



## Standard Operation Procedure (SOP) Teaching and Training agreement Eurotransplant

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### General

The purpose of this document is to supplement the Teaching and Training Agreement and to give specific requirements and responsibilities necessary to fulfill out the terms of the Teaching and Training Agreement.

### Application procedure

The national competent authority of the non-Eurotransplant center and the non Eurotransplant-center jointly send a request to the Board of Management of Eurotransplant for a Teaching and Training Agreement. The request is accompanied by a proposal which contains the name of the non-Eurotransplant center, the specific training needs and the estimated timeline of the training program. After initial review the Board of Management sends the proposal for tender to all Eurotransplant centers involved in the respective organ transplantation program.

After 4 weeks, Eurotransplant draws up a report containing the reactions of the interested Eurotransplant centers and sends this document to the non-Eurotransplant center and the National Competent Authority involved.

The non-Eurotransplant center and the national competent authority jointly inform the Board of Management on the Eurotransplant center of choice.

The non-Eurotransplant center and the Eurotransplant center jointly prepare a project plan containing the infrastructural and equipment/technical requirements and the guidelines and minimum requirements for the teaching and training program.

The project plan is sent to Eurotransplant and discussed in the respective Organ Advisory Committee and together with a recommendation sent to the Eurotransplant Board of Management for approval.

### Decision making process Board of Management (initial review and final decision)

In its decision-making process the Board of Management takes in account the following considerations:

- The commitment of the non- Eurotransplant country to promote organ donation to increase its donor rate.
- The level of professionalism and effectiveness of the organ donation organization in the country of the non-Eurotransplant center.
- The commitment of the non-Eurotransplant country to establish their own transplant program after the termination of the teaching and training program.
- The feasibility of the project plan considering the estimated timeline and content of the training program.
- Transparent, objective and measurable milestones.
- Prior performance management of the Eurotransplant transplant center regarding training programs.
- The evaluation of the Eurotransplant transplant center regarding similar ongoing training activities.

### Teaching and training agreement

After approval by the Board of Management a Teaching and Training Agreement is sent to the national competent authority of the non- Eurotransplant center and the Eurotransplant transplant center for signing. Depending on the content of the request the duration of the Agreement is set by the Board of Management with a maximum of three years.

### Progress report

The Eurotransplant transplant center and the non- Eurotransplant center jointly provide Eurotransplant



with a yearly report on the progress of the teaching and training program. This report will be discussed in the respective Organ Advisory Committee, the Advisory Councils and the Board of Management. The Board of Management has the right to audit the execution of the Teaching and Training Agreement and to terminate the agreement in case of lack of progress in the training program.