized experts in the field.

EBAH sees accreditation and continuous education as essential tools to maintain and improve the level of knowledge and competence of professionals in the emerging and ever-evolving field of hematology.

As for its vision, EBAH aims to deliver and maintain the highest standards in hematology training and education in Europe, and to promote the dissemination of knowledge and the provision of new ideas across borders.

3. EBAH Committee

The EBAH Committee is responsible for accrediting and providing continuing education programs for hematology professionals. They also provide accreditation for institutions and organizations that provide hematology services. This accreditation is intended to ensure that patients receive the highest level of care possible and that hematologists are equipped with the knowledge and skills necessary to provide this care.

Overall, the EBAH Committee plays a vital role in promoting the highest standards of care and education in hematology across Europe.

EBAH Committee is a gathering of experts who review scientific and educational activities and assess their academic value for attendees.

EBAH Committee consists of nine experts who represent different stakeholders and parties in hematology such as the European Hematology Association (EHA), the European Society for Bone Marrow Transplantation (EBMT), the International Society on Thrombosis and Haemostasis (ISTH), the International Society of Blood Transfusion (ISBT), etc. One member of the EBAH Committee shall be appointed as Chair, and another member shall be appointed as Vice-Chair.

The primary responsibility of the Chair is to oversee the accreditation process of educational activities in hematology. This involves ensuring that the correct procedure is in place, evaluating the quality of accreditation applications, and determining whether accreditation is appropriate. The experience of the Chair must be at least two years as an EBAH Committee member.

Additional responsibilities of a Chair may include:

- Setting/confirming the agenda for EBAH Committee meetings and ensuring that meetings run smoothly and effectively.
- Ensuring that EBAH Committee is meeting its goals and objectives and implementing policies to achieve these goals.
- Providing guidance to EBAH Committee members
- Ensuring that EBAH Committee's decisions are consistent with accreditation standards and policies.
- Encouraging collaboration among Committee members and stakeholders to achieve common goals.
- Reviewing and updating policies and procedures as needed to ensure that they remain relevant and effective.

- Maintaining confidentiality of Committee discussions and decisions.

Overall, the Chair plays a critical role in ensuring that the accreditation process is fair, effective, and in line with educational standards. The Chair and Vice-Chair are responsible for leading a team of professionals and overseeing the accreditation of hematology educational activities, which is essential for ensuring high-quality care for patients.

The EBAH Committee Chair as well as members have a three-year mandate within the Committee and perform its tasks and objectives to ensure that continuous medical education and continuous professional development of hematologists is rigorous, up-to-date, and meets the goal to provide the best possible treatment for the hematology patients. It is possible apply for a second three-year term. Renewal is optional, and any member wishing to be considered for a second term should inform the EBAH Manager. After completing two consecutive three-year terms, the member must rotate off the EBAH Committee. The maximum period of service on the Committee is eight years.

4. Accreditation process

The EBAH accreditation process involves a rigorous evaluation of hematology training/educational programs as well as institutions that organize these activities. Eligible organizations must have a proven record of excellence in the field of hematology, declare their financial relationships with the industry, and confirm their willingness to follow the EBAH Standards and Guidelines for the Activity (Provider) Accreditation. The accreditation process consists of three primary stages.

4.1. Application

Institutions or activity organizers (CME Organizers) applying for accreditation for their educational activities must first fill out an EBAH application form to create an Organizer's account using the EBAH webpage. This account contains information about the organization, such as its main activities, address, contact details, VAT number, etc. Once created, this account is preliminary reviewed by the EBAH Manager and approved or declined then. After successful approval, the CME Organizer is allowed to apply for accreditation of its educational activities. This is also done via the website once logged in.

EBAH accredits educational activities such as:

- Live events (tutorials, workshops, conferences, live webinars etc.);
- E-learning/distant learning activities;
- Examinations;
- Other (blended programs, reviewing activities, etc.)

The following activities **are not eligible for EBAH CME-CPD Credits**: poster sessions; corporately sponsored symposia as well as the sessions held in parallel with the sponsored symposia or other social programs; coffee, lunch, and dinner breaks; recreational activities or social program activities; sessions and events not organized by the academic organizer.

The application form should contain detailed information about the CME Organizer, including contact information, professional experience, and academic qualifications of the Chairs/faculty of the educational activity. Applicants should also submit supporting documents, such as certifications, academic certificates, and curriculum vitae.

4.2. Application assessment

Accreditation applications are assessed by a minimum of two EBAH Committee reviewers with relevant expertise in hematology. Reviewers evaluate each application against the EBAH Standards & Guidelines for Activity Accreditation to ensure that the educational activity meets the required quality and accreditation criteria.

The assessment process is divided into three aspects.

i. Institutional evaluation: The EBAH accreditation reviewers evaluate the applicant institution to determine if it meets the necessary standards required for hematology training programs as well as their eligibility according to the Standards and Guidelines for the Activity Accreditation.

ii. Program evaluation: The EBAH accreditation reviewers evaluate the program to ensure that it provides high-quality education and training in hematology. It contains learning needs, learning objectives, methodology, content, assessment, and feedback from attendees. Additionally, the commercial support should be disclosed (speakers' disclosures, declaration of the nature of grant or sponsorship, etc.).

iii. Individual evaluation: The EBAH accreditation team evaluates the CME Organizer's background as well as the Chairs' academic background and clinical experience to ensure that they meet EBAH's rigorous standards.

4.3. Accreditation decision

After completing the accreditation assessment, the EBAH accreditation reviewers decide whether to award accreditation to the applicant and allocate EBAH CME points. If there is a discussion between two reviewers, the third reviewer is included, preferably the Chair and Vice-Chair. Then, the decision is made based on a consensus.

Successful institutions, individuals, and programs are awarded EBAH accreditation, which is valid for three years. Accredited institutions, individuals, and programs receive an email confirming the accreditation of the requested activity and they are listed on the EBAH website in the Calendar of Events.

5. Summary

EBAH accreditation is a testament to an individual's, institution's, or educational program's commitment to providing exceptional education and training in Hematology. This handbook provides a comprehensive guide to the accreditation process and requirements for certification by the European Board for Accreditation in Hematology (EBAH). We encourage everyone to review this handbook carefully and prepare adequately for the rigorous EBAH accreditation assessment process.