



## Laboratory Accreditation FAQs

### Table of content

<b>1. Is our laboratory eligible to apply for EACVI Laboratory Accreditation? .....</b>	<b>3</b>
<b>2. Is the EACVI Laboratory Accreditation process limited to European Centres? .....</b>	<b>3</b>
<b>3. Can our laboratory apply if none of our members hold an EACVI individual accreditation in the relevant module(s)? .....</b>	<b>3</b>
<b>4. How long should our laboratory be operational before we can apply for Accreditation? .....</b>	<b>3</b>
<b>5. How to apply?.....</b>	<b>4</b>
<b>6. What is the cost?.....</b>	<b>4</b>
<b>7. What are the deadlines for submission?.....</b>	<b>4</b>
<b>8. How long does it take to complete the application form? .....</b>	<b>4</b>
<b>9. What happens after the application is sent?.....</b>	<b>4</b>
<b>10. How long does the process take? .....</b>	<b>5</b>
<b>11. What are the types of laboratory accreditation offered? .....</b>	<b>5</b>
<b>12. What is the difference between standard and advanced accreditation? .....</b>	<b>8</b>
<b>13. Can we receive accreditation in TOE (or Stress Echo) if we failed the accreditation in TTE? .....</b>	<b>10</b>
<b>14. If we apply for more than one module at the same time, can we receive accreditation in only one module or do we need to be successful in all modules? ...</b>	<b>10</b>
<b>15. Can we apply to only one module and ask for advanced accreditation? .....</b>	<b>10</b>
<b>16. If we apply for more than one module at the same time, can we apply for standard accreditation in only one module and advanced for the other modules? .....</b>	<b>10</b>
<b>17. If we apply for more than one module at the same time and at the advanced level, can we receive advanced accreditation in TOE and/or Stress Echo and standard in TTE? .....</b>	<b>10</b>
<b>18. Do we need to inform the EACVI Accreditation Office when there are changes in our accreditation laboratory structure? .....</b>	<b>10</b>
<b>19. How long is laboratory accreditation valid? .....</b>	<b>11</b>
<b>20. Can we request a change of status? .....</b>	<b>11</b>



- 21. Do we need to translate patient information leaflets or standard procedure documents into English? ..... 11**
- 22. According to the EACVI website, our country is not listed as having a National Society reviewer, can we still apply? ..... 11**
- 23. Our institution covers two sites. Do we need to submit separate applications for them? ..... 11**
- 24. There is no clinical head and/or technical head in our department: can we still apply for accreditation? ..... 12**
- 25. What benefits will the Laboratory receive if we become fully Accredited with EACVI? ..... 12**



## 1. Is our laboratory eligible to apply for EACVI Laboratory Accreditation?

Laboratories eligible for the EACVI Laboratory Accreditation programme have to meet the following requirements:

- Be established for at least 3 years
- There is no restriction in the type of centres (private, university laboratories): all centres can apply.
- For **STANDARD** applications either the clinical head or a permanent senior member of staff must possess:
  - A valid EACVI or recognised national society individual adult TTE certification\*
  - OR**
  - A Level III training level (American Society of Echocardiography) plus a valid NBE (American National Board of Echocardiography) certification (Examination of Special Competence in Adult Echocardiography (ASCeXAM®) **WITH** an EACVI individual certification practical e-logbook as defined by EACVI Certification/Accreditation Committee. [Click here to see the logbook specifications on the relevant webpage.](#)

For **ADVANCED** applications the same as above applies however the certification **must** be possessed by the technical and clinical head (if you have both in your organisation) – no other member of staff can take their place.

*\* EACVI certification is encouraged as any other alternative will be reviewed by the accreditation office until final acceptance.*

## 2. Is the EACVI Laboratory Accreditation process limited to European Centres?

No – laboratories from all across the globe are eligible for application as long as they fulfill the specifications in topic 1.

## 3. Can our laboratory apply if none of our members hold an EACVI individual accreditation in the relevant module(s)?

See topic 1.

## 4. How long should our laboratory be operational before we can apply for Accreditation?

An echocardiographic laboratory must be running for at least 3 years in order to apply, as data on practice over the previous three years are required. In case the centre is transferred geographically, please refer to question 16 for more details.



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## 5. How to apply?

- a) Visit: <http://www.escardio.org/Education/Career-Development/Accreditation/EACVI-Laboratory-accreditation/Registration>
- b) Download the registration form and return it by email to the [Contact Us](#) with the TTE certificate(s) of the head/staff
- c) Within two weeks of payment, you will receive an e-mail from the EACVI Accreditation Office with access details to the EACVI Laboratory Accreditation Online Platform. In case you do not get this email, please contact the ESC Certification team on [Contact Us](#).

## 6. What is the cost?

The application fee is **€500 for the first module** (TTE obligatory, TOE or Stress Echo) and €250 each additional modules when applying for several modules at the same time.

If subsequent modules are applied for separately, the cost is €500 per module.

Application fees are payable online when applying to EACVI Laboratory Accreditation and are not refundable.

## 7. What are the deadlines for submission?

EACVI Laboratory applications are submitted online only and can be submitted any time throughout the year. The overall process should take no longer than 12 months – please see Q. 9 for further details.

## 8. How long does it take to complete the application form?

Allow yourself an average of **6 to 8 weeks** to complete all the forms, as for completion of some forms/certificates you might need assistance from your hospital administration for instance.

## 9. What happens after the application is sent?

- Once you have submitted your application, you will receive an automatic e-mail to confirm reception of your application form. In parallel, the EACVI Accreditation Office will be informed automatically. At this stage, your access to the online tool will be changed and you won't be able to upload new documents.
- Your application is reviewed by the EACVI Accreditation Office for administrative content. If your application is incomplete, you will be contacted and asked to supply missing information within 1 month.
- If your application is complete, it will be sent to your National Society Representative for review. Your National Society has 2 months to review your application and provide its recommendation on your accreditation request. Again, if information is missing, you will be



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contacted by the EACVI Accreditation Office and asked to supply relevant information within 1 month.

- Upon review by your National Society Representative, the EACVI Laboratory Accreditation Sub-Committee will meet to review all applications, and discuss the recommendation of the National Societies and make its final decision within 2 months (again, 1 month added if more information is required).
- Upon completion of the review process, you will be informed by email of the outcome of your application by the EACVI Accreditation Office. You will then be sent an electronic EACVI Laboratory Accreditation Diploma if your application has been successful. You will also be able to have your diploma presented to you at the EUROECHO Congress during the opening ceremony – please inform the Accreditation Office if you will be present.

## 10. How long does the process take?

Application review will take a minimum of 6 months (for details of the process, please see Q. 8). To receive EACVI Laboratory accreditation, the overall process from the date of the nearest deadline **should not exceed 12 months**: failure to comply with this timeline will result in no accreditation of the laboratory and re-payment of the full accreditation fee.

## 11. What are the types of laboratory accreditation offered?

Three modules are available:

- **Transthoracic Echocardiography (TTE)**
- **Transesophageal Echocardiography (TOE)**
- **Stress Echo**

For each module, two levels are available:

- **Standard accreditation:** set to provide basic laboratory standards for an optimal clinical service
- **Advanced accreditation:** set to establish a fewer number of advanced laboratories in each country, whereby in addition to standard criteria, they may be providing extensive teaching and research.

**The TTE module is mandatory in order to apply for any other modules.** You may also apply for TOE and / or Stress Echo at the same time, but TTE is mandatory in any case.

Table 1-4 below summarise the possible accreditation applications and results:



**Table 1: Laboratories applying for one module only**

**TTE module is mandatory**

Possible applications				Possible results		
1.	<b>TTE (mandatory)</b>	<b>TOE</b>	<b>Stress Echo</b>	<b>TTE</b>	<b>TOE</b>	<b>Stress Echo</b>
	<b>Standard</b>	-	-	<b>Standard</b>	-	-
	<b>Standard</b>	-	-	<b>Failed</b>	-	-
<p>* This applies if your laboratory only performs TTE or if you decide to apply for TTE only. <b>However, you can not apply for advanced accreditation in TTE in this case since all 3 modules are required for advanced accreditation in TTE.</b></p>						

**Table 2: Laboratories applying for two modules**

Possible applications				Possible results		
2.	<b>TTE (mandatory)</b>	<b>TOE</b>	<b>Stress Echo</b>	<b>TTE</b>	<b>TOE</b>	<b>Stress Echo</b>
	<b>Standard</b>	Standard	-	<b>Standard</b>	Standard	-
	<b>Standard</b>	-	Standard	<b>Standard</b>	Failed	-
<p>If your laboratory wishes to apply for two modules, it must be at the standard level</p>				<b>Failed</b>	Failed	-
				<b>Standard</b>	-	Standard
				<b>Standard</b>	-	Failed
				<b>Failed</b>		Failed



**Table 3 and 4: Laboratories applying for three modules**

Possible applications				Possible results		
3.	<b>TTE (mandatory)</b>	<b>TOE</b>	<b>Stress Echo</b>	<b>TTE</b>	<b>TOE</b>	<b>Stress Echo</b>
	Standard	Standard	Standard	Standard	Standard	Standard
<p>If you are applying for more than one module, you must apply to the same grade (standard or advanced) in all areas.</p>				Standard	Standard	Failed
				Standard	Failed	Standard
				Standard	Failed	Failed
				Failed	Failed	Failed

Possible applications				Possible results		
4.	<b>TTE (mandatory)</b>	<b>TOE</b>	<b>Stress Echo</b>	<b>TTE</b>	<b>TOE</b>	<b>Stress Echo</b>
	Advanced**	Advanced**	Advanced**	Advanced	Advanced	Advanced
<p>**If you want to apply for advanced accreditation in TTE, this has to be done for all three modules. This means that all modules (TTE, TOE Stress Echo) <b>should be</b> applied for at the same time and <b>at the same grade</b>. If your laboratory does not practice in TOE and/or Stress Echo, it is not eligible to apply for advanced accreditation in TTE.</p>				Advanced	Advanced	Standard
				Advanced	Standard	Advanced
				Advanced	Standard	Standard
				Standard	Standard	Standard
				Standard	Standard	Failed
				Standard	Failed	Standard
				Standard	Failed	Failed
				Failed	Failed	Failed

\*\* Please note that applying for "advanced" accreditation doesn't guarantee being granted this grade; your laboratory may indeed receive a "standard" grade if it doesn't meet the requirements for "advanced" accreditation.



**12. What is the difference between standard and advanced accreditation?**

	<b>Standard</b>	<b>Advanced</b>
<b>TTE</b>	<p><b>Staff</b> Both clinical and technical heads of echocardiography At least one echocardiographer holding EACVI or mutually recognised with EACVI national individual TTE certification Technical head spends six or more session in echocardiography activities (including management or quality control)</p> <p><b>Organisation/equipment</b> System of review for echocardiograms in place Provision for continuing education Studies archived. Written reports within 24h (see next) Most machines have 2<sup>nd</sup> harmonic imaging and full quantitation package All machines have colour and stand-alone Doppler No machine in regular use upgraded more than 7 years ago 30-40 min allocated per standard study and up to 1 h for a complex study Compliance with appropriate European and national personal data's protection legislation Rooms uncluttered and of adequate size</p> <p>Appropriate provision of patient facilities and information List of indication for echocardiographic studies Standardised examination protocol</p>	<p>Clinical head performs at least one session including transthoracic studies each week. Both technical and clinical heads have EACVI/mutually recognised with EACVI National TTE certification</p> <p>Formal and systematic quality control</p> <p>Agreed minimum standards and imaging protocol for studies List of indication for echo published internally</p> <p>System of liaison with other departments to advise about timing of or results of studies At least two EACVI/nationally accredited echocardiographers</p> <p>Weekly departmental meeting</p> <p>Report database and digital archiving</p> <p>Available standard operating procedures</p> <p>There should be regular teaching to junior doctors, fellows and sonographers with appropriate provision of teaching material (videos, CDs, books, etc.) Evidence of scientific work produced by the department</p> <p>Advanced quantitation (TDI, 3D, contrast, regurgitant volumes) when needed History of success in training for EACVI/national accreditation</p>





	<b>Standard</b>	<b>Advanced</b>
<b>TOE</b>	<p><b>Staff</b> Designated as Head of TOE Designated head should be performing or supervising at least 50 TOE annually</p> <p><b>Organisation/equipment</b> Established protocols Written informed consent Resuscitation equipment Multiplane probe</p> <p>Routine use of: Suction, oxygen and pulse oximeter BP monitor Patient preparation including letter and pre-procedure checklist Provision for continuing education Provision for quality control Sedation used according to published guidelines Lockable drug cupboard Facilities for cleaning/sterilising the probe</p>	<p>Head of TOE performs/supervision &gt;50 studies each year Head of TOE has the EACVI/national certification in TOE – for labs applying from April 2013 onwards. Labs applying before then simply have to have the Head certified by EACVI/national certification in any subspecialty.</p> <p>Designated person, usually a nurse, to manage airway and recover the patient</p> <p><b>Recovery area</b> Minimum standards for studies established List of indications for TOE agreed internally Quality control of results, e.g. against surgery, pathology, other imaging Room at least 20m<sup>2</sup> in area Regular audits Written standard operating procedures History of success in training students</p> <p>Digital storage and retrieval Provision of intra-operative service</p>
<b>Stress Echo</b>	<p><b>Staff</b> Designated Head of Stress Echocardiography Performing a minimum of 100 studies/year per laboratory Studies performed by at least two people, one of whom is a clinician, at least one must have ILS or equivalent Head as a substantial experience of TTE and stress echo</p> <p><b>Organisation/equipment</b> List of indications ECG and BP monitoring capabilities (see text for details) Established appropriate protocols Machine with 2<sup>nd</sup> harmonic imaging and TDI software Resuscitation facilities readily available Lockable drug cupboard Blood pool contrast available Provisions for continue educational activities</p>	<p>Head maintains CME for stress echo More than 300 studies/year per laboratory</p> <p>Machine capable of changing MI and have full digital stress echo package Audit of results against angiography or other independent standard Advanced software dedicated to contrast imaging Capabilities for both pharmacological and exercise stress Additional quantification package should be available Standard operating procedures should be available A history of training junior doctors</p>

**13. Can we receive accreditation in TOE (or Stress Echo) if we failed the accreditation in TTE?**

NO. To receive accreditation in TOE (or Stress Echo), you need to be successful in the accreditation in TTE as it is mandatory. However, you may receive accreditation in TTE but not in TOE (or Stress Echo). Please refer to tables 3 and 4 on page 6/7 for detailed information.

**14. If we apply for more than one module at the same time, can we receive accreditation in only one module or do we need to be successful in all modules?**

Since the TTE module is mandatory, you have to pass it successfully in order to pass accreditation in the other modules.  
However, you may receive accreditation in TTE but not in TOE (or Stress Echo).  
Please refer to tables 2 and 3 on page 6/7 for detailed information.

**15. Can we apply to only one module and ask for advanced accreditation?**

NO. All three modules are required to be able to apply for advanced accreditation.

**16. If we apply for more than one module at the same time, can we apply for standard accreditation in only one module and advanced for the other modules?**

YES. Please note that applying for "advanced" accreditation doesn't guarantee being granted this grade; your laboratory may indeed receive a "standard" grade if it doesn't meet the requirements for "advanced" accreditation. Please refer to tables 2-3 on page 6/7 for detailed information.

**17. If we apply for more than one module at the same time and at the advanced level, can we receive advanced accreditation in TOE and/or Stress Echo and standard in TTE?**

YES.

**18. Do we need to inform the EACVI Accreditation Office when there are changes in our accreditation laboratory structure?**

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

- A move into a new building
- Addition or subtraction of a site

In most instances the accreditation status of the laboratory will not be altered but if, for instance, the new Director does not hold individual accreditation then accreditation could be lost.

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

### **19. How long is laboratory accreditation valid?**

The accreditation is valid for 5 years. Approximately 12 months before your accreditation expires, you will be notified by the EACVI Accreditation Office and reminded to download the reaccreditation forms from the EACVI website.

More information on re-accreditation will be made available in due course on the EACVI Website.

### **20. Can we request a change of status?**

NO. If you feel that your laboratory merits advanced accreditation then you can wait until re-accreditation is due or submit a new application for consideration by the Laboratory Accreditation Committee.

### **21. Do we need to translate patient information leaflets or standard procedure documents into English?**

YES – however, these documents need only be accompanied a short translation and do not need to be official – therefore can be done internally.

In addition, any documents in your local language can only be submitted providing that there is at least one National Society Reviewer from your laboratory's country involved in the EACVI Laboratory Accreditation process.

If official translation is requested by the EACVI as part of the review process, you will be contacted and the translation cost will be at the laboratory's own charge.

### **22. According to the EACVI website, our country is not listed as having a National Society reviewer, can we still apply?**

YES. In this case, please ensure that all your documents are submitted in English.

### **23. Our institution covers two sites. Do we need to submit separate applications for them?**

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 performing and/or interpreting any echocardiograms 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 usually be required and fees as described in question 4 will apply for each application.

**24. There is no clinical head and/or technical head in our department: can we still apply for accreditation?**

YES. The forms have been designed to take into account that some laboratories might not have a clinical head or a technical head. In this case, the name of the person administratively in charge of the department or alternatively filling in the application forms and taking responsibility for its content and accuracy should be provided.

**25. What benefits will the Laboratory receive if we become fully Accredited with EACVI?**

**a) Educational:**

- preference to be hosting centers for EACVI grants (prestige and reimbursement)
- preference in participation in EACVI specific educational projects (for instance, e-learning)
- preference to be hosting centers for fellowships
- preference in the selection for educational courses and meetings

**b) Scientific:**

- preference in participation in EACVI specific scientific projects

**c) Research:**

- strong preference for research programs - starting with the NORRE STUDY

**d) Economical:**

- preference to be selected for trials with echo sub studies