

## Prerequisites for accreditation by DEGRO-Academy

The purpose of this document is to outline the individual steps and criteria required to successfully become accredited by DEGRO-Academy. First, there will be a precise description of the required steps and then a brief addendum containing a list of questions, which need to be answered. A sample feedback sheet is supplied and can be found at the end of the document.

- 1) The subject is a training event, which must have duration of at least 6x 45 minutes (exceptions are possible) in presence or virtually and must encompass a topic from the radiotherapeutic curriculum.
- 2) To apply for accreditation, an informal application should be sent to our office (Ms. Müller) by email ([office@degro.org](mailto:office@degro.org)) including the preliminary flyer as well as the answers of the addendum.
- 3) The application will then be circulated amongst the members of the board for final decision about accreditation – the result of the vote is determined via majority decision. This process usually takes about one week.
- 4) If the application is successful, the organizer will be given access to the DEGRO-Academy logo. Please note, that exactly this logo is to be used in the flyer. Furthermore, placing the academy logo directly next to the organizer is to be avoided for legal reasons. Accreditation does not imply funding.
- 5) Before the event begins, the most up-to-date version of the flyer should be sent to our office.

We ask, that an evaluation of the event is performed and the results (only the final evaluation and number of participants) are sent to the DEGRO-office (ideally at the end of the respective quarter; for the purposes of orientation this document includes a sample feedback sheet, but individualized versions will also be accepted).

With many thanks and friendly collegial greetings,

Dr. med. Matthias Mäurer  
Managing Director of DEGRO Academy

### **Addendum of questions**

- Who is the organizer? Who is the technical director?
- Is there any industrial sponsorship of the event? And, if so, what amount is being sponsored?
- What is the target audience of the event?
- Is the goal of the event  primary, or  continuing education? Please select.
- Is there a certification by the responsible Medical Association?
- Which topics will be covered by the course?
- How high is the participation fee?
- Is there going to be an evaluation by the participants of the event?

**Quality evaluation of the event**

**Topic:**

**Event:**

Dear Participant,  
to ensure the continuing improvement in quality of the event you just attended, we would kindly ask you to answer the following questions and turn in the feedback sheet at the end of the event. Your answers will be treated confidentially and are for internal purposes only.

Thank you very much for your cooperation!

Questions		Evaluation
The learning objectives were clearly defined	excellent	
	good	
	satisfactory	
	sufficient	
Lecture/presentation/didactics	excellent	
	good	
	satisfactory	
	sufficient	
Questions/interaction/discussion	excellent	
	good	
	satisfactory	
	sufficient	
Personal learning success	excellent	
	good	
	satisfactory	
	sufficient	
Relevance for daily work	excellent	
	good	
	satisfactory	
	sufficient	
Total evaluation	excellent	
	good	
	satisfactory	
	sufficient	