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EUROPEAN COMMISSION
INITIATIVE ON BREAST CANCER

Self-assessment Tool User Manual

European Quality Assurance Scheme
for Breast Cancer Services



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TABLE OF CONTENT

INTRODUCTION	6
SYSTEM REQUIREMENTS AND INSTALLATION	7
EXPLORING THE START PAGE	8
ADMINISTRATIVE DATA	9
START OR CONTINUE AN ASSESSMENT	10
CHECK THE STATUS OF AN ASSESSMENT	14
GENERAL FEEDBACK	15
EXPORT DATA	16
CONTACT INFORMATION	17

INTRODUCTION

The European quality assurance (QA) scheme for breast cancer services is a collection of evidence-based requirements (described in the *Manual of the European Quality Assurance Scheme for Breast Cancer Services*) that can be followed by any breast cancer service (BCS) wishing to improve the quality of care offered to women.

The scheme is designed to be implemented on a voluntary basis. Auditors will check the requirements both remotely and during on-site visits to a BCS's physical premises. Those services demonstrating that they meet the requirements will be awarded a certificate.

Before the QA scheme is launched, a pilot will be carried out to determine the feasibility of implementing the requirements and to test the different components in real settings. A final version of the QA scheme will then be prepared based on the outcomes obtained during the feasibility checks and pilot run.

The self-assessment tool is a software that BCSs can use to check their progress towards meeting the requirements before applying for accredited certification for the European QA scheme. This version of the software is designed to test the feasibility of the requirements.

Selected BCSs will use the self-assessment tool to assess their compliance with the requirements (or their likelihood of complying, if not yet implemented). They will also explain, in the dedicated section of the self-assessment tool, how they can prove (or intend to prove) their compliance and, where possible, calculate the quality indicators using the quality indicators calculator.

For feasibility-check purposes, the self-assessment tool includes a feedback section for each requirement, as well as a general feedback section.

SYSTEM REQUIREMENTS AND INSTALLATION

This software has been developed for Windows operating systems.

Minimum system requirements

Windows 7 SP1 , Windows 8/8.1 or Windows 10.

At least a 1 GHz processor with at least 512 MB of physical RAM is recommended, with a minimum of 512 MB of free disk space.

How to install the self-assessment tool

The self-assessment tool can be downloaded from the CIRCABC platform ⁽¹⁾. Each BCS participating in the feasibility checks will receive instructions on how to access the platform, create an account and access the space where the software is hosted.

Once you have downloaded the file *ECIBC QA Self-assessment tool* MSI from the CIRCABC platform, run it to start the installation. During the installation you must accept the Standard End User License Agreement.

Running the software

To start the self-assessment tool, launch the file *ECIBC QA Self-assessment tool* from your desktop.

¹ Communication and Information Resource Centre for Administration, Businesses and Citizens: <https://circabc.europa.eu>.

EXPLORING THE START PAGE

When you open the tool (Figure 1), you will see the left side menu with the following tabs: Home, BCS data, Self-assessment, BCS Manual, About, Licence and Exit.

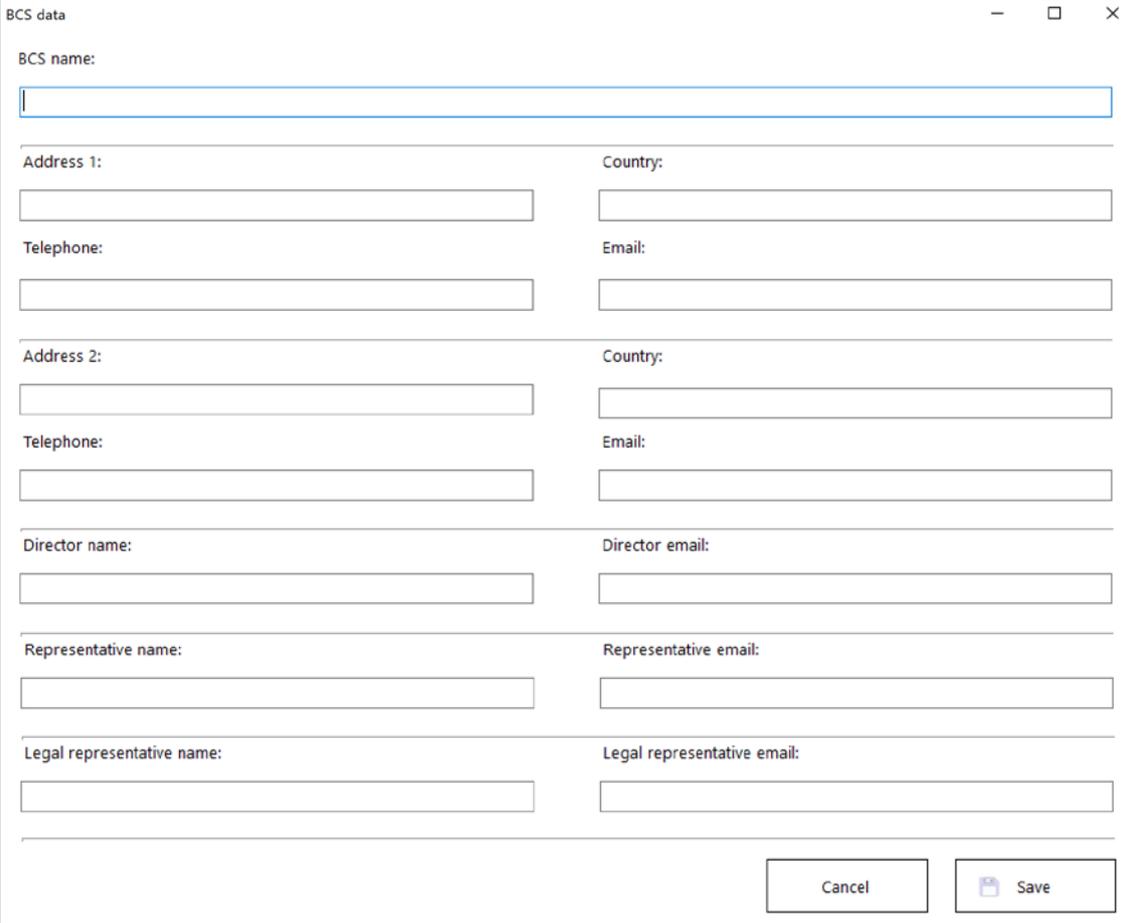
- The **Home** section provides general information about the QA scheme and the self-assessment tool.
- The **BCS data** section leads to a form that will need to be completed with administrative information about the BCS.
- The **Self-assessment** section brings up the menu that lets you start a new assessment or continue an existing one.
- The **BCS manual** section leads to the BCS manual describing the requirements.
- The **About** section summarises information on the ECIBC and developers of the tool.
- The **Licence** section is where the agreement for using the ECIBC QA self-assessment tool can be found.
- The **Exit** section will close the programme and end your session.



Figure 1. The Home page.

ADMINISTRATIVE DATA

Enter the administrative data about your service in the **BCS data** section in the left-hand menu.



The image shows a window titled "BCS data" with standard window controls (minimize, maximize, close) in the top right corner. The window contains several input fields for administrative data, organized into sections separated by horizontal lines:

- BCS name:** A single text input field.
- Address 1:** A text input field.
- Country:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Address 2:** A text input field.
- Country:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Director name:** A text input field.
- Director email:** A text input field.
- Representative name:** A text input field.
- Representative email:** A text input field.
- Legal representative name:** A text input field.
- Legal representative email:** A text input field.

At the bottom right of the window, there are two buttons: "Cancel" and "Save". The "Save" button includes a small floppy disk icon.

Figure 2. Window with the administrative information.

START OR CONTINUE AN ASSESSMENT

To create a new assessment, choose the **Self-assessment** section in the left-hand menu and click the **New assessment** button (Figure 3). Select the process(es) of care covered by your BCS (Figure 4) and briefly describe the assessment in the description box (e.g. assessment to check compliance of the screening programme, 15 March 2021). Save the changes.

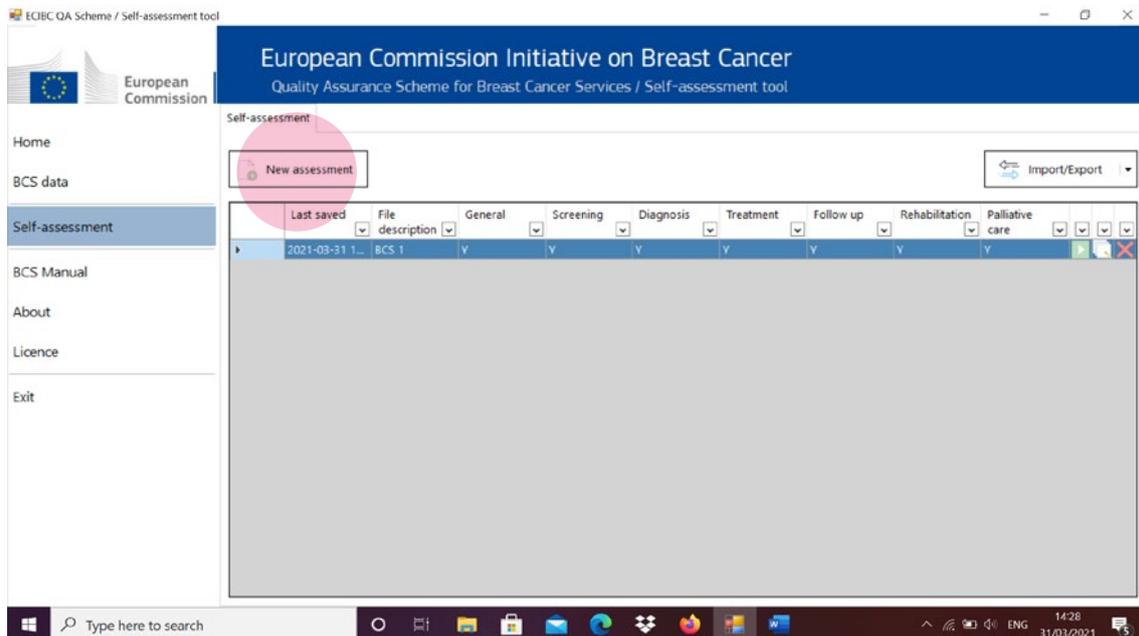


Figure 3. Self-assessment page.

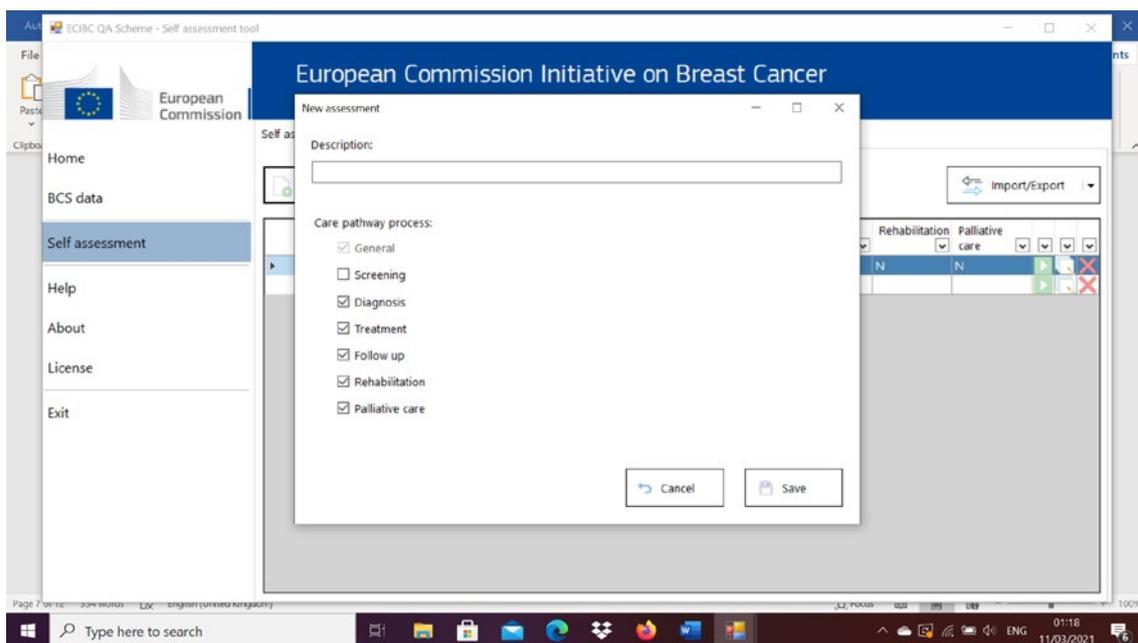


Figure 4. The window for selecting the processes of care covered by the BCS.

To start the assessment, click the green button  or double-click on the row (Figure 5).

To continue an existing assessment, click on the same green button  in the row containing the relevant assessment (Figure 5). To edit an assessment, click the edit button  and then edit the process of care being assessed. If you would like to delete the data and the assessment, click the  button.

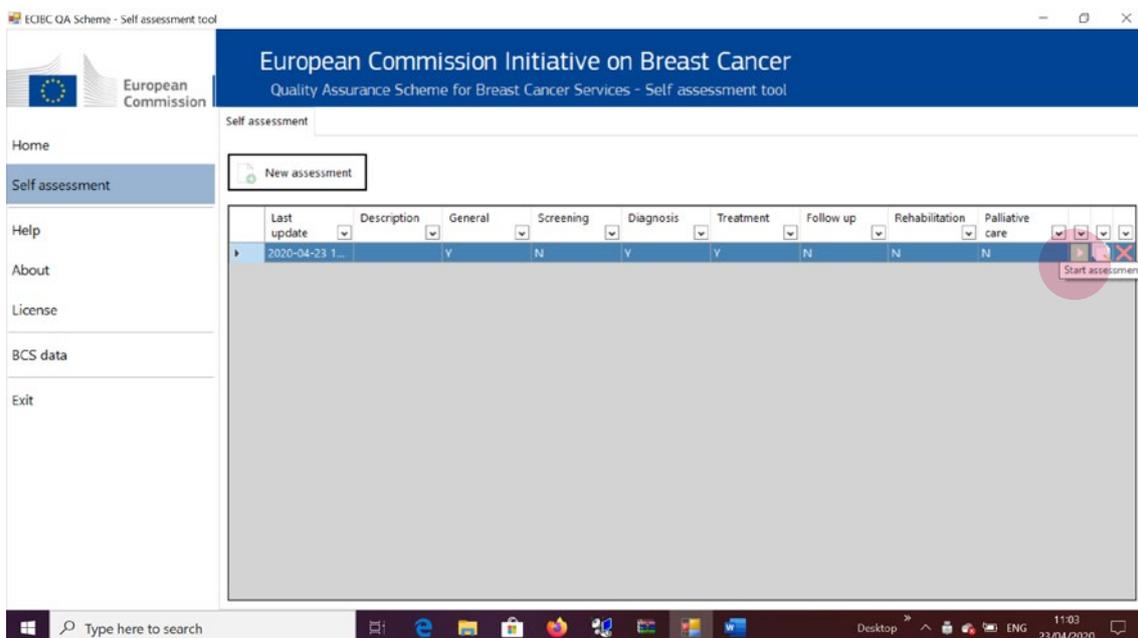


Figure 5. Screen showing the list of assessments.

To choose the process of care for which you will fill in information about the service's compliance with the BCS manual requirements, click the blue down-arrow button  (see Figure 6) or the  button.

If you click the blue down-arrow, you will see the list of the requirements for that process of care and the progress made (Figure 9). The number on the right-hand side indicates the number of requirements for each process of care.

If you click the edit button , a new window will open (Figure 7), where you can fill in the necessary information for each requirement (organised by criteria).

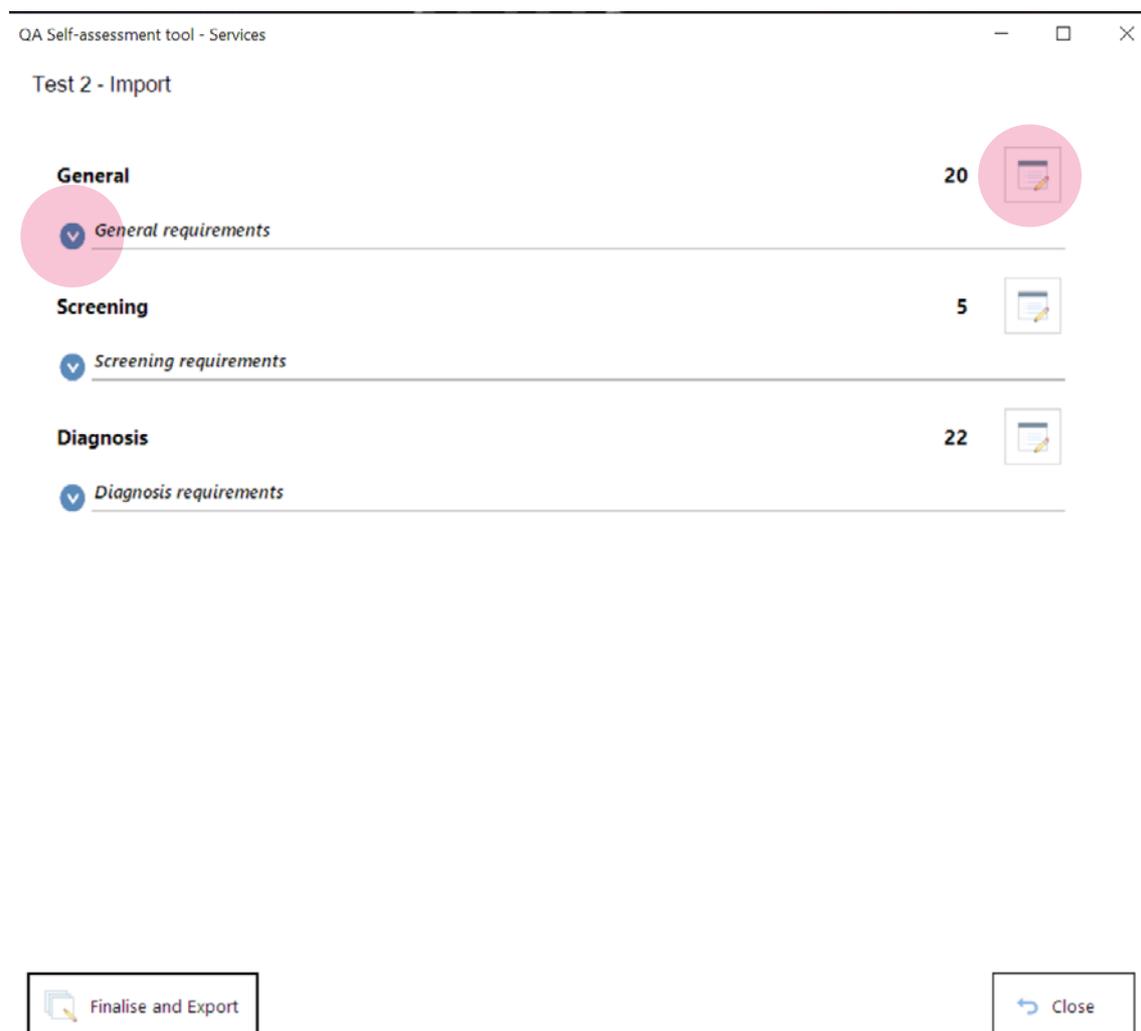


Figure 6. Window showing the processes of care with the number of requirements to be checked.

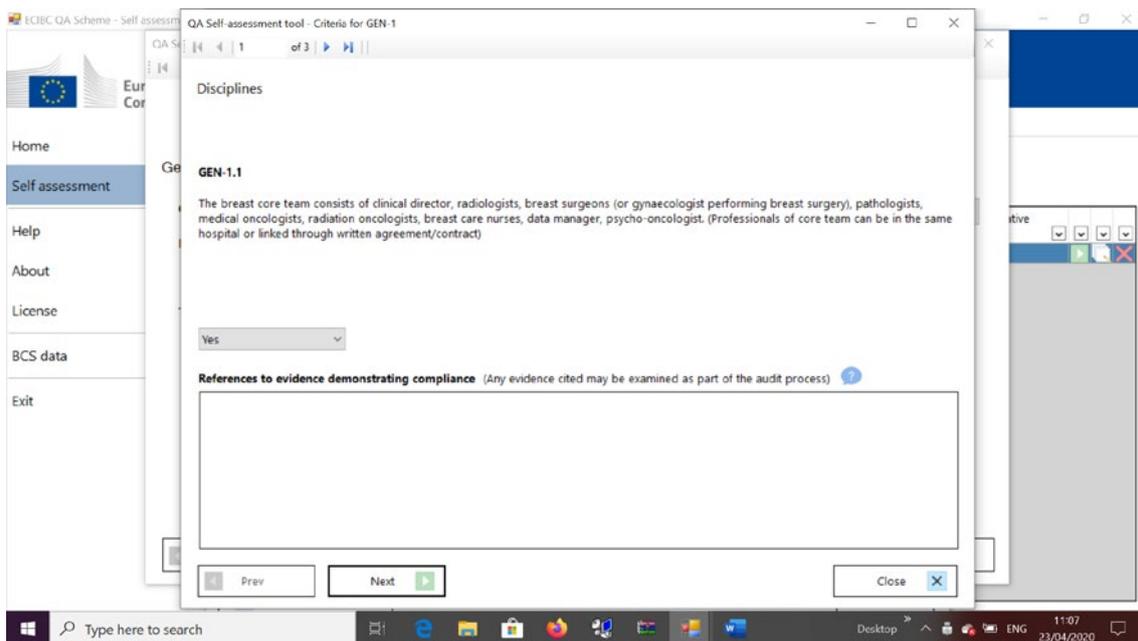


Figure 7. Window with an example criterion and evidence box to be filled in.

Use the **Next** button to navigate to the next requirement/criterion, or **Previous** to navigate to the previous one.

The information for each criterion can be edited in this window. The information is saved automatically when clicking the **Close**, **Previous** or **Next** buttons. There is specific feedback form to be completed for each criterion (Figure 8).

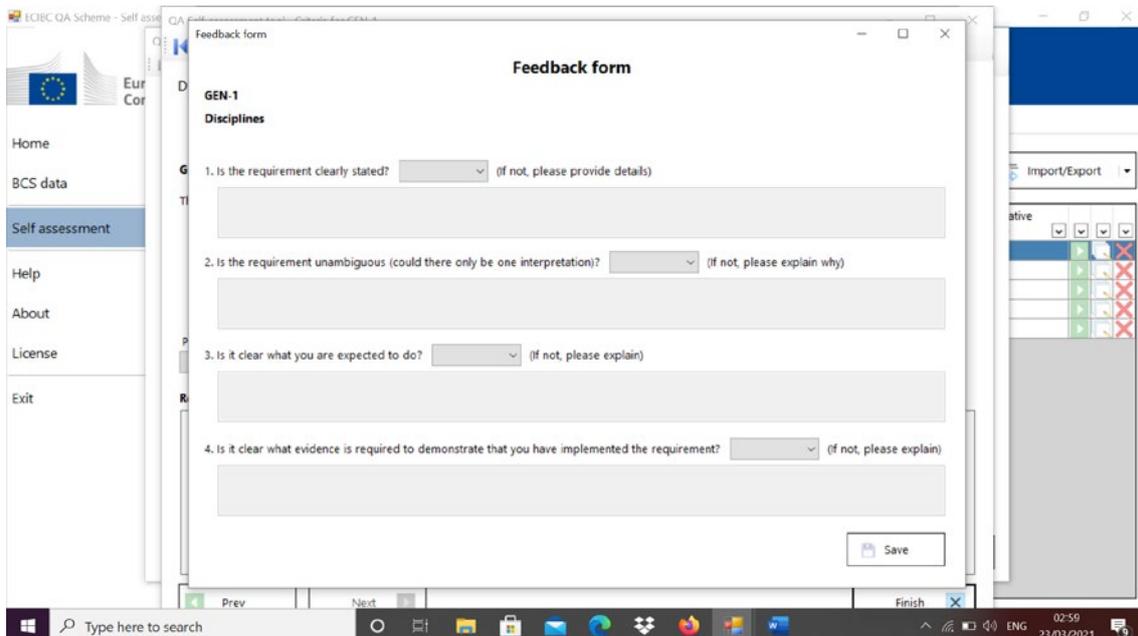


Figure 8. Feedback window.

CHECK THE STATUS OF AN ASSESSMENT

When clicking the edit button  (on the right-hand side) for each process of care, the requirements for the process selected will be displayed. This can also be done by clicking the **Next** button. It is also possible to review criteria and feedback in this window. To go to another process of care, you will need to close the window containing the one that you are currently editing, as you cannot edit two windows for two different processes of care at the same time.

Click the blue down-arrow next to the process of care to bring up the list of requirements. The number of requirements for each process of care is shown at the top right (Figure 9), and there is a progress bar for all of the criteria being filled in.

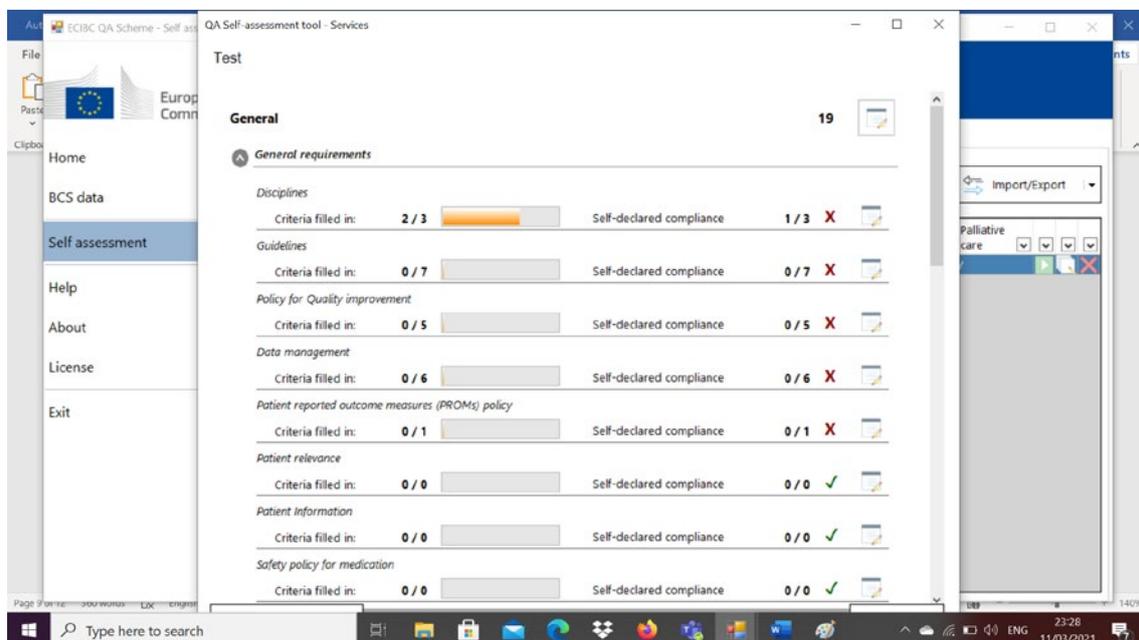


Figure 9. Summary of completion of the requirements and criteria

To change between the processes of care for an existing assessment, click on the edit button  to edit the assessment.

GENERAL FEEDBACK

When your service's assessment is complete, click the **Finalise and export** button and fill in the feedback form (Figure 10).

Feedback form

Feedback form

Self assessment tool > Self assessment tool (2) > Indicators > Indicators (2)

Were any of the requirements additional to what you are already doing? No (If yes, which ones? Please explain)

Were any of the requirements difficult to understand? Yes (If yes, which ones? Why? Please explain)

Were any of the requirements difficult to implement? (If yes, which ones? Why? Please explain)

Was the self-assessment tool helpful? (If no, please explain)

Was the self-assessment tool difficult to use? (If yes, why? Please suggest improvements)

Back Next

Figure 10. General feedback form.

EXPORT DATA

To export the data completed during the assessment, either click the **Finalise and export** button in the **Self-assessment** window (Figure 6) or the **Import/export** button on the initial **Self-assessment** screen (Figure 11).

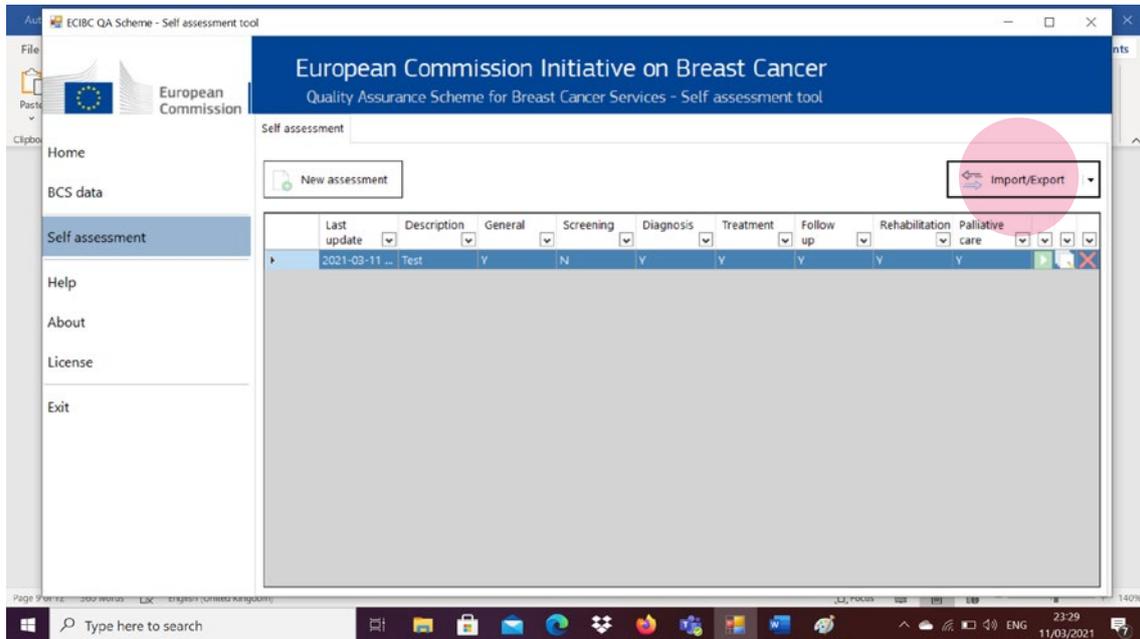


Figure 11. Import/export button on the initial Self-assessment screen.

Finally, save the file and upload it to CIRCABC.

| CONTACT INFORMATION

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