



Audit Plan Surveillance Audit

1 – BREAST CENTRE DETAILS

Name and address

Breast Centre

Ospedale Infermi di Rimini
Via Settembrini 2
47921 – Rimini
Italy
Site 2
Ospedale Franchini,
Via Pedrigone 3
47822 Santarcangelo di Romagna

Breast Centre Contact Person Dr. Menghini

2 – AUDIT

Type: 2nd Surveillance
Date of audit: 28th October 2019
Starting from: 8.30 to 16.30
Duration(person/day): 2/1
Referring Guidelines: "The requirements of a specialist breast centre" - Eusoma
Application field: Breast Centre
Language: English
Referring documents: Agreement
Certification Rules and Regulation
Eusoma Guidelines
Aim of the Audit: Compliance with Eusoma requirements

3 - AUDIT TEAM

Lead Auditor	Alfonso Piccoli, Brescia, I
Breast Surgeon	Richard Rainsbury, Winchester, UK

Breast Centres Certification – Viale Belfiore 10, 50144 Firenze (Italy) - phone 0039/055/0988380; fax: 0039/055/3241122
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The composition of the Audit team will be considered accepted if BCCert will not receive any motivated and written remarks within 5 working days from receipt of this form. The Breast Centre is kindly asked to duly inform BCCert about any situation that can require particular safety standards to be followed by the auditors, during the whole visit.

Please Note:

1. Audit timing are indicative and may be modified during the audit visit.
2. Audit team has to be given access to Breast Centre areas, documents, etc.
3. Privacy: documents used or generated during the Audit visit are confidential and can not be reproduced, except for internal use, without written consent from the Breast Centre
4. The Breast Centre is responsible for the internal distribution of this document

Function or referring person	Requirement to be verified	Day	Personnel	Time
Ospedale Infermi di Rimini				
<i>Breast Centre Director and Team members</i>	Introductory Meeting	1	ALL	8.30-9.00
<i>Breast Surgeon and Reconstructive Surgeon</i>	Breast radiation oncology	1	LA+SU	9.00-9.30
<i>Breast Radiologist and Technicians</i>	Breast Radiology	1	LA+SU	9.30-10.30
<i>Breast Medical Oncologist</i>	Breast Medical Oncology	1	LA+SU	10.30-11.00
Ospedale Franchini				
<i>Breast Surgeon and Reconstructive Surgeon</i>	Breast surgery and Reconstructive surgery	1	LA+SU	11.30-12.30
<i>Breast Radiation oncologist</i>	Breast Radiation Oncology	1	LA+SU	12.30-13.00
Ospedale Infermi di Rimini				
<i>Breast Centre Director and Core Team</i>	MDT meeting	1	LA+SU	13.30-14.30
<i>Audit Team</i>	Internal meeting of the Audit team	1	LA+SU	14.30-15.30
<i>Breast Centre Director, Core team and team</i>	Closing meeting with the Breast Centre	1	ALL	15.30-16.30



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members

Please note that the visit will be carried out in English language, we kindly ask you to foresee if necessary, at least one core team member per discipline who can translate for the colleagues.

Please note that if the Breast Centre needs to change order or timing in the above audit plan this should be notified to BCCert prior the visit

LA: Lead Auditor Alfonso Piccoli
SU: Breast Surgeon Richard Rainsbury,
ALL: Breast centre team + Audit team (LA+SU)

With my best regards

T. Natali
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Dear Clinical Director, ITALCERT in partnership with BCCERT, aims at providing a high-level service throughout Breast Centres Certification procedure.

We would appreciate to know your level of satisfaction with regard to the audit carried out at your Breast Centre by our team. We kindly ask you to answer to the questions below and send back the questionnaire to italcert@breastcentrescertification.com

SCORE: 1 (NOT sufficient); 2 (Sufficient); 3 (Good); 4 (Very Good)

- 1 Has the audit organization been managed with efficiency and collaboration by Breast Centres Certification Staff? ☐
- 2 Has the Audit Team adopted a kind and collaborative approach? ☐
- 3 Has the Audit Team followed the timing foreseen on the audit plan? ☐
- 4 Has the Audit Team described and motivated in an appropriate manner the final remarks and observations included in the audit report? ☐
- 5 Audit Team approach has been helpful for a better and efficient application of Eusoma requirements? ☐

Comments, and/or additional suggestions:

***Thank you for your collaboration
Breast Centres Certification Staff***

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